

## SECTION 5. SYSTEM ADMINISTRATION

### 5.1 SYSTEM ADMINISTRATION OVERVIEW

#### 5.1.1 System Administration Main Window

The Title Bar identifies that you are in the System Administration window (Figure 5-01). This window has three menu options on the menu bar: File, Maintenance, and Utilities. The File menu has only one option: Exit.

Note the Main Menu button to the right of the Exit icon on the icon bar. This button allows you to exit the current module and return to the Main Menu window.

The Maintenance menu option enables the creation and maintenance of course, class, and course ID records, report headings, and user fields; the creation and importation of CDD/POI files; and the preparation of a course comparison report. The Maintenance menu option is available to the Primary System Administrator and to any Course Administrator(s) that the Primary System Administrator appoints. The Course Administrator can apply the menu options to only those courses to which he/she has been granted access.

The Utilities menu option enables the Primary System Administrator to perform system maintenance functions. These functions include packing and indexing the databases, performing backup and restoration of the system files, and maintaining user ID tables, reports, and logs. The functions under this menu option are not available to Course Administrators.



Figure 5-01. System Administration Window

#### 5.1.2 MCAIMS Primary System Administrator's Role

The MCAIMS Primary System Administrator's responsibility is two-fold: to protect the MCAIMS databases and to maintain system integrity by controlling access to the MCAIMS data. The Primary System Administrator grants user access to the MCAIMS modules (Curriculum Management, Evaluation Management, or Student Management), functions (menu options), and specific courses based on need to know and work. For example, some users may need to create courses, classes, student records, or exams; while other users may only need to print reports. Note that the Primary System Administrator automatically has access to every course created and to every function under every module.

#### 5.1.3 Course Administrator

A Course Administrator is a user who has been granted access by the Primary System Administrator to the Maintenance menu under the System

Administration module. A Course Administrator can perform any function for specific courses under the Maintenance menu, except for those functions under the CID Table that are restricted to the Primary System Administrator at Ground Training Branch. A Course Administrator can add or retrieve a course and assign access to other users, providing the course retrieved did not already exist in the system. The Primary System Administrator must assign the Course Administrator access to courses that he or she did not add or retrieve into MCAIMS. A Course Administrator can edit, delete, copy, archive, or change the status of any course to which he or she has access. He/she can also add, edit, or delete classes for any Approved course to which he/she has access.

## 5.2 MAINTENANCE

The seven menu options under the Maintenance drop-down menu are Course, Class, Export Files, Course Comparison Report, CID Table, Report Headings, and User Fields. From this menu, you can manage course information, class information, formal course identification, report headings, and user fields as well as create CDD/POI import files and prepare course comparison reports.

### 5.2.1 Course

A course is a prescribed program of instruction, defined by academic and administrative parameters. Only a MCAIMS Primary System Administrator or Course Administrator may create a course record in the MCAIMS System. When you establish a course record, remember that the curriculum developer depends on you to enter the course record information accurately.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the Maintenance option on the menu bar. This displays the Maintenance drop-down menu (Figure 5-02).



Figure 5-02. Maintenance Drop-down Menu

3. Choose Course. The Course Information Maintenance selection list box (Figure 5-03) opens with a list of courses to which you have access. Only the Primary System Administrator will see all the courses. The list may be sorted in alphabetical order by Course ID or by course title. Note that the CDD and POI fields beneath the selected course will reflect information entered under the Course Statistics option in the Curriculum Management module (Paragraph 6.3.7). The Training Days field will reflect information entered under the CDD - Course Record 2 option (Paragraph 6.3.9). The CID field will reflect information entered upon creation of the course (Paragraph 5.2.1.1). A newly created course will have no data.

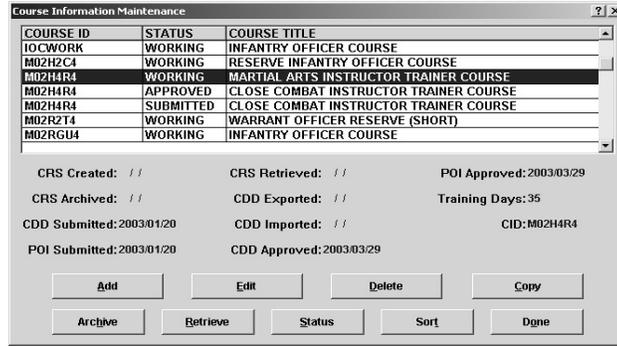


Figure 5-03. Course Information Maintenance

- Refer to Table 5-01 for an explanation of the data fields appearing in the dialog box.

Table 5-01. Course Information Maintenance

ITEM	DESCRIPTION
Course ID	Unique code assigned to this specific course.
Status	Working, Locally Approved, or Submitted.
Course Title	Short title of the course.
CRS Created	Non-editable field displaying the system-generated date when the highlighted course is created. The date is generated through the Course Add, Course Copy, and Change Course Status functions.
CRS Archived	Non-editable field displaying the date that is system-generated each time the highlighted course is archived. This date is removed if the status of the course is changed.
CDD Submitted	Non-editable field displaying the date the CDD for the highlighted course is submitted by the school or received by a GTB analyst. Enter this date under the Course Statistics option in the Curriculum Management module (Paragraph 6.3.7).
POI Submitted	Non-editable field displaying the date the POI for the highlighted course is submitted by the school or received by a GTB analyst. Enter this date under the Course Statistics option (Paragraph 6.3.7).
CRS Retrieved	Non-editable field displaying the date that is system-generated each time the highlighted course is retrieved. This date is removed if the status of the course is changed. It is updated with each new retrieval.
CDD Exported	Non-editable field displaying the date that is system-generated each time an export file is created for the highlighted Submitted course. This date is removed if the status of the Approved course is upgraded to overwrite the Submitted course. The date is also removed if a course archive of a Submitted course is retrieved to either a Working or Approved status.
CDD Imported	Non-editable field displaying the date that is system-generated each time the highlighted Submitted course is imported. This date is removed if the status of the Approved course is upgraded to overwrite the Submitted course. The date is also removed if a course archive of a Submitted course is retrieved to either a Working or Approved status.

ITEM	DESCRIPTION
CDD Approved	Non-editable field displaying the date the CDD was approved. Enter this information under the Course Statistics option in the Curriculum Management module (Paragraph 6.3.7).
POI Approved	Non-editable field displaying the date the POI was approved. Enter this information under the Course Statistics option in the Curriculum Management module (Paragraph 6.3.7).
Training Days	Non-editable field displaying the number of training days required for the highlighted course. This data appears automatically for an archived or copied Approved course but must be entered for a new course under the CDD - Course Record 2 option (Paragraph 6.3.9).
CID	Non-editable field displaying the formal CID for the highlighted course as entered upon creation or update of the course (Paragraph 5.2.1.1).

5. Click on the desired command button.

#### 5.2.1.1 **Add**

This command allows you to add a new course record that contains basic course information. Note that it is mandatory to complete some data fields and text boxes in order to establish a course. In addition, required entries must be made in some memo text boxes before upgrading a course to a higher status (see Paragraph 5.2.1.7). It is important that you consider the following facts when completing this record:

Only a course designated as a formal course can:

- Interface (upload/download) with BNA records.
- Have class records included in the TRRMS extract.

The Course ID for a course designated as formal must match the Formal Course code in order to:

- Change the course status from Locally Approved to Submitted.
- Print a CDD/POI for submission.

A course not designated as formal can be changed to the Submitted status, and a CDD and POI can be produced.

**HINT: Course Administrators can grant other users access to any course that they create.**

1. From the Course Information Maintenance selection list box, click on **Add**. A message appears to advise you the course record format is being created. Then the Course Information Add dialog box (Figure 5-04) opens.

Figure 5-04. Course Information Add

- Referring to Table 5-02 for an explanation of the data fields, complete information in each field as required.

**HINT: Course ID, Short Title, Class Frequency, Annual Input, Avg Calendar Days, Maximum, Optimum, and Minimum Class Capacity, Quota Control, and Funding data are mandatory entries to establish a course.**

Table 5-02. Course Information Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Course ID	A unique identifier you assign to this course. For a formal course, this is generally the Course ID that is listed in the TIP. You must complete this field to save the record. Note that once this record is saved, you cannot edit this field. If after significant development, you realize the Course ID is incorrect, you may copy the course and ensure the Course ID is correctly entered.  <b>HINT: Different versions of the same course may be created when the courses are conducted simultaneously but with some minor variations (refer to Paragraph 5.2.1.4, Course Copy).</b>	Field requires 7 alpha-numeric characters
Short Title	Short descriptive title that appears in report headings and list boxes. You must complete this field to save the record.	Up to 40 alphanumeric characters
Formal Course	Clicking on this check box brings up a comprehensive list of currently recognized formal courses. Click on the desired 7-character Formal Course code. Note that if the desired formal code (an approved CID) does not exist in the list, add it to the CID table (Paragraph 5.2.3.1). Then you access the desired code here. Use of this feature is mandatory for any course record that requires interface (uploading/downloading records) with BNA and TRRMS records. Select this field only for currently approved formal courses.	
Other SCN	Other Service Course Number. Code assigned by the host service to the same course. Leave blank if none.	Up to 8 alphanumeric characters
MASL Number	The Military Articles and Service List code number of a course for international military training.	Up to 8 alphanumeric characters

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Class Freq	Number of classes required to support the throughput as contained in the TIP for that fiscal year. You must complete this field to save the record.	Up to 3 numeric characters
Annual Input	The number of students programmed to attend a given course during a specific fiscal year (often called "throughput"). You must complete this field to save the record.	Up to 5 numeric characters
Avg Calendar Days	The course length. Note that this field in all existing course records is set to zero. Ensure that you edit this information on all existing course records. You must complete this field to save the record.	Up to 3 numeric characters
Max	Maximum Class Capacity. The maximum number of students in one class for this course based on available resources, such as existing facilities, messing, billeting, equipment budget, and personnel limitations. You must complete this field to save the record.	Up to 3 numeric characters
Opt	Optimum Class Capacity. The ideal class size that capitalizes on all facilities/ equipment and instructional capabilities of the school. You must complete this field to save the record.	Up to 3 numeric characters
Min	Minimum Class Capacity. The minimum class size below which it is no longer cost effective to run a class. You must complete this field to save the record.	Up to 3 numeric characters
MOS Received (six fields)	The MOS assigned upon successful completion of the course. Refer to the TIP for this information. Leave blank if none.  <b>HINT: Move from one MOS field to the next by pressing [Enter]. Pressing [Tab] advances to the Quota Control field.</b>	4 numeric characters
Initial Training Setting	Drop-down box from which you may choose the default Standard/ Preliminary designation or the Core/Core Plus designation. If you change the setting to Core/Core Plus, you will receive an advisory message about the effect of this setting upon tasks. The task screen under Curriculum will reflect the setting chosen.	

3. Click on **Location**. A memo text box opens. Enter the location at which the course is taught.
4. Click on **Purpose**. A memo text box opens. Enter a concise statement concerning the goals of the training provided by the course.
5. Click on **Scope**. A memo text box opens. Enter a synopsis of the subject matter covered in this course.
6. Click on **Prequisites**. A memo text box opens. Enter the qualifications that personnel desiring to attend this course must meet. For an existing course, you can find this information in the target population description developed in the design phase and filed at the school. If you do not enter data in this field, MCAIMS automatically includes the statement "prerequisites have not been defined by the school" in Paragraph 16 of the CDD. Note that

this field must be completed before upgrading the course to the Submitted status.

7. Click on **Quota Control**. A memo text box opens. Enter the name of the agency that manages quotas. This information can be obtained from the Occupational Field sponsor. You must complete this field to save the record.
8. Click on **Funding**. A memo text box opens. Enter the name of the agency funding temporary additional duty incidental to a student's attendance at the course. If the using agency must also bear cost, such as tuition, make a statement to this effect. You must complete this field to save the record.
9. Click on **Reporting Instr.** A memo text box opens. Designate to whom the student must report when arriving at the school. Include information on transportation and directions. Also include a statement indicating the availability of Government billeting and messing. When you attempt to save, a reminder of the requirement to enter comments concerning the availability of messing and billeting facilities for students will appear.
10. Click on **TPD**. A memo text box opens. Designate the target population description for this course. If you do not enter data in this field, MCAIMS automatically includes the statement "target population has not been defined by the school" in Paragraph 16 of the CDD.
11. Click on **Copy**. The Copy Course Information to the Locally Approved Course dialog box (Figure 5-05) opens. Although the **Copy** button is accessible when adding a course, the copy function is not. Since this Working course is just being established, pressing **Continue** will always prompt a message stating that no Locally Approved version of the course exists. Once a Locally Approved version of the course has been created, this function can be accessed by selecting the **Edit** button. See Paragraph 5.2.1.2 for an explanation of this function.

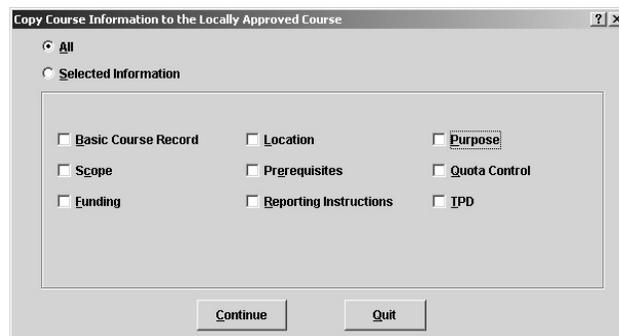


Figure 5-05. Copy Course Information to the Locally Approved Course

12. Click on **Save**.
  - a. If the Formal School option is not selected, a message appears to advise you of the effect of this choice on the option to export TRRMS files and to download BNA files. Click on **OK**.
  - b. Then the Select User IDs selection list box prompts you to establish access to the course for appropriate users. Note that Course Administrators may also assign access to other users for any course they create.

- (1) Double-click on each user requiring access to this course. A checkmark appears next to the User ID. (Alternatively, you can single-click each user and immediately choose **Select**.)
- (2) Click on **Done** button. This returns you to the Course Information Maintenance selection list box.

#### 5.2.1.2 **Edit**

This command allows you to edit information for the highlighted course. You can edit the course record for only those courses with a Working status. However, you may copy changes you have made for all or selected items of the course record (e.g., Class Frequency, Annual Input, Max Class size) from the Working version of the course to the corresponding Approved version (Step 4). [Note that you can also copy learning objectives, concept cards, and the CDD so that you do not overwrite any tests you have developed in the Approved version by changing the status of the Working course.]

You may select the **Edit** button to view course data entries for Locally Approved or Submitted courses. Note that you can edit a course only if you have been granted access to it (i.e., you are the Primary System Administrator or a Course Administrator for that course).

**HINT:** You cannot edit a Course ID. However, you can copy the course, assign it a unique Course ID, and delete the original course.

**HINT:** Be sure that you edit basic course information (i.e. Class Frequency, Annual Input, Max Class size) according to the requirements established in the TIP for each fiscal year. Validation should be accomplished prior to submitting the CDD to Ground Training Branch for review. The CDD must reflect the actual TIP requirements for a given fiscal year.

1. From the Course Information Maintenance selection list box, highlight the desired course. Note that you may search for the desired course by right-clicking and bringing up the Search Course ID dialog box.
2. Click on **Edit**. A message, with meter bar, advises you the course record is being loaded. Then a dialog box similar to the one in Figure 5-04 opens.
3. Refer to all but Step 10 in the Add paragraph (Paragraph 5.2.1.1) for an explanation of all data fields and command buttons except for the **Copy** button. Edit entries as appropriate. If you change the Initial Training Setting for existing tasks, you receive an advisory message. Continue with Step 4 below for an explanation of the **Copy** button.
4. Click on **Copy**. The Copy Course Information to the Locally Approved Course dialog box (Figure 5-05) opens.
  - a. Referring to Table 5-03 for an explanation of the data fields appearing in the dialog box, check the appropriate category to copy the desired elements. This function allows you to transfer changes made at the Working level to the Locally Approved version of the same course if it already exists. Note that this is a very important option. Transferring changes (vice upgrading the status of the Working course) allows the

Approved version to be updated without overwriting any test items or tests.

Table 5-03. Course Information

ITEM	DESCRIPTION
<u>A</u> ll	When this radio button is selected, you may check no other option on the screen. MCAIMS copies all information on the course record.
<u>S</u> electe <u>d</u> <u>I</u> nformation	When this radio button is selected, you may check specific options on the screen.
<u>B</u> asic Course <u>R</u> ecord	When checked, all information on the Main Course Record (Figure 6-98) is copied except information accessed through command buttons.
<u>L</u> ocation	When checked, only information in the Location text box is copied.
<u>P</u> urpose	When checked, only information in the Purpose text box is copied.
<u>S</u> cope	When checked, only information in the Scope text box is copied.
<u>P</u> rerequisites	When checked, only information in the Prerequisites text box is copied.
<u>Q</u> uota Control	When checked, only information in the Quota Control text box is copied.
<u>F</u> unding	When checked, only information in the Funding text box is copied.
<u>R</u> eporting <u>I</u> nstructions	When checked, only information in the Reporting Instructions text box is copied.
<u>T</u> PD	When checked, only information in the Target Population Description text box is copied.

b. Click on Continue.

- (1) When a Locally Approved version of this course exists, a message appears advising you when the copy to the Locally Approved status is complete.
- (2) When a Locally Approved version of this course does not exist, a message appears advising you of that fact.

c. Click on **OK**. This returns you to the Course Information Edit dialog box.

### 5.2.1.3 **Delete**

This command allows you to delete the highlighted course. There are three conditions associated with this command. You must have access to a course (i.e., as the Primary System Administrator or a Course Administrator) to delete it. You cannot delete a Locally Approved course if the course is being used by a current class or could be used by a pending class. You must have access to Evaluation Maintenance if test items are associated with learning objectives in the selected course that you wish to delete.

**HINT:** If you attempt to delete a course while other users are logged into System Administration, Evaluation Management, or Curriculum Management modules, you will receive a message advising you that the process cannot be performed at this time. A list of the users and the modules they are using appears on the screen. Ask those users to exit while you perform this function. If all users have exited MCAIMS and you still cannot perform this option, ask the Primary System Administrator to clear the User Log and try again. If users attempt to log onto the system during the deletion process, they will receive a message advising that "critical course

processes are being performed at this time. Please wait a few moments and try again." As a courtesy, advise those users who you asked to log off when you have completed the delete process.

1. From the Course Information Maintenance selection list box, highlight the desired course record.
2. Click on **Ddelete**.
  - a. If there is at least one class in session or a class pending start for an Approved course, you will receive a message advising you what to do before you can begin the delete process. Click on **OK** to return to the Course Information Maintenance selection list box.
  - b. If test items are associated with learning objectives in the selected course that you wish to delete and you do not have access to Evaluation Maintenance, you will receive a message advising you that the deletion cannot take place. Click on **OK** to return to the Course Information Maintenance selection list box.
3. If the preceding conditions do not exist, a message appears explaining the impact of this deletion (the deletion of all data, including test items and tests) and confirming your wish to continue.
4. Click on **Yes**. A meter bar depicts the deletion process. Then the system returns you to the Course Information Maintenance selection list box.

#### 5.2.1.4 **Copy**

This command allows you to copy the highlighted course. This is a useful feature when you want to use an existing course as the basis for a new one. Note that you may copy a course from any status but only to the Working status.

Before copying a course, MCAIMS performs certain data integrity checks. If all the records are successfully copied, including the course information and course statistics records, MCAIMS then ensures the following criteria are met:

- At least one annex, duty, task, learning objective, and concept card record is established for this course.
- Methods, media, and learning objectives are assigned to the concept card.
- A CDD record and an instructor staffing record are established for this course.
- A POI record and a distribution record are established for this course.

If you receive a message that one of the above elements is missing, then you must add at least one item to satisfy the record requirement. If the default media or method code records for the course are purported to be missing, the process may have failed due to network connectivity problems. In that case, just re-try the process.

**HINT:** If you attempt to copy a course while other users are logged into System Administration, Evaluation Management, or Curriculum Management modules, you will receive a message advising you that the process cannot be performed at this time. A list of the users and the modules they are using appears on the screen. Ask those users to exit while you perform this function. If all users have exited MCAIMS and you still cannot perform this option, ask the Primary System Administrator to clear the User Log and try again. If users attempt to log onto the system during the copy course process, they will receive a message advising that "critical course processes are being performed at this time. Please wait a few moments and try again." As a courtesy, advise those users who you asked to log off when you have completed the copy process.

**HINT:** Proper execution of this function requires (1) that you have access to the course you wish to copy, (2) that you have access to the course being overwritten by the copy process if one exists, and (3) that you have access to Evaluation Maintenance if test items are associated with the learning objectives in the existing course being overwritten by the copy process or in the course you wish to copy. If these conditions are satisfied, you may choose whether to include the testing-related information in the copy process.

1. From the Course Information Maintenance selection list box (Figure 5-03), highlight the desired course record.
2. Click on **Copy**. The Copy Course dialog box (Figure 5-06) opens.

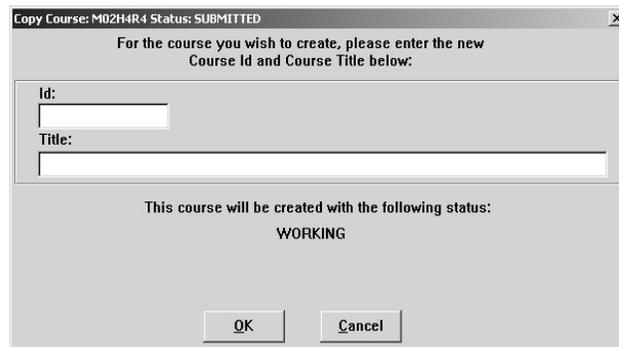


Figure 5-06. Copy Course

3. Referring to Table 5-04, enter a course ID and course title for the new course. Note that the course ID must be different from the one being copied if it is also a Working course.

Table 5-04. Copy Course

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
ID	Course ID. The unique code assigned to this specific course. You must complete this field to proceed. Note that once this record is saved, you cannot edit this field. Ensure that the Course ID is correctly entered.	Field requires 7 alphanumeric characters
Title	Short title of the course. You must complete this field to proceed.	Up to 40 alphanumeric characters

4. Click on **OK**. If MCAIMS determines that a course to which you do not have access will be overwritten, you receive a message stating

that you cannot copy the course. Otherwise, one of the following processes takes place.

- a. If (1) you do not have access to Evaluation Maintenance and (2) there is no corresponding course that would be overwritten, the system checks for the existence of test items in the course being copied.
  - (1) If there are test items associated with learning objectives in the course being copied, a message appears explaining that tests and test items will not be included in the copy process. Click on **OK**. The message box displays the status for copying to a temporary file.
    - (a) If the data integrity check fails, you will receive an advisory message. If you are copying a Working course, you may be allowed to continue by clicking on **Yes**. If you are copying a Locally Approved or Submitted course, you must exit the process and take corrective action. Click on **Print** for a copy of the issues requiring resolution. Click on **Exit** to return to the Course Information Maintenance selection list box.
    - (b) If each required database is present and contains the required minimal records, a message box displays the status for copying to the new course record. Then you are returned to the Course Information Maintenance selection list box.
  - (2) If there are no test items associated with learning objectives in the course being copied, the system performs the data integrity checks described in the preceding steps (a) and (b) before copying the course and returning you to the Course Information Maintenance selection list box.

**HINT: By default, you and the Primary System Administrator are the only users granted access to the new course. Consult your Primary System Administrator if you wish to grant access to additional users.**

- b. If (1) you do not have access to Evaluation Maintenance and (2) there is a corresponding course that would be overwritten, you receive a message explaining that all current data for the existing course will be overwritten with the data in the course you have chosen to copy. Click on **Yes** to continue and **Yes** again to reconfirm.
  - (1) If there are test items associated with learning objectives in the existing course that would be overwritten or in the course you wish to copy, you are advised that you cannot copy the course because you do not have access to Evaluation Maintenance. Click on **OK**. This returns you to the Copy Course dialog box. Either enter another ID and Title (so no course will be overwritten) or click on Cancel. This returns you to the Course Information Maintenance selection list box.
  - (2) If there are no test items associated with learning objectives in the existing course that would be overwritten or in the course you wish to copy, a message box displays the deletion of the existing records and the copying of the new records to a temporary file.

- (a) If the data integrity check fails, you will receive an advisory message. If you are copying a Working course, you may be allowed to continue by clicking on **Yes**. If you are copying a Locally Approved or Submitted course, you must exit the process and take corrective action. Click on **Print** for a copy of the issues requiring resolution. Click on **Exit** to return to the Course Information Maintenance selection list box.
- (b) If each required database is present and contains the required minimal records, a message box displays the status for copying to the new course record. Then you are returned to the Course Information Maintenance selection list box.

**HINT: By default, the access rights to the newly copied course are identical to those that existed for the overwritten course.**

- c. If (1) you have access to Evaluation Maintenance and (2) there is no corresponding course that would be overwritten, MCAIMS checks for the existence of test items in the course being copied.
  - (1) If there are no test items associated with learning objectives in the course you wish to copy, the message box displays the copying of the course to a temporary file.
    - (a) If the data integrity check fails, you will receive an advisory message. If you are copying a Working course, you may be allowed to continue by clicking on **Yes**. If you are copying a Locally Approved or Submitted course, you must exit the process and take corrective action. Click on **Print** for a copy of the issues requiring resolution. Click on **Exit** to return to the Course Information Maintenance selection list box.
    - (b) If each required database is present and contains the required minimal records, a message box displays the status for copying to the new course record. Then you are returned to the Course Information Maintenance selection list box.
    - (c) If you are a Course Administrator, you are returned to the Course Information Maintenance selection list box.

**HINT: By default, you and the Primary System Administrator are the only users granted access to the new course. Consult your Primary System Administrator if you wish to grant access to additional users.**

- (d) If you are the Primary System Administrator, the Select User IDs selection list box opens to prompt you to establish access to the course for appropriate users.
  - 1 Double-click on each user requiring access to this course. A checkmark appears next to the User ID.

- 2 Click on **Done**. This returns you to the Course Information Maintenance selection list box.
- (2) If there are test items associated with learning objectives in the course you wish to copy, you may choose whether to include testing-related information. Click on either **Yes** or **No**. The message box displays the copying of the course to a temporary file.
- (a) If the data integrity check fails, you will receive an advisory message. If you are copying a Working course, you may be allowed to continue by clicking on **Yes**. If you are copying a Locally Approved or Submitted course, you must exit the process and take corrective action. Click on **Print** for a copy of the issues requiring resolution. Click on **Exit** to return to the Course Information Maintenance selection list box.
  - (b) If each required database is present and contains the required minimal records, a message box displays the status for copying to the new course record. Then you are returned to the Course Information Maintenance selection list box.
  - (c) If you are a Course Administrator, you are returned to the Course Information Maintenance selection list box.

**HINT: By default, you and the Primary System Administrator are the only users granted access to the new course. Consult your Primary System Administrator if you wish to grant access to additional users.**

- (d) If you are the Primary System Administrator, the Select User IDs selection list box opens to prompt you to establish access to the course for appropriate users.
    - 1 Double-click on each user requiring access to this course. A checkmark appears next to the User ID.
    - 2 Click on **Done**. This returns you to the Course Information Maintenance selection list box.
- d. If (1) you have access to Evaluation Maintenance and (2) there is a corresponding course that would be overwritten, you receive a message explaining that all current data for this Working course will be overwritten with the data in the course you have chosen to copy. Click on **Yes** to continue.
- (1) If there are no test items associated with learning objectives in the existing Working course or in the course you wish to copy, the message box displays the deletion of the existing records and copying of the new ones to the temporary file.
  - (2) If there are test items associated with learning objectives in the existing Working course or in the course you wish to copy, you may choose whether to include testing-related information. Click on either **Yes** or **No**. The message box displays the deletion of the existing records and copying of the new ones to the temporary file.

- (a) If the data integrity check fails, you will receive an advisory message. If you are copying a Working course, you may be allowed to continue by clicking on **Yes**. If you are copying a Locally Approved or Submitted course, you must exit the process and take corrective action. Click on **Print** for a copy of the issues requiring resolution. Click on **Exit** to return to the Course Information Maintenance selection list box.
- (b) If each required database is present and contains the required minimal records, a message box displays the status for copying to the new course record. Then you are returned to the Course Information Maintenance selection list box.

**HINT: By default, the access rights to the newly copied course are identical to those that existed for the overwritten course.**

#### 5.2.1.5 **Archive**

This command allows you to archive the highlighted course for distribution to and use at another MCAIMS 32 site or installation/server.

Before archiving a course, MCAIMS performs certain data integrity checks. If all the records are successfully copied, including the course information and course statistics records, MCAIMS then ensures the following criteria are met:

- At least one annex, duty, task, learning objective, and concept card record is established for this course.
- Methods, media, and learning objectives are assigned to the concept card.
- A CDD record and an instructor staffing record are established for this course.
- A POI record and a distribution record are established for this course.

MCAIMS provides advisory information for a Working course. If you receive a message that one of the above elements is missing for an Approved or Submitted course, then you must add at least one item to satisfy the record requirement. If the default media or method code records for the course are purported to be missing, the process may have failed due to network connectivity problems. In that case, just re-try the process.

**HINT: If you attempt to archive a course while other users are logged into System Administration, Evaluation Management, or Curriculum Management modules, you will receive a message advising you that the process cannot be performed at this time. A list of the users and the modules they are using appears on the screen. Ask those users to exit while you perform this function. If all users have exited MCAIMS and you still cannot perform this option, ask the Primary System Administrator to clear the User Log and try again. If users attempt to log onto the system during the archival process, they will receive a message advising that "critical course processes are being performed at this time. Please wait a few moments and**

try again." As a courtesy, advise those users who you asked to log off when you have completed the archival process.

**HINT:** Proper execution of this function requires (1) that you have access to the highlighted course you wish to archive and (2) that you have access to Evaluation Maintenance if you want to archive test items associated with the learning objectives in the highlighted course.

**HINT:** Do NOT use this function to transport the CDD/POI files to Ground Training Branch, Training and Education Command. Use the Create CDD/POI Export function under the Utilities menu (Paragraph 5.3.5.2) instead. Unlike an archived course, the files accessed by that function do not contain test item information, which could compromise system integrity if exported.

1. From the Course Information Maintenance selection list box, highlight the desired record.
2. Click on **Archive**. The system response depends of the following conditions.
  - a. If there are no test items associated with learning objectives in the highlighted course whether or not you have access to Evaluation Maintenance, the following will occur:
    - (1) The Archiving Records message box opens, and the archiving process begins to compress all the data for this record. Note the course ID in the Title Bar.
    - (2) When 100 percent of the data is compressed, the Archiving Course dialog box opens for you to record the name and location under which to save the archived file. (Consult your Windows User's Manual if needed.)
    - (3) After assigning the desired name and location, click on **Open**. The message box displays the status for copying to a temporary file.
      - (a) If the data integrity check fails, you will receive an advisory message. If you are archiving a Working course, you may be allowed to continue by clicking on **Yes**. If you are archiving a Locally Approved or Submitted course, you must exit the process and take corrective action. Click on **Print** for a copy of the issues requiring resolution. Click on **Exit** to return to the Course Information Maintenance selection list box.
      - (b) If each required database is present and contains the required minimal records, a message box displays the status for archiving the course record. Then you are returned to the Course Information Maintenance selection list box. A message box will appear to advise you that Zip file XXXXXXXX.ZIP has been created.

**HINT:** You may want to archive a file to a different drive or disk for safekeeping. In such cases, you would continue using the original file on your computer and retrieve the archived file only in the event of an emergency. If there is no need to use the course, archiving and deleting will free up critical disk space.

- (4) Click on **OK**. A message appears to inquire if you wish to delete the course you just archived.
  - (a) If you click on **No**, the system returns you to the Course Information Maintenance selection list box.
  - (b) If you click on **Yes**, the system response depends on the existence of certain conditions. If there is at least one class in session or a pending class start for an Approved course, you will receive a message advising you what to do before you can begin the delete process. Click on **OK** to return to the Course Information Maintenance selection list box. Otherwise, a message appears explaining the impact of this deletion (the deletion of all data including test items and tests) and confirming your wish to continue. Click on **Yes**. A meter bar depicts the deletion process. Then the system returns you to the Course Information Maintenance selection list box.
- b. If there are test items associated with learning objectives in the highlighted course and you do not have access to Evaluation Maintenance, you are advised that the archived file will not include test items.
  - (1) Click on **OK**. The Archiving Records message box opens, and the archiving process begins to compress all the data for this record. Note the course ID in the Title Bar.
  - (2) When 100 percent of the data is compressed, the Archive Course dialog box opens for you to record the name and location under which to save the archived file. (Consult your Windows User's Manual if needed.)
  - (3) After assigning the desired name and location, click on **Open**.
    - (a) If the data integrity check fails, you will receive an advisory message. If you are archiving a Working course, you may be allowed to continue by clicking on **Yes**. If you are archiving a Locally Approved or Submitted course, you must exit the process and take corrective action. Click on **Print** for a copy of the issues requiring resolution. Click on **Exit** to return to the Course Information Maintenance selection list box.
    - (b) If each required database is present and contains the required minimal records, a message box displays the status for archiving the course record. Then you are returned to the Course Information Maintenance selection list box. A message box will appear to advise you that Zip file XXXXXXXXX.ZIP has been created.
  - (4) Click on **OK**. This returns you to the Course Information Maintenance selection list box.

**HINT: Normally, after archiving a course you are asked if you want to delete the original course. MCAIMS does not offer that option to you in this situation because there are test items in the original course that would be deleted and you do not have access to Evaluation Maintenance.**

- c. If there are test items associated with learning objectives in the highlighted course and you have access to Evaluation Maintenance, you are given a choice of including testing-related information or not.
- (1) Click on either **Yes** or **No**. The Archiving Records message box opens, and the archiving process begins to compress all the data for this record. Note the course ID in the Title Bar.
  - (2) When 100 percent of the data is compressed, the Archiving Course dialog box opens for you to record the name and location under which to save the archived file. (Consult your Windows User's Manual if needed.)
  - (3) After assigning the desired name and location, click on **Open**.
    - (a) If the data integrity check fails, you will receive an advisory message. If you are archiving a Working course, you may be allowed to continue by clicking on **Yes**. If you are archiving a Locally Approved or Submitted course, you must exit the process and take corrective action. Click on **Print** for a copy of the issues requiring resolution. Click on **Exit** to return to the Course Information Maintenance selection list box.
    - (b) If each required database is present and contains the required minimal records, a message box displays the status for archiving the course record. Then you are returned to the Course Information Maintenance selection list box. A message box will appear to advise you that Zip file XXXXXXXX.ZIP has been created.
- HINT:** You may want to archive a file to a different drive or disk for safekeeping. In such cases, you would continue using the original file on your computer and retrieve the archived file only in the event of an emergency. If there is no need to use the course, archiving and deleting will free up critical disk space.
- (4) Click on **OK**. A message appears to inquire if you wish to delete the course you just archived.
    - (a) If you click on **No**, the system returns you to the Course Information Maintenance selection list box.
    - (b) If you click on **Yes**, the system response depends on the existence of certain conditions. If there is at least one class in session or a pending class start for an Approved course, you will receive a message advising you what to do before you can begin the delete process. Click on **OK** to return to the Course Information Maintenance selection list box. Otherwise, a meter bar depicts the deletion process. Then the system returns you to the Course Information Maintenance selection list box.

#### 5.2.1.6 Retrieve

This command allows you to retrieve an archived course. The retrieved course may come from another MCAIMS 32 site or installation/server. You may retrieve the course to an equal or lower status.

Before retrieving a course, MCAIMS performs certain data integrity checks. If all the records are successfully copied, including the course information and course statistics records, MCAIMS then ensures the following criteria are met:

- At least one annex, duty, task, learning objective, and concept card record is established for this course.
- Methods, media, and learning objectives are assigned to the concept card.
- A CDD record and an instructor staffing record are established for this course.
- A POI record and a distribution record are established for this course.

**HINT:** If you attempt to retrieve a course while other users are logged into System Administration, Evaluation Management, or Curriculum Management modules, you will receive a message advising you that the process cannot be performed at this time. A list of the users and the modules they are using appears on the screen. Ask those users to exit while you perform this function. If all users have exited MCAIMS and you still cannot perform this option, ask the Primary System Administrator to clear the User Log and try again. If users attempt to log onto the system during the retrieval process, they will receive a message advising that "critical course processes are being performed at this time. Please wait a few moments and try again." As a courtesy, advise those users who you asked to log off when you have completed the retrieval process.

**HINT:** If you attempt to retrieve a course containing a CID that does not exist in your CID table, you receive a message advising you of this fact. You must add the CID to your CID Table before you can proceed.

**HINT:** Proper execution of this function requires (1) that you have access to the existing course that you may select to overwrite during the retrieval process and (2) that you have access to Evaluation Maintenance if test items are associated with any learning objectives in the existing course being overwritten or in the course you wish to retrieve.

**CAUTION:** The system will not allow you to retrieve an Approved course that would overwrite an existing Approved course if that existing course has one or more classes in session.

**CAUTION:** The system allows you to retrieve an Approved course that will overwrite an existing Approved course containing test items and tests (if you have access to the Evaluation Management module). Carefully consider if you wish to lose those tests items and tests in the overwritten course before you perform this procedure.

1. From the Course Information Maintenance selection list box, click on Retrieve. The Retrieve From dialog box opens.

2. Double-click on the desired course in the drop-down list of files. MCAIMS performs a data integrity check.
  - a. If the data integrity check fails, you will receive an advisory message. If you are retrieving a Working course, you may be allowed to continue by clicking on **Yes**. Click on **Print** for a copy of the issues requiring resolution. Click on **Exit** to return to the Course Information Maintenance selection list box.
  - b. If each required database is present and contains the required minimal records, the Retrieve a Course dialog box (Figure 5-07) appears.

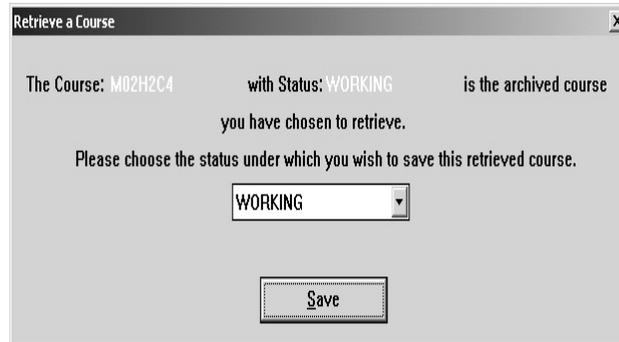


Figure 5-07. Retrieve a Course

3. Choose a desired course status from the drop-down list. Note that you can save a higher status course to a lower status, but not vice versa.
4. Click on **Save**. The system response depends on whether you have access to the Evaluation Management module. Refer to Step 5 or Step 6 depending on your access.
5. If you have access to the Evaluation Management module:
  - a. If there is no corresponding course that would be overwritten, the message box displays the retrieval process. Then the Select User IDs selection list box opens to prompt you to establish access to the course for appropriate users.

**HINT: The Course Administrator can grant access to additional users only if the course does not already exist.**

- (1) Double-click on each user requiring access to this course. A checkmark appears next to the User ID.
  - (2) Click on **Done**. This returns you to the Course Information Maintenance selection list box.
- b. If there is a corresponding course that would be overwritten, the system response depends on whether the course that would be overwritten is an Approved course with at least one class in session based upon it.
    - (1) If you attempt to overwrite an Approved course with a class in session based upon it, you receive a message advising you that you cannot replace the course while the class is in session. Click on **OK** to return to the Course Information Maintenance selection list box.
    - (2) Otherwise, you receive a message advising you that if you continue all current data will be deleted and replaced

with the data you have chosen to retrieve. Click on **Yes** to continue and **Yes** again to confirm your decision. A message inquires if you wish to delete the current course statistics record and retrieve the course statistics record from the archive. Choose **No** if you wish to retain your own records. The deletion and retrieval process is depicted. Then you are returned to the Course Information Maintenance selection list box.

**HINT: By default, the access rights to the newly retrieved course are identical to those that existed for the overwritten course.**

6. If you do not have access to the Evaluation Management module:
  - a. If there is no corresponding course that would be overwritten, a message appears explaining that all the data in the archived course will be retrieved except for the test items. Click on **OK**. The message box displays the retrieval process. Then you are returned to the Course Information Maintenance selection list box.
  - b. If there is a corresponding course that would be overwritten, the system response is conditional:
 

Refer to Step (1) if the course that would be overwritten is an Approved course that has at least one class in session based upon it.

Refer to Step (2) if there are test items associated with learning objectives in the existing course.

Refer to Step (3) if there are no test items associated with learning objectives in the existing course but there may or may not be test items in the course you wish to retrieve.

    - (1) If you attempt to overwrite an Approved course with a class in session, you receive a message advising you that you cannot replace the course while the class is in session. Click on **OK** to return to the Course Information Maintenance selection list box.
    - (2) If there are test items associated with learning objectives in the existing course or in the course you wish to retrieve, you receive a message that you cannot retrieve the course because you do not have access to Evaluation Management. Click **OK** to return to the Course Information Maintenance selection list box.
    - (3) If there are no test items associated with learning objectives in the existing course or in the course you wish to retrieve, you receive a message advising you that if you continue all current data will be deleted and replaced with the data you have chosen to retrieve. Click on **Yes** to continue and **Yes** again to confirm your decision. A message inquires if you wish to delete the current course statistics record and retrieve the course statistics record from the archive. Choose **No** if you wish to retain your own records. The system depicts the deletion and retrieval process. Then you are returned to the Course Information Maintenance selection list box.

**HINT: By default, the access rights to the newly retrieved course are identical to those that existed for the overwritten course.**

#### 5.2.1.7 Status

This command allows you to create a new course status for the highlighted course. MCAIMS will allow you to upgrade your Working course to an Approved course during the early stages of curriculum development before completing all the fields required in a CDD and POI. Upgrading a draft POI is advantageous because you can begin developing classes and creating tests in the Approved course. Simply add the missing required elements later to the Working course and copy them to the Approved course.

You may change the status for a course from Working to Locally Approved or from Locally Approved to Submitted using the Status button. The reverse is not true although you can change the status of a course to Working by copying it. Note that you can change the status of a course only if you have access to it. If test items exist in the course to be upgraded or in a higher status that would be overwritten, you must also have access to Evaluation Maintenance.

Before upgrading to an Approved course, MCAIMS performs certain data integrity checks. If all the records are successfully copied to a temporary file, including the course information and course statistics records, MCAIMS then ensures the following criteria are met:

- At least one annex, duty, task, learning objective, and concept card record is established for this course.
- Each learning objective is assigned to at least one concept card.
- A CDD record and an instructor staffing record are established for this course.
- The formal course title on the CDD Course Record 2 screen is complete.
- A POI record and a distribution record are established for this course.
- There are no draft concept cards, which means that

An academic concept card contains:

- Either a lesson purpose statement or learning objectives
- At least one method code
- Valid ratios assigned to all method codes
- Valid hours assigned to all method codes
- At least one media code

An administrative concept contains:

- At least one method code
- Valid hours and ratios assigned to all method codes

If you receive a message that one of the above elements is missing, you must satisfy the record requirements before attempting to upgrade.

In order to upgrade a course to the Submitted status, additional requirements must be met:

All required fields on the CDD Course Record 1 screen (location, purpose, scope, prerequisites, and reporting instructions) are complete. This information can be entered in a Working course and copied up to the Approved course (see Paragraph 5.2.1.1 or Paragraph 6.3.8).

The required instructor staffing field on the CDD Course Record 2 screen is complete. This information can be entered in a Working course (Paragraph 6.3.9) and copied up to the Approved course (see Paragraph 6.3.9.10).

All required fields on the POI screen (preface, student evaluation, and POI distribution list) are completed. This information can be entered in a Working course (and copied up to the Approved course (see Paragraph 6.3.10)).

In order to upgrade a formal course to the Submitted status, the Course ID and Formal Course code fields on the course record (Figure 5-04) must match.

**CAUTION:** The system will not allow you to upgrade a Working course to an Approved course if there is at least one class in session based upon the Approved course that would be replaced. However, the system will allow you to upgrade a Working course to an Approved course and overwrite an existing Approved course even if that existing course already has test items and tests developed for it. Before you perform this procedure, carefully consider if you wish to lose those tests items and tests in the Approved course. It may be wiser to copy information from the Working to the Approved course.

Remember that you can copy paragraph changes made to the Working course record to the Approved version of the same course without affecting any other elements:

- Copy course record (basic course record, funding, scope, location, prerequisites, reporting instructions, purpose, quota control, TPD) (Paragraphs 5.2.1.2 and 6.3.8).
- Copy a learning objective (refer to Paragraph 6.3.4.9 for restrictions).
- Copy a concept card (refer to Paragraph 6.3.5.4.1 for restrictions).
- Copy elements of the CDD (peacetime and mobilization information, instructor staffing, school overhead, training/education support, general CDD notes, task list notes, ICW notes, and the formal course title) (Paragraph 6.3.9).
- Copy elements of the POI (designator note, phase note, group note, preface, mobilization comment, student evaluation, and distribution list) (Paragraph 6.3.10).

**HINT:** If you attempt to change the status of a course while other users are logged into System Administration, Evaluation Management, or Curriculum Management modules, you will receive a message advising you that the process cannot be performed at this time. A list of the users and the modules they are using appears on the screen. Ask those users to exit

while you perform this function. If all users have exited MCAIMS and you still cannot perform this option, ask the Primary System Administrator to clear the User Log and try again. If users attempt to log onto the system during the status change process, they will receive a message advising that "critical course processes are being performed at this time. Please wait a few moments and try again." As a courtesy, advise those users who you asked to log off when you have completed the status change process.

1. From the Course Information Maintenance selection list box, highlight the record for the course whose status you wish to upgrade.
2. Click on **Status**. MCAIMS performs a data integrity check.
  - a. If you do not have access to Evaluation Maintenance and test items are associated with learning objectives in the course you wish to upgrade, you will receive a message advising you that you cannot change the status of this course. Click on OK. This returns you to the Course Information Maintenance selection list box.
  - b. If the formal title for the course has not been entered on the CDD Course Record 2 screen, a message appears to advise you that it must be completed before you can change the status of the course. Click on OK. This returns you to the Course Information Maintenance selection list box.

**HINT:** At this point, you must go to the Maintenance menu under Curriculum and select CDD/Course Record 2. When you have entered a formal title and saved the record, you can return to the System Administration function to initiate the status change once again.

- c. If you are upgrading a Working course that still contains unassigned learning objectives and/or draft concept cards, a message box appears to advise you that you cannot continue until you resolve those issues. MCAIMS provides a list for you. Click on **Print** or **Quit**. After printing, the system returns you to the message box. Click on **Quit**, which opens a message box entitled Inability to Upgrade to Higher Status. This message instructs you on what must be accomplished before you can upgrade. Click on **Print** or **OK**. After printing, the system returns you to the message box. Click on **OK** to return to the Course Information Maintenance selection list box.
- d. If you attempt to upgrade a Working course to an Approved course and there is at least one class in session based upon the Approved course that would be replaced, you receive a message advising you that you cannot replace the Approved course. Click on **OK** to return to the Course Information Maintenance selection list box.
- e. If you attempt to upgrade a Working course to an Approved course or an Approved course to a Submitted course, and you do not have access to course that would be replaced, you receive a message advising you that you cannot replace the course. Click on **OK** to return to the Course Information Maintenance selection list box.
- f. If you are upgrading an Approved course that has an incomplete CDD or POI, a message box appears to advise you that you cannot continue until you resolve those issues. Click on **OK**. Then a

second message advises you that you must add all missing information to the Working course and copy it to this Approved course before you can complete the process. MCAIMS provides a list for you that will identify the missing information. Note that the location, purpose, scope, prerequisites, reporting instructions, quota and funding information must be on CDD Course Record 1; at least one instructor staffing record must be completed on Course Record 2; the POI preface, mobilization comment, student evaluation must be completed; and the POI distribution list must contain the mandatory entries. Click on **Print** or **Quit**. Either selection returns you to the Course Information Maintenance selection list box.

3. If all the preceding criteria concerning the course being upgraded have been met, a message box appears to advise you that a course will be created at the next higher status. Click on **OK**.
  - a. If no corresponding course exists at the next higher level, the Creating Course message box displays the update process. You are then returned to the Course Information Maintenance selection list box.
  - b. If a corresponding course exists at the next higher level, a message box alerts you to the fact that the higher status course will be deleted (including test items and tests) and replaced with the course you are upgrading. There is no recovery from this process. Note that a replaced Approved course will no longer have any tests because tests do not exist at the Working course level.
    - (1) Choose **Yes** if you wish to continue and **Yes** again to confirm your decision.
      - (a) If test items are associated with learning objectives in the course to be overwritten and you do not have access to Evaluation Maintenance, you will receive a message advising you that you cannot change the status of this course. Click on **OK**. This returns you to the Course Information Maintenance selection list box.
      - (b) If there are no test items in the course to be overwritten or if there are test items and you have access to Evaluation Maintenance, the Deleting Records and Creating Course message boxes display the upgrade process. You are returned to the Course Information Maintenance selection list box.

#### 5.2.1.8 **Sort**

This command allows you to sort the courses in the Course Information Maintenance dialog box (Figure 5-03) according to CID or course title. This feature helps you locate the desired course in the quickest manner possible.

1. From the Course Information Maintenance selection list box, click on **Sort**. The Sort Courses dialog box opens.
2. Choose the sorting option you desire. Note that the CID order is the default option.
3. Click on **Set**. This returns you to the Course Information Maintenance selection list box.

5.2.2 Class

Class records are developed on a course with an Approved status. The **Add**, **Delete**, and **Retrieve** functions are available only through the System Administration module. The **Statistics** and the **Edit** functions, including **Register**, **Start**, **Graduate**, **Ungraduate**, and **Upload**, are available in both the System Administration and in the Student modules.

When you access the Class Information Maintenance, some of the command buttons may not be enabled. The availability of these functions depends on several factors: your access to the Approved course upon which the class is based, your access to the Student module, the presence of student records in the class, and the status of the selected class (e.g., Pending or In Session). MCAIMS provides guidance as you highlight specific classes or choose specific enabled command buttons.

**HINT:** As you work your way through the command buttons in this menu, pay attention to the class status of the highlighted class in the Class Information Maintenance Selection List box: Pending Class Start, Class in Session, Graduated, BNA Uploaded, and Historical - Statistics Retained.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the Maintenance option on the menu bar. This displays the Maintenance drop-down menu (Figure 5-02).
3. Choose Class. A meter bar depicts building of the class table. Then the Class Information Maintenance selection list box (Figure 5-08) opens.

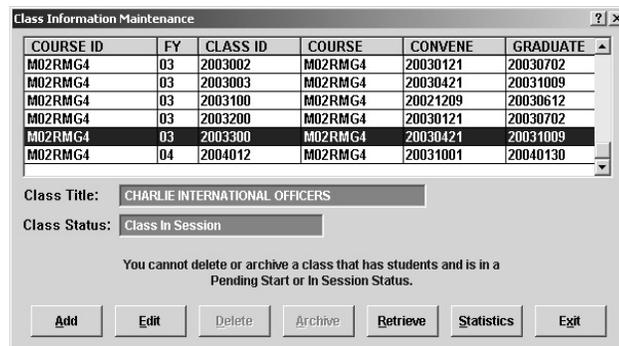


Figure 5-08. Class Information Maintenance

4. Refer to Table 5-05 for an explanation of the data fields appearing in the dialog box.

Table 5-05. Class Information Maintenance

ITEM	DESCRIPTION
Course ID	Non-editable field displaying the unique identifiers associated with all courses to which classes have been assigned.
FY	Non-editable field displaying the Fiscal Year in which the corresponding class convenes.
Class ID	Non-editable field displaying the unique designator assigned to a specific class for a specific course using a numbering system directed by T&E Command, Formal Schools Training Branch; e.g., 2002010, representing the first class of FY02.

ITEM	DESCRIPTION
Course	Non-editable field displaying the formal course code associated with the corresponding Course ID. This field displays "None" for non-formal courses.
Convene	Non-editable field displaying the date on which the corresponding class begins.
Graduate	Non-editable field displaying the date on which the class graduates.
Class Title	Non-editable field displaying the title associated with the corresponding class.
Class Status	Non-editable field displaying the status associated with the corresponding class; it changes automatically when you add, start, graduate, and upload a class. The status normally progresses through Pending Class Start, Class in Session, Graduated, Uploaded to BNA, or Historical. If you ungraduate a class, its status returns to Class in Session.
Untitled (center of box)	Non-editable field displaying information about the status of the corresponding class. For a pending class start with students registered or a class in session, you cannot delete the class. For a class uploaded to BNA or a historical class, you cannot edit it.

5. Proceed to the appropriate instructions.

5.2.2.1 **Add**

This command allows you to add a class record to an Approved course to which you have access. This command is available only through the System Administration module.

- From the Class Information Maintenance selection list box, click on **Add**. If you do not have access to an Approved course, you receive a message so advising you. Click on **OK**. Otherwise, the Add a Class dialog box (Figure 5-09) opens.

Figure 5-09. Add a Class

- Referring to Table 5-06 for an explanation of the data fields, complete information in each field as required.

Table 5-06. Add a Class

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Course ID	Drop-down list of those courses with an Approved status to which you have access.	

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ITEM	DESCRIPTION	PARAMETERS/ FORMAT
FY	Fiscal Year in which the class being added convenes. Select from the drop-down list. If the new FY has already begun and the current class started in the previous FY, you may select the previous FY in creating the class.	
Class ID	Designator assigned to the class being added using a numbering system directed by T&E Command, Formal Training Schools Branch; e.g., 010, representing the first class beginning in a selected fiscal year for a selected course. You must complete this field to save the record.	3 numeric characters
Course Title	Non-editable field displaying the course title. For formal courses, this is the official course title associated with the formal course code. For non-formal courses, this is the short title as entered on the course record under the course menu.	
Class Title	Descriptive name of the class.	
Formal Course Code	Official code assigned to the selected course if it is a formal course. This field displays "None" for non-formal courses. If the combination of formal course code, fiscal year, and class ID that you have selected already exists, you receive a message that the identifier may not be duplicated. Click on <b>OK</b> . You must edit one of those fields before you can continue.	
Passing/ Max Retest	This multifunction number indicates the default minimum passing score associated with all exams for the class being added and the default maximum retest score that anyone in the class retaking an exam can obtain. The value must be between 65-85.	Up to 2 numeric characters
Scheduled Class Input	The number of students programmed to be trained in the class being added. You must complete this field to save the record.	Up to 3 numeric characters
Max Class Capacity	Non-editable field displaying the maximum number of students in one class for this course based on available resources, such as existing facilities, messing, billeting, equipment, budget, and personnel limitations. Incorrect data may be corrected under Course Information Edit (Paragraph 5.2.1.2).	
Class Frequency	Non-editable field displaying the number of classes for this course required to support the throughput as contained in the TIP for that fiscal year. Incorrect data may be corrected under Course Information Edit (Paragraph 5.2.1.2).	
Annual Input	Non-editable field displaying the number of students programmed to attend the course during the specific fiscal year (often called "throughput"). Incorrect data may be corrected under Course Information Edit (Paragraph 5.2.1.2).	
Status	System-generated class status (Pending Class Start, Class in Session, Graduated, Uploaded to BNA, and Historical). The status will change as you use the command buttons for Start, Graduate, Upload, and Delete.	
Report Date	Date students report to process for this class. You must complete this field to save the record.	yyyy/mm/dd
Convene Date	Date class begins. Date must be within the FY selected. You must complete this field to save the record.	yyyy/mm/dd

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Graduation Date	Date class graduates. Date must be after the convene date. You must complete this field to save the record.	yyyy/mm/dd

- Click on **Save**. A meter bar depicts the system progress. Then the system returns you to the Class Information Maintenance selection list box. The added class appears in the selection list in Course ID/Class ID order. The class status will now indicate "Pending Class Start." Note that all the command buttons are available now.

#### 5.2.2.2 Edit

This command allows you to edit certain fields of the selected class record if you have access to the Approved course upon which it is based. From the dialog box, you can also register students and start, graduate, ungraduate, and upload the class, depending upon the class status. That is:

- If the class is pending start, you may register students and start the class (in that order). You may also perform an upload of the class file (if students have not been registered or if they all have been dropped). In addition, you may edit the Class Title, Passing/Max Retest, Scheduled Class Input, Report Date, Convene Date, and Graduation Date fields on the course record.
- If the class is in session, you may perform a BNA or MIPS refresh (under the Register function), graduate the class, and perform an upload of the class file (if all the students have been dropped). You may also edit the Class Title, Scheduled Class Input, and Graduation Date fields on the course record.
- If the class is graduated, you may ungraduate or upload it to BNA. You may also edit the Class Title field on the course record.
- If the class is BNA uploaded, no other edit functions are available.

- From the Class Information Maintenance selection list box (Figure 5-08), highlight the desired class by clicking on it.
- Click on **Edit**. The Edit a Class dialog box (Figure 5-10) opens.

Figure 5-10. Edit a Class

- Referring to Table 5-07 for an explanation of only the data fields that may be edited on the dialog box, edit information as needed.

Note that the fields that can be edited depend upon the class status (Pending Class Start or Class in Session).

- o For Pending Class Start, you may edit the Class Title, Passing/Max Retest, Scheduled Class Input, Report Date, Convene Date, and Graduation Date fields on the course record.
- o For Class in Session, you may also edit the Class Title, Scheduled Class Input, and Graduation Date fields on the course record.

Table 5-07. Edit a Class

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Class Title	Descriptive name of the class. This is a non-editable field for an uploaded class.	Up to 40 alphanumeric characters
Passing/ Max Retest	This multifunction number indicates the default minimum passing score associated with all exams for the class being added and the default maximum retest score that anyone in the class retaking an exam can obtain. The value must be between 65-85. This is a non-editable field for a class in session, a graduated class, or an uploaded class.	Up to 2 numeric characters
Scheduled Class Input	The number of students programmed to be trained in the class being added. This is a non-editable field for a graduated class or an uploaded class.	Up to 3 numeric characters
Report Date	The date students report to process for this class. This is a non-editable field for a class in session, a graduated class, or an uploaded class.	yyyy/mm/dd
Convene Date	The date class begins. This is a non-editable field for a class in session, a graduated class, or an uploaded class.	yyyy/mm/dd
Graduation Date	The date the class graduates (must be after the convene date). This is a non-editable field for a graduated class or an uploaded class.	yyyy/mm/dd

4. Click on **Save**. A message displays "Save Complete." Click on **OK**.
5. Click on the appropriate command button.

**HINT:** The buttons are dynamic, which means the buttons are enabled (highlighted) or disabled (grayed out) depending on the class status. The system guides you in what you can do. For example, you cannot start a class if students have not been registered yet.

5.2.2.2.1 **Register**

This command allows you to register new students or update information on existing students in the selected pending class start or class in session. Registration may occur in four ways: BNA Initial, BNA Refresh, Marine Corps Recruiting Command, and MIPS Refresh. Refer to Appendix E, BNA, MIPS, HQMC, and MCRC Interfaces, if you need additional information about updating student records manually or through an extract file download. Table E-1 depicts the data in the student file that is overwritten with a BNA and MIPS Refresh.

**EXCEPTION:** The Grade/Rank field for an existing record will NOT be overwritten when the data field states TCAND/E5. This exception applies to candidates at the Officers Candidate School (OCS) at Quantico.

**HINT:** Ensure that you download the BNA extract file with the carriage return line feed (CRLF) option selected. The CRLFs are necessary to produce student records with data in the appropriate fields. If you do not choose the ASCII CRLF option when you download the BNA extract file, MCAIMS will not allow you to register the students using the file.

1. From the Edit a Class dialog box (Figure 5-10), click on **Register**. The Register dialog box (Figure 5-11) opens.



Figure 5-11. Register

2. Refer to Table 5-08 for an explanation of the three options.

Table 5-08. Register

ITEM	DESCRIPTION
BNA Initial Download	This option reads a BNA extract (download) file and checks for the existence of the same class (Course/Class/FY) in MCAIMS. If the selected BNA file matches a class description on your PC, the system adds student records if they do not exist and updates selected information on students who already exist in the class record.
BNA Refresh	This option reads a BNA extract (download) file and checks for the existence of the same class (Course/Class/FY) in MCAIMS. If the selected BNA file matches a class description on your PC, the system updates existing student records but does not add new ones in the class record. It will also refresh any student records with matching SSNs in the Unassigned set of records. This option is unavailable if an initial BNA download has not been performed.
Marine Corps Recruiting Command	This option reads an extract file created by the Marine Corps Recruiting Command (MCRC). This option does not search for corresponding SSNs in a selected class; instead, all student records in the file are downloaded. If repeated, the system does not update nor duplicate student records but adds any missing student records. Note that these records will appear as "manually created" when accessed in the Student Management module. This option is available in the System Administration module only.
Scanner	This option is unavailable in this release.

ITEM	DESCRIPTION
MIPS Refresh	This option reads a MIPS extract (download) file. This file is downloaded from the Unit Diary/Marine Integrated Personnel System, which contains personnel information for EVERY student in a Reporting Unit Code. This option searches for corresponding SSNs in a selected class. The system does not add student records but updates existing ones if the SSNs in the selected MIPS file match SSNs in the selected class record.

3. Select the desired option and click on **C**ontinue.
  - a. If you select BNA Initial Download, the Open File dialog box opens. Double-click on the desired BNA extract file in the drop-down list. It is important to choose the correct BNA extract file.
    - (1) If the selected extract file is not a BNA file, you will receive a message so advising you. Click on **OK** to return to the Register Student by dialog box.
    - (2) If the selected BNA extract file does not match the description (course, class, and FY information) of a class record on your PC and the Approved course upon which the class is based does not exist, you will receive a message so advising you. If you wish to use this particular BNA extract file, you should record the course, class, and FY information for it to aid you in creating an Approved course with a class based upon it. Click on **OK** to return to the Edit a Class dialog box.
    - (3) If the selected BNA extract file does not match the class information for your selected class, you will receive a message advising you that there is no match. Click on **OK** to return to the Edit a Class dialog box. Note that another class record on your PC may match this particular BNA extract file.
    - (4) If the initial BNA download has already been performed for this class, you will receive a message so advising you and suggesting that you use one of the Refresh options. However, the system will allow you to perform this download, which may add new student records and overwrite existing ones. Click on **Y**es if you wish to continue. The Open File dialog box opens. Double-click on the desired BNA extract file in the drop-down list. A meter bar depicts the retrieval of the desired BNA extract file.
      - (a) If there is a match between the number of records, a message will advise you when the download is complete. Click on **OK** to return to the Edit a Class dialog box.
      - (b) If additional records are found, you are provided a list by student SSN. Click on either **P**rint or **Q**uit. Either selection returns you to the Edit a Class dialog box.
    - (5) If the selected BNA extract file matches the description (course, class, and FY information) in your selected class record, a meter bar depicts the retrieval of the desired BNA extract file.
      - (a) If the number of records matches, a message will advise you when the download is complete. Click on

**OK** to return to the Edit a Class dialog box. The class status still indicates "Pending Class Start" or "Class in Session." Note that the Register, Start, and Upload command buttons are available. You are allowed to upload a "Pending Class Start" file to BNA if all the students have been dropped.

- (b) If additional records existing in the Unassigned list are found, you are provided a list by student SSN. You will need to compare the duplicate records to determine the most current. Click on either **Print** or **Quit**. Either selection returns you to the Edit a Class dialog box.
- b. If you select BNA Refresh, a message appears to provide additional information and to confirm your choice.
- (1) Click on **Yes** to continue. The Open File dialog box opens.
  - (2) Double-click on the desired BNA extract file in the drop-down list.
    - (a) If the selected extract file is not a BNA file, you will receive a message so advising you. Click on **OK** to return to the Register Student by dialog box.
    - (b) If the selected BNA extract file does not match the description (course, class, and FY information) of a class record on your PC and the Approved course upon which the class is based does not exist, you will receive a message so advising you. Click on **OK** to return to the Edit a Class dialog box.
    - (c) If the selected BNA extract file does not match the class information for your selected class, you will receive a message advising you that there is no match. Click on **OK** to return to the Edit a Class dialog box. Note that another class record on your PC may match this particular BNA extract file.
    - (d) If the selected BNA extract file matches the description (course, class, and FY information) in the selected class record, one of the following scenarios will occur.
      - 1 If the matching class record description does not contain student records, you will receive a message so advising you. You will be advised to return to the selection menu and choose the BNA Initial Download option. Click on **OK** to return to the Edit a Class dialog box.
      - 2 If the student records do not match in number, a message will advise you when the download is complete. In addition, the system provides a list of additional student records for your review. Click on **Print** or **Quit**.
      - 3 Otherwise, a meter bar depicts the retrieval of the desired BNA extract file. A message will advise you when the download is complete. Click on **OK** to return to the Edit a Class dialog box.

- c. If you select Marine Corps Recruiting Command, the Open File dialog box appears. Double-click on the desired extract file in the drop-down list. It is important to select the correct MCRC extract file.
  - (1) If you select an extract file that is not an MCRC file, you receive a message so advising you. Click on **OK** to return to the Register Student by dialog box.
  - (2) If you select an MCRC extract file for a class that has already had an initial BNA download performed, you receive a message advising you that this process cannot be performed. Click on **OK** to return to the Register Students by dialog box. Note that you can download a BNA file over student records created by downloading an MCRC file extract, providing that the course, year, and class matches.
  - (3) If you select an MCRC file for a class that has had no BNA download performed or that may or may not have had an MCRC file downloaded, the system depicts the copying of the files. Then a message advises you when the download is complete. Note that you may overwrite an existing MCRC file, but the file updates nothing; another download merely adds missing records. Duplicate student records will not be created.
- d. If you select MIPS Refresh, the system response depends upon the MIPS file and the class selected.
  - (1) If the selected extract file is not a MIPS file, you will receive a message so advising you. Click on **OK** to return to the Register Student by dialog box.
  - (2) If you attempt to update a class record that has had an initial BNA download, you receive a message advising you of the impact of this download upon existing records.
    - (a) Click on **Yes** to continue. The Open File dialog box opens.
    - (b) Double-click on the desired MIPS extract file in the drop-down list. A message advises you when the download is complete and inquires if you would like to print the MIPS Refresh report.
    - (c) Click on **Yes** to view the report. The report lists those student records in the class record with SSNs matching those in the MIPS extract file and those student records in the class record that were not found in the MIPS extract file.

#### 5.2.2.2.2 **Start**

This command allows you to start the selected pending class. This command can be accomplished only when the following criteria are met:

- The current system date is on or after the class convene date.
- Students are registered in the class.

Once a class has started, you cannot change the status back to Pending Class Start.

When you start a class, the system initiates two calculations:

- GPA for everyone except those who have previously been individually dropped or graduated.
- Class standings for everyone except those who have previously been individually dropped.

From the Edit a Class dialog box (Figure 5-10), click on **Start**.

- a. If no students are registered, you will receive a message that you cannot start the class. Click on **OK** to return to the Edit a Class dialog box.
- b. If students are assigned to the class, you will receive a message concerning the convene date.
  - (1) If the current system date is before the class convene date, a message advises you that you cannot start the class. Click on **OK** to return to the Edit a Class dialog box.
  - (2) If the current system date is on or after the class convene date, a message provides additional information and gives you the opportunity to change the date. If it is satisfactory, click on **Yes** to start the class with the date in the system. A meter bar depicts the start process. Then a message will advise you that the class has been started. Click on **OK**. This returns you to the Edit a Class dialog box. Note that the class status will now indicate "Class in Session." Note that the Register, Graduate, and Upload command buttons are available. You are allowed to upload a "Class in Session" file to BNA.

#### 5.2.2.2.3 **Graduate**

This command allows you to graduate the selected class in session. The student records for a graduated class will be moved to a different location (database), and you will have no access to those records. If you wish to retain individual student records for assignment to other classes, you must **FIRST** individually graduate and retain those student records **BEFORE** graduating the entire class. Otherwise, all the records will be moved.

Note that you can designate a Graduation MOS be applied to all appropriate individuals who warrant it (but automatically exclude certain categories such as civilians or foreign service personnel). If you wish certain student records to reflect another MOS, you must individually graduate those students (Paragraph 8.3.7) before graduating the entire class.

When you graduate a class, the system initiates a class standings calculation for everyone except those who have previously been individually dropped.

From the Edit a Class dialog box (Figure 5-10), click on **Graduate**.

- a. If the class record indicates a graduation date after the current system date, a message advises you that you cannot graduate the class prior to the scheduled graduation date. If you wish to change the date of graduation, you must do so on the class record. Click on **OK**. This returns you to the Edit a Class dialog box.

- b. If the class record indicates a graduation date on or before the current system date, a message provides additional information and gives you the opportunity to change the date. If the date is satisfactory, click on **Yes** to graduate the class with the date in the system. A message appears to confirm your intention and to provide additional information about retaining individual records. Click on **Yes** to continue.
- (1) If a graduation MOS has been assigned to this course, a dialog box opens with a drop-down list of MOSs. Choose the desired MOS or click on None. Note that if you wish to assign a different MOS to selected students, you must first graduate those students separately. Click on **Continue**. A meter bar indicates the system progress in processing the graduation. Then a message advises you that the selected class has been graduated. Click on **OK**. This returns you to the Edit a Class dialog box. The class status will now indicate "Graduated." Note that only the Ungraduate and Upload buttons are available now.
  - (2) If no graduation MOS has been assigned to this course, a dialog box appears to so advise you. The message also advises you how to edit the records. If you wish to continue without the records reflecting a graduation MOS, click on **Yes**. A meter bar indicates the system progress in processing the graduation. Then a message advises you that the selected class has been graduated. Click on **OK**. This returns you to the Edit a Class dialog box. The class status will now indicate "Graduated." Note that only the Ungraduate and Upload buttons are available now.

#### 5.2.2.2.4 **Ungraduate**

This command allows you to ungraduate the selected graduated class.

1. From the Edit a Class dialog box (Figure 5-10), click on **Ungraduate**. A message indicates the system is processing the ungraduating the class. Then a message advises you that the selected class has been ungraduated.
2. Click on **OK**. This returns you to the Edit a Class dialog box. The class status will now indicate "Class in Session." Note that the **Register** (Refresh), **Graduate**, and **Save** command buttons are available.

#### 5.2.2.2.5 **Upload**

This command allows you to create a text file of the selected class that can be uploaded to BNA. After the BNA text file is created in MCAIMS, transfer the file to BNA, referring to the BNA Users Manual for specific guidance.

The **Upload** command can be executed for any class status except BNA Uploaded or Historical.

- A class with a status of BNA Uploaded is disallowed to prevent any possibility of a difference between the student data in MCAIMS and the student data previously unloaded to BNA from MCAIMS.
- A class with a status of Historical has no student records with which to create a BNA Upload.

A BNA upload can occur under three scenarios:

- The class status is Graduated. With this process, students assigned to the graduated class will be registered to the corresponding class within BNA. After you execute this command, there is no recovery from this process, and you cannot change the class status in any way.
- The class status is Pending Class Start or Class in Session. With this process, students assigned to the pending or in session class will be registered to the corresponding class within BNA. This file can actually be used to register students in BNA as many times as needed. However, its use to register students does not remove the requirement to validate classes within BNA.
- The class status is Pending Class Start or Class in Session, but all the students have been dropped or individually graduated. With this process, only the class information is retained. After you execute this command, there is no recovery from this process, and you cannot change the class status in any way.

From the Edit a Class dialog box (Figure 5-10), click on **Upload**.

- a. If the selected class status is graduated, you receive a message providing information about the process and confirming your desire to continue.
  - (1) Click on **Yes** to continue. The Save As file opens for you to record the name and location under which you will save the uploaded file.
  - (2) After assigning the desired name and location, click on **OK**. A message appears to advise you that the BNA upload is complete.
  - (3) Click on **OK**. The system returns you to the Edit a Class dialog box. The class status still reads "Uploaded to BNA." After you click **Exit**, you are returned to the Class Information Maintenance selection list box. Note that no buttons are available now.
- b. If the selected class status is pending or in session, you receive a message providing information about the process and confirming your desire to continue.
  - (1) Click on **Yes** to continue. The Save As file opens for you to record the name and location under which you will save the uploaded file.
  - (2) After assigning the desired name and location, click on **OK**. A message appears to advise you that the BNA upload file creation is complete.
  - (3) Click on **OK**. The system returns you to the Edit a Class dialog box. The class status still reads Pending or In Session; however, no buttons are available now. Note that after you return to the Class Information Maintenance selection list box and select **Edit**, other buttons become available.
- c. If the selected class status is in session and all students have been dropped or graduated, you receive a message providing information about the process and confirming your desire to continue.

- (1) Click on **Yes** to continue. The Save As file opens for you to record the name and location under which you will save the uploaded file.
- (2) After assigning the desired name and location, click on **OK**. A message appears to advise you that the BNA upload file creation is complete.
- (3) Click on **OK**. The system returns you to the Edit a Class dialog box. The class status will now read Uploaded to BNA. Note that no buttons are available now.

### 5.2.2.3 **Delete**

This command allows you to delete the highlighted class record if you have access to the Approved course upon which it is based. The **Delete** command can be accessed only through the System Administration module. The command will not allow you to delete a class record if students are assigned to the class, i.e., Class Pending (with students registered) or Class in Session. In order to delete a Class Pending (with students dropped), Class in Session (with students dropped), Graduated, or BNA Uploaded class, you are prompted to create an archive, and you are offered the opportunity to retain a class historical record for this type of class. You may also delete a historical class. You are allowed to delete a graduated class because not all classes are formal and not all classes can be uploaded to BNA.

1. From the Class Information Maintenance selection list box (Figure 5-08), highlight the desired class by clicking on it.
2. Click on **Delete**.
  - a. If you do not have access to the course upon which the highlighted class is based, you are advised that you cannot delete the class. Click on **OK**. This returns you to the Class Information Maintenance selection list box.
  - b. If the class status is Historical, an archive already exists. Click on **Yes** to confirm your wish to continue. The record is deleted and the system returns you to the Class Information Maintenance selection list box.
  - c. If the class status is Pending Class Start with no students currently assigned to the class, a message box appears to explain the impact of this action. An archive will not be created. Click on **Yes** to confirm your wish to continue. The record is deleted and the system returns you to the Class Information Maintenance selection list box.
  - d. If the class status is Pending Class Start with students assigned or the status is Class in Session, you receive a message advising you that cannot delete the record. The selected class has not been graduated. Click on **OK**. This returns you to the Class Information Maintenance selection list box.
  - e. If the class status is either Pending Class Start or Class in Session but the students for the class have been dropped, you receive a message explaining the process. All records for the selected class will be removed. You must create a class archive, which will allow you to retrieve the class information in the future. Click on **Yes** to confirm your wish to continue. The following will occur:

- (1) The Archive Class dialog box opens for you to record the name and location under which to save the archived file. (Consult your Windows User's Manual if needed.)
  - (2) After assigning the desired name and location, click on **OK**. Your screen will turn black while it adds records to the Zip file. A message appears for you to confirm completion of the copy process; click on **OK**. Then a message box appears to advise you that Zip file XXXXXXXX.ZIP has been created.
  - (3) Click on **OK**. A message appears to inquire if you would like to retain a class historical record.
  - (4) Click on **Yes**. This returns you to the Class Information Maintenance selection list box. The class status will read "Historical - Statistics Retained."
- f. If the class status is Graduated or BNA uploaded, you receive a message explaining the process. All records for the selected class will be removed. You must create a class archive, which will allow you to retrieve the class information in the future. Click on **Yes** to confirm your wish to continue. The following will occur:
- (1) The Archiving Records message box opens, and the archiving process begins to compress all the data for this record.
  - (2) When 100 percent of the data is compressed, the Archive Class dialog box opens for you to record the name and location under which to save the archived file. (Consult your Windows User's Manual if needed.)
  - (3) After assigning the desired name and location, click on **OK**. Your screen will turn black while it adds records to the Zip file. A message appears for you to confirm completion of the copy process; click on **OK**. Then a message box appears to advise you that Zip file XXXXXXXX.ZIP has been created.
  - (4) Click on **OK**. A message appears to inquire if you would like to retain a class Historical record. Click on **OK**. This returns you to the Class Information Maintenance selection list box. The class status will read "Historical."

#### 5.2.2.4 **Archive**

This command allows you to archive the highlighted class with a status of graduated, BNA uploaded, or pending with no students assigned. An archive will allow distribution and historical review at the school's command level. The **Archive** command can be accessed only through the System Administration module.

A Class Archive cannot be created for a Class with a status of:

- o Pending Start if that class has students assigned.
  - o In Session.
1. From the Class Information Maintenance selection list box (Figure 5-08), highlight the desired record.
  2. Click on **Archive**. The Archive a Class dialog box opens for you to record the name and location under which to save the archived file.

3. After assigning the desired name and location, click on **Open**. The system copies the class and then a message box advises you that Zip file XXXXXXXX.ZIP has been created.
4. Click on **OK**. Then the system returns you to the Class Information Maintenance selection list box.

#### 5.2.2.5 **Retrieve**

This command allows you to retrieve an archived class. The **Retrieve** command can be accessed only through the System Administration module; it is similar to adding a class. Essentially, you are retrieving an archive of a class with a status of graduated, BNA uploaded, pending start (with no students assigned), or deleted (with students still assigned). The retrieved class will be restored to the same status as that of the archive's creation. Note that you cannot retrieve a class that already exists unless the class that would be overwritten is a historical class. An archived class may be retrieved even if the course for which it was created no longer exists.

1. From the Class Information Maintenance selection list box (Figure 5-08), click on **Retrieve**. The Retrieve From dialog box opens.
2. Double-click on the desired class archive in the list of files.
  - a. If you do not have access to the Approved course upon which the highlighted class is based, you receive a message that it cannot be retrieved. Click on **OK**. This returns you to the Class Information Maintenance selection list box.
  - b. If you have access to the Approved course upon which the highlighted class archive is based (or if the course upon which the retrieved class is based does not exist), your screen turns black as the system begins to expand and check records. A message appears for you to confirm completion of the copy process; click on **OK**.
    - (1) If the class already exists in any status other than historical, you receive a message stating that the class cannot be retrieved. Click on **OK**. This returns you to the Class Information Maintenance selection list box.
    - (2) If a historical class record exists, a message appears to explain that the retrieved class will overwrite the historical class.
      - (a) Click on **Yes** to continue. A message advises that the system is processing. Then a message appears to confirm the name of the class retrieved.
      - (b) Click on **OK**. The system returns you to the Class Information Maintenance selection list box. The class now indicates the status from which it was archived.
    - (3) If the class record does not exist, a message appears to so advise you and to confirm that you wish to add the class.
      - (a) Click on **Yes** to continue. A message advises that the system is processing. Then a message appears to confirm the name of the class retrieved.
      - (b) Click on **OK**. The system returns you to the Class Information Maintenance selection list box. The

class still indicates the status from which it was archived.

#### 5.2.2.6 Statistics

This command allows you to display summarized class statistics for the highlighted class and provides a detailed report. The initial dialog box displays a summary of class information and class averages. The summarized information includes status, report date, convene date, graduation date, beginning population, number attrited, number graduated, and percentage graduated. Class averages include GPA, age, years of education, and the Armed Services Vocational Aptitude Battery (ASVAB) scores consisting of clerical (CL), electronics (EL), general technical (GT), and motor mechanics (MM) components. From this dialog box, you may choose to display the detailed written report.

The written report contains detailed statistical information. At the top of the document, the report identifies the course ID, course title, class ID, class title, FY, and class status. The report also provides the formal course code, the passing maximum/retest percent, scheduled class input, maximum class capacity, class frequency, annual input, report date, convene date, and graduation date.

The subsequent class information includes entries under beginning population, current population, number attrited, number graduated, percentage graduated, GPA (overall and by category), age, ASVAB component scores, years of education, education level, education major, education certification, component description, marital status, race, gender, primary MOS, rifle score, pistol score, and PFT information (male and female). The mean, median, mode, standard deviation, number considered, and other relevant details are given for most of these elements.

The Statistics report provides class statistics for the highlighted class, whatever the class status. Many processes within MCAIMS invoke the calculation or recalculation of statistics (e.g., registering students in a class). For classes with a status of In Session or Graduated, MCAIMS automatically recalculates the GPA and class standing after the following processes:

Under the Student module:

- Dropping students from a class.
- Reversing a student's status
- Assigning an unassigned student to a class
- Graduating students (individually and as a group)

Under the Evaluation Management module:

- Renaming exam categories
- Assigning/modifying weights for individual tests
- Assigning individual tests to a multipart test
- Assigning/modifying weights on a multipart test

- Unassigning parts of a multipart test
- Scoring a test, by response, grade, or scanner
- Clearing test scores
- Challenging test items

Note that this same report appears under Class Maintenance and Reports in the Student module. Its appearance under Reports enables users who are otherwise restricted from accessing class maintenance functions to be able to print class statistics.

1. From the Class Information Maintenance selection list box (Figure 5-08), highlight the desired class by clicking on it.
2. Click on **Statistics**. The Class Statistics dialog box (Figure 5-12) for the designated class opens. This dialog box presents a summary of the class statistics.

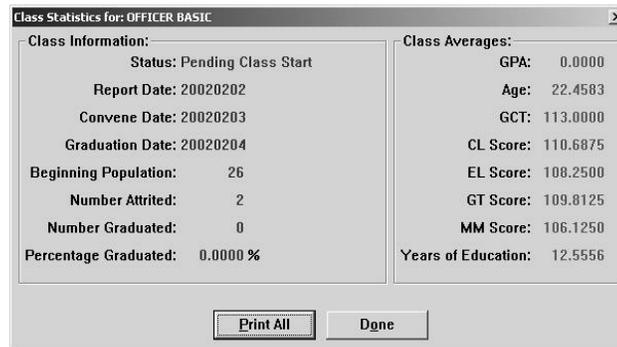


Figure 5-12. Class Statistics

3. Refer to Table 5-09 for an explanation of the data fields.

Table 5-09. Class Statistics

ITEM	DESCRIPTION
<b>Class Information</b>	
Status	Non-editable field displaying the status of the class: Pending, In Session, or Graduated.
Report Date	Non-editable field displaying the date students report to process for this class.
Convene Date	Non-editable field displaying the date class begins.
Graduation Date	Non-editable field displaying the date the class graduates.
Beginning Population	Non-editable field displaying the total number for students added to the class minus the number of students who did not attend.
Number Attrited	Non-editable field displaying the number for students dropped from the class (after the convene date).
Number Graduated	Non-editable field displaying the number for students in the class graduated.
Percentage Graduated	Non-editable field displaying the number for students graduated divided by the beginning population.
<b>Class Averages</b>	
GPA	Non-editable field displaying the mean grade point average for students in the class.

ITEM	DESCRIPTION
Age	Non-editable field displaying the mean age of students in the class.
GCT	Non-editable field displaying the mean general classification test (GCT) score of students in the class.
CL Score	Non-editable field displaying the mean clerical (CL) score of students in the class.
EL Score	Non-editable field displaying the mean electronics (EL) score of students in the class.
GT Score	Non-editable field displaying the mean general technical (GT) score of students in the class.
MM Score	Non-editable field displaying the mean motor mechanics (MM) score of students in the class.
Years of Education	Non-editable field displaying the mean years of education of students in the class.

- If you wish to view the complete statistical report, click on **Print All**. The Class Statistics Report appears. In addition to detailed information concerning the categories summarized in the dialog box (Figure 5-12), other information, described in Table 5-10, includes Current Population, Education Level, Education Major, Education Certification, Component Description, Marital Status, Race, Gender, Primary MOSs, Rifle Score, Pistol Score, and PFT Information for males and females.

**HINT:** Except for the Number Attrited category, statistics for every category are calculated for all students who have NOT been dropped and for whom information is available. In calculation of mean, median, mode, and standard deviation, if a student's information in a particular category is unavailable, that student is omitted from the calculation. Note that the Number Considered represents the size of the population used in the calculations. When reporting numbers of individuals in specific categories (no calculations involved), students with missing information are included in the group Unknown.

Table 5-10. Class Statistics Report

ITEM	DESCRIPTION
Course ID	Identifying information concerning the class being reported on.
Course Title	
Class ID	
Class Title	
FY	
Status	
Formal Course Code	Descriptive information concerning the class being reported on.
Passing Max/Retest %	
Scheduled Class Input	
Max Class Capacity	
Class Frequency	
Annual Input	
Report Date	
Convene Date	

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ITEM	DESCRIPTION
Graduation Date	
Mean	The arithmetic average. It is the most widely used measure of central tendency. It is determined by adding a series of scores and then dividing this sum by the number of scores. The mean is provided on the three user-defined test categories.
Median	A counting average. It is determined by arranging the scores in order of size and counting up to (or down to) the midpoint of the set of scores. If the number of scores is even, the median is the mean of the two middlemost scores. When the number is odd, the median is the middle score. The median is a point that divides a set of scores into equal halves so that an equal number of scores fall above the median or below the median, regardless of the size of the individual scores. Since it is a counting average, an extremely high or low score will not affect its value. The median is provided on the three user-defined test categories.
Mode	The most frequent score in the set. The mode is the least reliable type of statistical average and is frequently used merely as a preliminary estimate of central tendency. A set of scores may have two or more modes. If no value in a data set occurs more than once, then the data set has no mode. Otherwise, any value that occurs with maximal frequency is called a mode of the data set. In other words, a mode of a data set is any value whose frequency of occurrence is greater than 1 and is as large or larger than any other value's frequency of occurrence. The mode is provided on the three user-defined test categories.
Standard Deviation	A measure of the variation in a data set. It indicates how far, on the average, the data values are from the mean. For a data set with a large amount of variation, the data values will, on the average, be far from the mean; hence, the standard deviation will be large. For a data set with a small amount of variation, the data values will, on the average, be close to the mean; consequently, the standard deviation will be small. The standard deviation is provided on the three user-defined test categories.
Number Considered	The size of the population used when calculating the statistics. In other words, it represents the number of student records having the information required to produce the statistical information for a given category.
Beginning Population	Total number of students added to the class minus the number of students dropped with a completion code of "Z" (did not attend). Subtotals are included for Officer, Enlisted, or Unknown.
Current Population	Total number of current students. Subtotals are included for Officer, Enlisted, or Other.
Number Attrited	Cumulative number of students dropped from the class without a completion code "Z" (did not attend). Subtotals are included for Officer, Enlisted, or Other. The system lists the reasons for attrition and the number of students by Race.

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ITEM	DESCRIPTION
Graduation	Total number of students graduated. Subtotals are included for Officer, Enlisted, or Other. The percentage represents the number of students graduated divided by the beginning population.
GPA	Grade point average statistics for students not dropped from the class. Only students with a GPA are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered. In addition to the overall calculation, statistics are also provided for the three categories.
Age	Age statistics for students not dropped from the class. Only students with their ages documented are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
GCT	General Classification Test (GCT) score statistics for students not dropped from the class. Only students with a GCT score recorded are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
CL Score	Clerical (CL) score statistics for students not dropped from the class. Only students with a CL score recorded are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
EL Score	Electronic (EL) score statistics for students not dropped from the class. Only students with an EL score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
GT Score	General Technical (GT) score statistics for students not dropped from the class. Only students with a GT score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
MM Score	Motor Mechanics (MM) score statistics for students not dropped from the class. Only students with an MM score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
Years of Education	Years of education statistics for students not dropped from the class. Only students with a value entered in the Civilian Education Level field are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
Education Level	Breakdown summary of education levels for all students who were not dropped from the class (e.g., Unknown; 12th Grade; College, 1 Year).
Education Major	Breakdown summary of education majors of the students who were not dropped from the class. Only students with a value entered in the Education Major field are considered in the calculation. Subtotals are included for each field (e.g., Unknown; No Major Subject Indicated, Business Administration, Criminology).
Education Certification	Breakdown summary of education certifications held by students who were not dropped from the class. Subtotals are included for each category represented (e.g., Unknown; Biology, Accounting, Education), and the total includes all students considered.

ITEM	DESCRIPTION
Component Description	Component summary for all students who were not dropped from the class (e.g., Unknown; USMC, USMCR).
Marital Status	Marital status, by category, of all students who were not dropped from the class (e.g., Unknown; Annulled, Divorced, Married, Single).
Race	Racial breakdown of all students who were not dropped from the class (e.g., Unknown; White, Black, Other).
Gender	Gender breakdown of all students who were not dropped from the class (e.g., Unknown; Male; Female).
Primary MOS	Primary MOS breakdown of all students who were not dropped from the class (e.g., Unknown; 0311,0321, 2800, 4066, 4067).
Rifle Score (Local)	Rifle score statistics for all students not dropped from the class. Only students with a recorded rifle score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
Pistol Score (Local)	Pistol score statistics for all students not dropped from the class. Only students with a recorded pistol score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered for each type of pistol represented.
PFT Information (Male)	PFT information for all male students not dropped from the class. Only students with the following classification are considered in the statistics: 1st Class, 2nd Class, 3rd Class, and Fail/RNT. Students with medical, age, or partial exemptions are excluded in the calculations. The system rounds up scores at the decimal point for five or above.
PFT Information (Female)	PFT information for all female students not dropped from the class. Only students with the following classification are considered in the statistics: 1st Class, 2nd Class, 3rd Class, and Fail/RNT. Students with medical, age, or partial exemptions are excluded in the calculations. The system rounds up scores at the decimal point for five or above.

### 5.2.3 Export Files

This selection allows the creation and retrieval of the Submitted version of the CDD/POI files. This option allows the Course Administrator to create the export file of a Submitted course to which the Administrator has access and to import the file. This is the official electronic version that should be submitted to the Training and Education Command when complete. Note that no test items are included with a CDD/POI export file.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the Maintenance option on the menu bar. This displays the Maintenance drop-down menu (Figure 5-02).
3. Choose Export Files. Another drop-down menu (Figure 5-13) opens with two options (Create CDD/POI Export and Import CDD/POI).

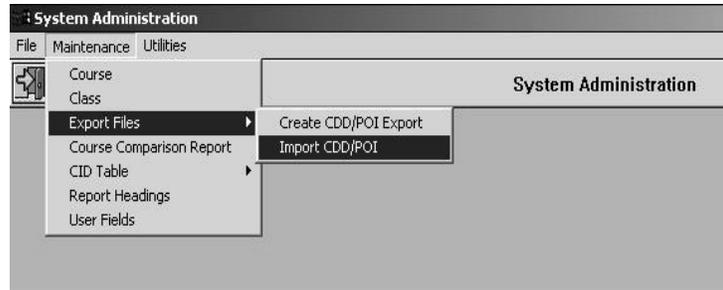


Figure 5-13. Export Files

4. Choose the desired option.

#### 5.2.3.1 Create CDD/POI Export

This selection allows the Course Administrator to create an export file when the document has been finalized for submission to Ground Training Branch (GTB). The CDD/POI export file this option allows you to create will contain the data necessary to produce the course descriptive data (CDD) and program of instruction (POI) and will apply only to a course in the Submitted status. Attach a copy of this export file to an email to GTB when the document is ready to be reviewed by GTB analysts and signed by the General.

Before completing a CDD/POI export, MCAIMS performs certain data integrity checks. If all the records are successfully copied to a temporary file, including the course information and course statistics records, MCAIMS then ensures the following criteria are met:

- At least one annex, duty, task, learning objective, and concept card record is established for this course.
- Methods, media, and learning objectives are assigned to the concept card.
- A CDD record and an instructor staffing record are established for this course.
- A POI record and a distribution record are established for this course.

If you receive a message that one of the above elements is missing from the Submitted course, then you should re-try creating the CDD/POI export.

**HINT:** If you attempt to create a CDD export file while other users are logged into System Administration, Evaluation Management, or Curriculum Management modules, you will receive a message advising you that the process cannot be performed at this time. A list of the users and the modules they are using appears on the screen. Ask those users to exit while you perform this function. If all users have exited MCAIMS and you still cannot perform this option, ask the Primary System Administrator to clear the User Log and try again. If users attempt to log onto the system during the creation process, they will receive a message advising that "critical course processes are being performed at this time. Please wait a few moments and try again." As a courtesy, advise those users who you asked to log off when you have completed the process of creating a CDD import file.

1. From the Export Files drop-down menu, choose the Create CDD/POI Export option. If there are no Submitted courses available, you receive a message so advising you. Click on **OK**. Otherwise, the Select a Course selection list box (Figure 5-14) opens with a list of courses to which you have been granted access.

**HINT: Use this function instead of the course Archive function to transport the CDD/POI files. Unlike an archived course, which could contain test item information, the files accessed by the Create CDD/POI Export function never contain test item information. Exported test items could compromise system integrity if not scrupulously protected.**

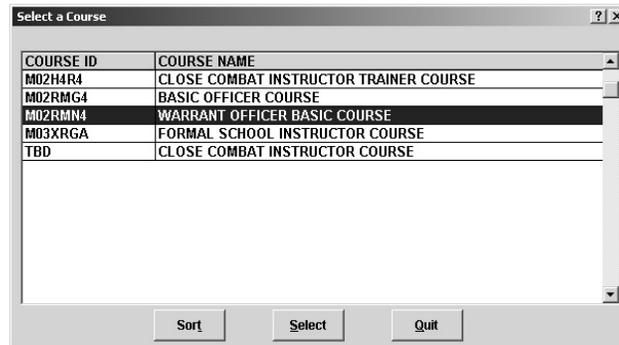


Figure 5-14. Select a Course

2. If you want to change the organization of the list (CID or course title), click on **Sort**. The Sort Courses dialog box opens.
  - a. Choose the sorting option you desire. Note that the CID order is the default option.
  - b. Click on **Set**. This returns you to the Select a Course selection list box.
3. Highlight the desired Submitted course on the selection list box.
4. Click on **Select**. The Exporting CDD/POI for Course XXXXXX is displayed with a meter bar depicting the copy status. Then the Export Course dialog box opens for you to record the name and location under which to save the exported file.
5. After assigning the desired name and location, click on **Open**. Then MCAIMS performs a data integrity check. If the system verifies the presence of all required files, MCAIMS provides you a message to advise that file XXXXXXXX.ZIP has been created.
6. Click on **OK**. This returns you to the System Administration window.

#### 5.2.3.2 Import CDD/POI

This selection allows the Course Administrator to import a CDD/POI created as a CDD/POI export file. Unlike a course archive, which could contain test items, this import file will never contain test items. This file is the designated means to submit a course to the Training and Education Command for approval.

In addition to providing more flexibility to Course Administrators, this option allows Ground Training Branch analysts to retrieve the CDD/POI export files into their Curriculum Development database. From this database, the analyst can perform a final review before sending the CDD/POI

export to the MCAIMS Functional Manager for retrieval into the MCAIMS 32 GTB master database. Note that the CDD/POI is printed for signature and maintained in the master database.

Before importing a CDD/POI, MCAIMS performs certain data integrity checks. If all the records are successfully copied into the temporary folder, including the course information and course statistics records, MCAIMS then ensures the following criteria are met:

- At least one annex, duty, task, learning objective, and concept card record is established for this course.
- Methods, media, and learning objectives are assigned to the concept card.
- A CDD record and an instructor staffing record are established for this course.
- A POI record and a distribution record are established for this course.

If you receive a message that one of the above elements is missing from the Submitted course, then you should re-try importing the CDD/POI or have another export file provided to you.

**CAUTION:** Note that any existing Submitted course in the database will be overwritten with the imported CDD/POI files, which contain no test item information. If you lose your test data, you may be able to recover by retrieving an archive of your Submitted course, if an archive containing test data was created. Another possible recovery is to change the status of the Locally Approved course to Submitted if there are no significant differences in the two courses.

**HINT:** If you attempt to import a course containing a CID that does not exist in your CID table, you receive a message advising you of this fact. You must add the CID to your CID Table before you can proceed.

**HINT:** If you attempt to import a CDD file while other users are logged into System Administration, Evaluation Management, or Curriculum Management modules, you will receive a message advising you that the process cannot be performed at this time. A list of the users and the modules they are using appears on the screen. Ask those users to exit while you perform this function. If all users have exited MCAIMS and you still cannot perform this option, ask the Primary System Administrator to clear the User Log and try again. If users attempt to log onto the system during the import process, they will receive a message advising that "critical course processes are being performed at this time. Please wait a few moments and try again." As a courtesy, advise those users who you asked to log off when you have completed the process of importing a CDD file.

1. From the Export Files drop-down menu, choose the Import CDD/POI option. The Retrieve From dialog box opens.
2. Double-click on the desired course in the list of files. MCAIMS performs a data integrity check to verify the presence of all required files. If files are missing, you will be provided a list. Otherwise, MCAIMS performs additional checks. If you do not have access to the course that will be replaced, you receive a message that you cannot retrieve the course. If you have access to the

course, the system response depends on if the course already exists in the system.

- a. If the CDD/POI export file is for a course that already exists, a message box appears to so advise you. The CDD/POI export file does not contain test item information. If you continue, the existing Submitted course and all test items will be deleted and replaced with the course information from the CDD/POI export file. The restored course may differ from any Working or Approved versions of the same course that may exist. Click on **Yes** if you wish to continue. A message inquires if you wish to delete the current course statistics record. Click on **Yes** or **No**. The message box displays the deletion of existing records and retrieval of the new ones. Then the system returns you to the System Administration window.

**HINT:** By default, the access rights to the newly retrieved course are identical to those that existed for the overwritten course.

- b. If the CDD/POI export file is for a course that does not exist in any status, a message box appears to advise you that the CDD/POI export file does not contain test item information. Click on **Yes** if you wish to continue. The message box displays the retrieval process. Then the Select User IDs selection list box opens to prompt you to establish access to the course for appropriate users. Note that Course Administrators may assign access to a course in this circumstance.
  - (1) Double-click on each user requiring access to this course. A checkmark appears next to the User ID.
  - (2) Click on **Done**. This returns you to the System Administration window.

#### 5.2.4 Course Comparison Report

This selection allows the Course Administrator to print a report comparing basic course information from the CDDs of two different courses. The option is limited to the courses to which the Administrator has been granted access.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the Maintenance option on the menu bar. This displays the Maintenance drop-down menu (Figure 5-02).
3. Choose Course Comparison Report. The Course Comparison Report selection list box (Figure 5-15) displays all courses.

COURSE ID	STATUS	COURSE TITLE
M02H2C4	WORKING	RESERVE INFANTRY OFFICER COURSE
M02H4R4	WORKING	MARTIAL ARTS INSTRUCTOR TRAINER COURSE
M02H4R4	APPROVED	CLOSE COMBAT INSTRUCTOR TRAINER COURSE
M02H4R4	SUBMITTED	CLOSE COMBAT INSTRUCTOR TRAINER COURSE
M02R2T4	WORKING	WARRANT OFFICER RESERVE (SHORT)
M02RGU4	WORKING	INFANTRY OFFICER COURSE
M02RGU4	APPROVED	INFANTRY OFFICER COURSE
M02RMG4	WORKING	BASIC OFFICER COURSE
M02RMG4	APPROVED	BASIC OFFICER COURSE
M02RMG4	SUBMITTED	BASIC OFFICER COURSE
M02RMN4	WORKING	WARRANT OFFICER BASIC COURSE
M02RMN4	APPROVED	WARRANT OFFICER BASIC COURSE

Figure 5-15. Course Comparison Report

4. If you want to change the organization of the list (CID or course title), click on **Sort**. The Sort Courses dialog box opens.
  - a. Choose the sorting option you desire. Note that the CID order is the default option.
  - b. Click on **Set**. This returns you to the Course Comparison Report selection list box.
5. Using the multiple select feature, mark two courses for comparison.
 

**HINT:** You may select the placement of each course on the report. The information for the first course selected will appear on the left side of the report, and the information for the second course selected will appear on the right side of the report.
6. Click on **Start Rpt**. If you do not have access to one of the selected courses, you receive a message so advising you. Click on **OK**. Otherwise, the report is displayed for you to preview.
7. Click on either the Printer or the Door icon. Either selection returns you to the System Administration window.

### 5.2.5 CID Table Maintenance

The CID Table Maintenance selection is the only option under CID Table that is not restricted to Ground Training Branch personnel. This option provides a method to add formal school codes between releases of MCAIMS software or when a new table is provided by the MCAIMS support representative. Adding a new CID to the CID Table in MCAIMS should be done only when authorized by Ground Training Branch.

Remember that the use of a CID (representing a currently recognized formal course) is mandatory for any course record that requires interface (uploading/downloading records) with BNA and TRRMS records.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the **Maintenance** option on the menu bar. This displays the Maintenance drop-down menu (Figure 5-02).
3. Choose CID Table. Another drop-down menu opens with four options (CID Table Maintenance, Staffing Status, Credit Recommendation, and CID Report) (Figure 5-16).

**HINT:** All four options depicted are available only to Ground Training Branch personnel, providing they have established the proper configuration settings during system setup. Outside GTB, only the CID Table Maintenance option is available; the other options are grayed out. The CID Table Maintenance option is available to all Course Administrators.

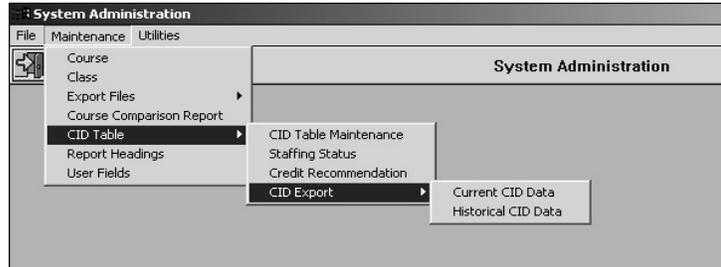


Figure 5-16. CID Table Menu Options

4. Choose CID Table Maintenance. The CID Table selection list box (Figure 5-17) opens.

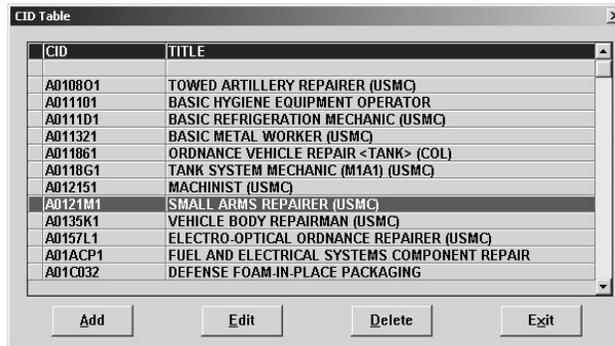


Figure 5-17. CID Table

5. Refer to Table 5-11 for an explanation of the data fields appearing in the dialog box.

Table 5-11. CID Table

ITEM	DESCRIPTION
CID	Course identifier or code representing an approved formal course.
Title	Descriptive information identifying a formal course.

6. Click on the desired command button.

#### 5.2.5.1 **Add**

This command allows the Course Administrator to add an approved formal course ID to the CID Table when authorized by Ground Training Branch.

1. From the CID Table selection list box, click on **Add**. The CID Add selection list box (Figure 5-18) opens.



Figure 5-18. CID Add

2. Referring to Table 5-12 for an explanation of the data fields, complete the required information (as provided by Ground Training Branch).

Table 5-12. CID Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
CID	Course identifier or code representing an approved formal course.	Field requires 7 alphanumeric characters
Title	Descriptive information identifying a formal course.	Up to 158 alphanumeric characters

3. Click on **Save**. This returns you to the CID Table selection list box. Note that manually added CIDs will be indicated with a check mark to the left of the CID on the dialog box.

#### 5.2.5.2 **Edit**

This command allows the Course Administrator to edit information about a highlighted CID that has been manually added to the CID Table. Note that manually added CIDs will be indicated with a check mark to the left of the CID on the dialog box

1. From the CID Table selection list box (Figure 5-13), highlight the desired manually added record.
2. Click on **Edit**.
  - a. If this CID is a mandatory record, a message advises you that the record cannot be edited. Click on **OK**. This returns you to the CID Table selection list box.
  - b. If this CID is a manually added record, a dialog box similar to the one in Figure 5-11 opens.
    - (1) Referring to Table 5-08 for an explanation of the data fields, edit the required information.
    - (2) Click on **Save**. This returns you to the CID Table selection list box.

#### 5.2.5.3 **Delete**

This command allows the Course Administrator to delete a highlighted CID that has been manually added to the CID Table. Note that manually added

CIDs will be indicated with a check mark to the left of the CID on the dialog box.

1. From the CID Table selection list box (Figure 5-13), highlight the desired manually added record.
2. Click on **Delete**.
  - a. If this CID is a mandatory record, a message advises you that the record cannot be deleted. Click on **OK**. This returns you to the CID Table selection list box.
  - b. If this CID is a manually added record, a message box appears to confirm your choice. Click on **Yes**. This returns you to the CID Table selection list box.

#### 5.2.6 Staffing Status

**HINT: This option is unavailable to users outside Ground Training Branch. Such users may track course status through the Course Statistics option under the Maintenance menu of the Curriculum Management module (Paragraph 6.3.7).**

The Staffing Status option is available only to the MCAIMS Primary System Administrator, within Ground Training Branch (GTB). This option allows you to capture information in order to monitor the staffing status for CDDs/POIs. You can produce a report about the status of these documents and edit status information about a selected course.

The report lists courses pending approval by the CG, Training Command. The report, which is triggered when a date is entered for GTB's receipt of the CDD for staffing, lists the service school code (SSC), CID, course title, point of contact, section for each course pending approval, and receipt date for the CDD letter. Where appropriate, dates are listed for the CDD/POI letter, POI letter received, CDD approval, and last CDD/POI approval. Once a date is entered under POI approval, the course is omitted from this report.

The Edit option presents a dialog box where you may enter the staffing status information that is available in the report, plus any entry for the POI approval. When you enter a date under the POI field for a Submitted version of a course in your database, an interface is invoked (through the .INI file) to create a text file of selected CDD elements for an approved POI. The text file (named TRRMS.TXT) is saved into the TRRMS folder. Each evening, the TRRMS programmers electronically transfer that text file from the server to the Training Resource Requirements Management System (TRRMS) to update their databases. Should you change a date previously entered, MCAIMS will regenerate the data for submission to TRRMS only if the new date is more recent than the information previously submitted.

The TRRMS.TXT file contains the following CDD elements, which are described more fully in Appendix D: the course title, location, course ID, other service course number, purpose, scope, length (peace time), length (mobilization), maximum class capacity, optimum class capacity, minimum class capacity, class frequency, student prerequisites, MOS received, quota control, funding, and reporting instructions.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the **Maintenance** option on the menu bar. This displays the **Maintenance** drop-down menu (Figure 5-02).

3. Choose CID Table. Another drop-down menu opens with four options (CID Table Maintenance, Staffing Status, Credit Recommendation, and CID Report) (Figure 5-13).

**HINT:** In order for this option to be available to the MCAIMS Primary System Administrator in Ground Training Branch, the proper configuration settings must have been established during system setup.

4. Then choose Staffing Status. The Staffing Status selection list box (Figure 5-19) opens.

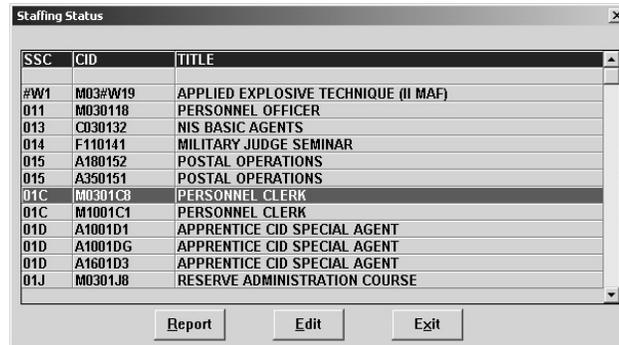


Figure 5-19. Staffing Status

5. Refer to Table 5-13 for an explanation of the data fields appearing in the dialog box.

Table 5-13. Staffing Status

ITEM	DESCRIPTION
SSC	Service School Code. This code is a component of the CID and is automatically built within the appropriate database when a new CID is manually added.
CID	Course identifier or code representing an approved formal course.
Title	Descriptive information identifying a formal course for the corresponding SSC and CID.

6. Click on the desired command button.

#### 5.2.6.1 Report

The **Report** command button allows you to produce a report of courses pending approval by the CG, Training Command. In order for a course to be included in the report, an entry date must be entered (under **Edit**) for GTB's receipt of the CDD for staffing. The report lists each SSC, CID, course title, POC, section, and GTB's receipt date of the CDD. Where appropriate, dates are listed for the CDD/POI letter, POI letter received, CDD approval, and last CDD/POI approval. Once a date is entered under POI approval, the course is omitted from this report.

1. From the Staffing Status selection list box, click on **Report**. The Choose Report or Text File dialog box (Figure 5-20) opens.

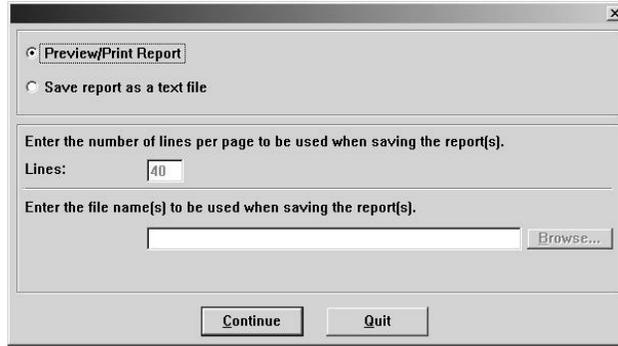


Figure 5-20. Choose Report or Text File

- Referring to Table 5-14, make the appropriate selections.

Table 5-14. Choose Report or Text File

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Preview/ Print Report	This default radio button will allow you to print or preview the desired report. If this is your choice, the other fields are not enabled.	
Save report to a text file	Select this button to save the report to a text file. If this is your choice, the fields below are enabled.	
Lines	Leave at the default (40) or enter the number of lines per page to be used when saving the report(s).	Up to 2 numeric characters
Browse	Click this button if you wish to see what other text files in the Save As list box are named.	
Untitled.	Enter the file name(s) to be used when saving the report(s). You must complete this field to save the text (.txt) file.	Up to 30 alphanumeric characters

- Click on **Continue**. If you chose Preview/Print Report, the Staffing Status report is displayed. If you chose Save Report to Text File, the system saves the report and returns you to the System Administration window.

#### 5.2.6.2 **Edit**

The **Edit** command button allows you to enter and maintain staffing status data for a selected course.

- From the Staffing Status selection list box, select the desired course and click on **Edit**. Note that you search by SSC by right-clicking in the list box. The Status Staffing Information for Course (Figure 5-21) opens for you to make your entries.

Staffing Status Information for [X]

Date of School CDD Letter: 2002/05/27 Current Date

CDD Letter Received from School: 2002/05/27 Current Date

CG, Training Command Approval of CDD: // Current Date

Last CDD Approval: 2002/05/16 Current Date

Date of School POI Letter: // Current Date

POI Letter Received from School: // Current Date

CG, Training Command Approval of POI: // Current Date

Last POI Approval: 2002/05/16 Current Date

Cognizant Section within GTB for CDD/POI: GCE

GTB POC for CDD/POI: CONNIE SPRINGER

Clear Save Exit w/o Save

Figure 5-21. Status Staffing Information for Course

2. Referring to Table 5-15 for the format for your entry, enter the appropriate dates and names in the fields provided. As an alternative, you may click on Current Date to enter today's date.

Table 5-15. Status Staffing Information for Course

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Date of School (CDD) Letter	Date the school sent the letter.	yyyy/mm/dd
CDD Letter Received from School	Date GTB receives the letter. Entering this date initiates tracking the course via a report in the system.	yyyy/mm/dd
CG, Training Command Approval of CDD	Date approval is granted for the development of a CDD. See Note below.	yyyy/mm/dd
Last CDD Approval	Date the most current CDD was approved.	yyyy/mm/dd
Date of School POI Letter	Date the school sent the letter.	yyyy/mm/dd
POI Letter Received from School	Date GTB receives letter.	yyyy/mm/dd
CG, Training Command Approval of POI	Date approval is granted for the development of a POI. See Note below.	yyyy/mm/dd
Last POI Approval	Date the most current POI was approved	yyyy/mm/dd
Cognizant Section within GTB for CDD/POI	Name of appropriate section within GTB responsible for monitoring the CDD and POI.	Up to 10 alphanumeric characters
GTB POC for CDD/POI	Name of appropriate analyst within GTB serving as point of contact regarding the CDD/POI.	Up to 25 alphanumeric characters

3. Click on the appropriate command button.
  - a. If you click on **C**lear, the system returns you to the Staffing Status selection list box. A message box appears to provide information about the clear process and inquires if you wish to continue. If you click on **Y**es, the message box closes and the date fields are cleared. Note that dates for the Last CDD/POI Approval are retained. If you click on **N**o, the message box closes and the dates are retained.
  - b. If you click on **S**ave, the system saves the data entered and returns you to the System Administration window.

**NOTE:** When a date is entered and saved for either the CG, Training Command Approval of CDD or the CG, Training Command Approval of POI that is more recent than the corresponding date in the database, an export of selected information is automatically created. This export file is provided to the Training Resource Requirement Management Section (TRRMS) within Training Command to maintain the Marine Corps Formal School Catalog. For a list of data elements transported to TRRMS, refer to the table in Paragraph D.2, Interface Files, Appendix D, Tables of MCAIMS to TRRMS Interfaces.

5.2.7 Credit Recommendation

**HINT:** This option is unavailable to users outside Ground Training Branch.

The Credit Recommendation option is available only to the MCAIMS Primary System Administrator, within Ground Training Branch (GTB). This option allows you to capture information to be used to monitor the American Council on Education (ACE) review process for CDDs/POIs. You can produce a report listing courses pending ACE recommendations and edit tracking information for a selected course.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the Maintenance option on the menu bar. This displays the Maintenance drop-down menu (Figure 5-02).
3. Choose CID Table. Another drop-down menu opens with four options (CID Table Maintenance, Staffing Status, Credit Recommendation, and CID Report) (Figure 5-13).

**HINT:** In order for this option to be available to the MCAIMS Primary System Administrator in Ground Training Branch, the proper configuration settings must have been established during system setup.

4. Choose Credit Recommendation. The Credit Recommendation selection list box (Figure 5-22) opens.

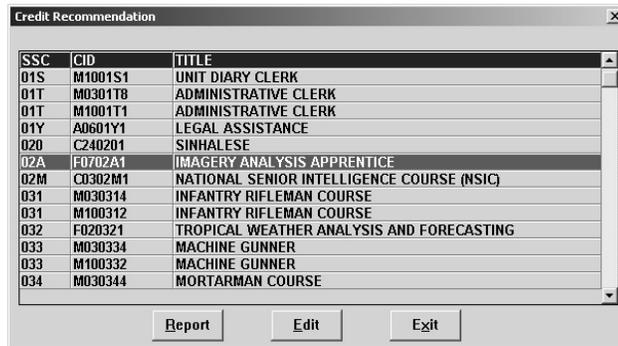


Figure 5-22. Credit Recommendation

5. Referring to Table 5-16 for an explanation of the data fields appearing in the dialog box, select the desired CID.

Table 5-16. Credit Recommendation

ITEM	DESCRIPTION
SSC	Service School Code. This code is a component of the CID and is automatically built within the appropriate database when a new CID is manually added.

ITEM	DESCRIPTION
CID	Course identifier or code representing an approved formal course.
Title	Descriptive information identifying a formal course.

6. Click on the desired command button.

5.2.7.1 **Report**

The **Report** command button allows you to produce a report of courses pending ACE accreditation. In order for a course to be included in the report, an entry date must be entered (under **Edit**) that an email has been sent to ACE. The report lists each SSC, CID, course title, and the date the email was sent. Once a date is entered under ACE approval for the selected course, the course is omitted from this report.

1. From the Credit Recommendation selection list box, click on **Report**. The Choose Report or Text File dialog box (Figure 5-23) opens.

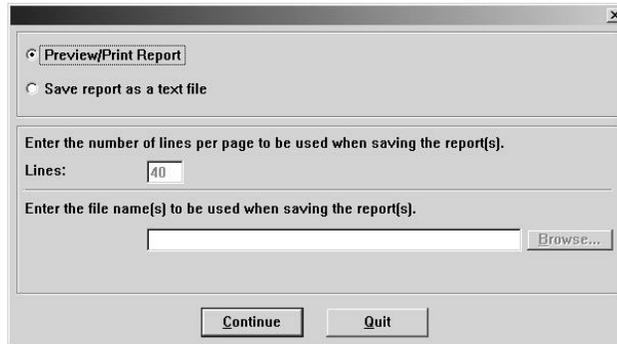


Figure 5-23. Choose Report or Text File

2. Referring to Table 5-17, make the appropriate selections.

Table 5-17. Choose Report or Text File

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Preview/ Print Report	This default radio button will allow you to print or preview the desired report. If this is your choice, the other fields are not enabled.	
Save report to a text file	Select this button to save the report to a text file. If this is your choice, the fields below are enabled.	
Lines	Leave at the default (40) or enter the number of lines per page to be used when saving the report(s).	Up to 2 numeric characters
Browse	Click this button if you wish to see what other text files in the Save As list box are named.	
Untitled.	Enter the file name(s) to be used when saving the report(s). You must complete this field to save the text (.txt) file.	Up to 30 alphanumeric characters

3. Click on **Continue**. If you chose Preview/Print Report, the Credit Recommendation report is displayed. If you chose Save Report to Text File, the system saves the report and returns you to the System Administration window.

5.2.7.2 **Edit**

The **Edit** command button allows you to enter and maintain tracking information about the ACE course review process for a selected SSC.

1. From the Credit Recommendation selection list box, choose the desired course and click on **Edit**. Note that you search by SSC by right-clicking in the list box. The Credit Recommendation Information for Course (Figure 5-24) opens.

Figure 5-24. Credit Recommendation Information for Course

2. Referring to Table 5-18 for the format for your entry, enter the appropriate dates and names in the fields provided. As an alternative, you may click on Current Date to enter today's date.

Table 5-18. Credit Recommendation Information for Course

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
ACE Letter Drafted	Date the school drafted a letter to ACE with a course for evaluation.	yyyy/mm/dd
ACE Letter Signed	Date letter to ACE is signed.	yyyy/mm/dd
ACE Letter Mailed	Date letter to ACE is mailed.	yyyy/mm/dd
Email Sent to ACE	Date email to ACE is sent.	yyyy/mm/dd
Email Acknowledged by ACE	Date the email is acknowledged by ACE.	yyyy/mm/dd
ACE Responded	Date ACE acknowledges the email.	yyyy/mm/dd
School Notified of ACE Credit	Date ACE notifies school of credit.	yyyy/mm/dd
Type of Credit	Using your arrow key, choose the appropriate credit (college, vocational, or none) in the drop-down box.	
Semester Hours Credited	The number of semester hour credits that ACE allows for this course.	hh/mm
Field of Credit	The field in which the credit is applied (e.g., Humanities, Business)	Up to 25 alphanumeric characters
ACE Recommendation Effective	The date that the credit is effective.	yyyy/mm/dd

3. Click on **Save**. The system saves the data entered and returns you to the System Administration window.

### 5.2.8 CID Export

The CID Export option is available only to the MCAIMS Primary System Administrator, within Ground Training Branch (GTB). This option enables you to produce a comma delimited text file that can be used with Microsoft Access as a management tool. You may capture either current or historical CID data.

The same fields of information are available for either text file. The fields are as follows: CID, course title, SSC, ACE letter drafted, ACE letter signed, ACE letter mailed, email sent to ACE, email acknowledged by ACE, ACE response, school notified of ACE credit, type of credit, semester hours credited, field of credit, ACE recommendation effective, GTB section, GTB point of contact, last CDD, last POI, CDD/POI letter, CDD/POI letter received, CDD approval, and last CDD/POI approval.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the Maintenance option on the menu bar. This displays the Maintenance drop-down menu (Figure 5-02).
3. Choose CID Table. Another drop-down menu opens with four options (CID Table Maintenance, Staffing Status, Credit Recommendation, and CID Report) (Figure 5-13).

**HINT:** In order for this option to be available to the MCAIMS Primary System Administrator in Ground Training Branch, the proper configuration settings must have been established during system setup.

4. Choose CID Export. Then choose either Current CID Data or Historical CID Data. The Save As dialog box (Figure 5-25) opens.

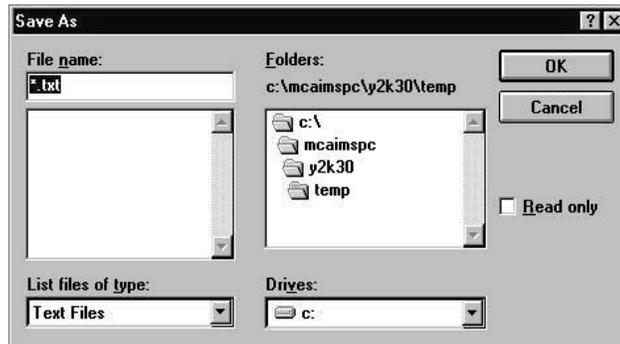


Figure 5-25. Save As

5. Assign the desired name and location in the dialog box and click on **OK**. This returns you to the System Administration window.

### 5.2.9 Report Headings

This selection allows you to edit default report headings that will appear above the normal report title. For example, you might want to add an activity name and address. The report heading you add here will appear at the top of all reports for the designated course and status. A Primary System Administrator can edit report headings for any course. A Course Administrator can view all report headings but edit report headings for only those courses to which he/she has access.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the Utilities option on the menu bar. This displays the Maintenance drop-down menu (Figure 5-02).
3. Choose Report Headings. The Report Headings dialog box (Figure 5-26) opens.

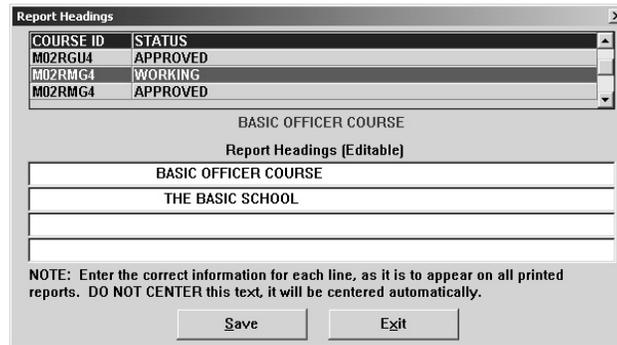


Figure 5-26. Report Headings

4. Referring to Table 5-19, enter the appropriate information.

Table 5-19. Report Headings

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Course ID	List of courses previously entered. Scroll through the selection list and select the desired course and status. When the cursor rests on a course ID in the selection list, its title is displayed beneath it.	
Status	Status (Working, Locally Approved, or Submitted) of the selected course.	
Report Headings	Blank field of 4-lines for your input. The letters will appear capitalized and centered on the report.	64 alphanumeric characters per line

5. Click on **Save**. A message box informs you that the heading has been saved.
6. Click on **Exit**. This returns you to the System Administration window.

#### 5.2.10 User Fields

This selection allows the Course Administrator to establish and edit user field screen descriptions for each course, regardless of status, to which he/she has access. Every class established under a course will have the same user field requirements. The user field screen descriptions will appear as part of each student's record (Paragraphs 8.3.3.3, Serv3 tab, and 8.3.3.13, History tab). A Course Administrator may also view the data for all of the available Approved courses.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the Maintenance option on the menu bar. This displays the Maintenance drop-down menu (Figure 5-02).
3. Choose User Fields. The User Field Screen Descriptions dialog box (Figure 5-27) opens.

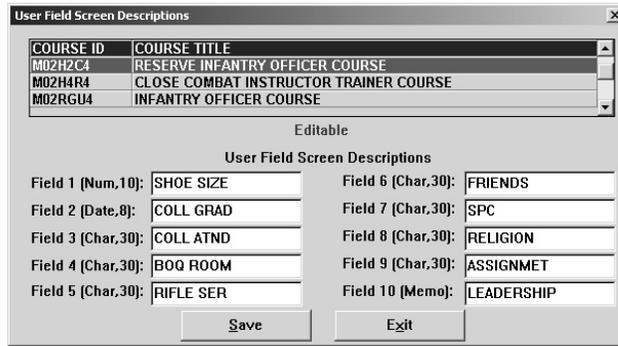


Figure 5-27. User Field Screen Descriptions

4. Referring to Table 5-20, select the desired course and enter the appropriate information.

Table 5-20. User Field Screen Descriptions

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Untitled	List of all courses previously entered in MCAIMS. Each course, identified by course ID and title, is represented only once in the list, regardless of its status. Each class that is built on a specific course in the system will inherit the user field name descriptions for that course. When the cursor rests on a course ID in the selection list, the data fields in the User Field Screen Descriptions below will reflect the appropriate field name for the data required for that course.	
<b>Editable</b>		
<b>User Field Screen Descriptions</b>		
Field 1	User enters the desired field name for a numeric field (length of 10) that will appear on the student record of every student in all classes associated with the selected course.	10 alphanumeric characters
Field 2	User enters the desired field name for a date field (length of 8) that will appear on the student record of every student in all classes associated with the selected course.	10 alphanumeric characters
Fields 3-9	User enters the desired field name for a character field (length of 30) that will appear on the student record of every student in all classes associated with the selected course.	10 alphanumeric characters
Field 10	User enters the desired field name for a memo field (up to 64,000 alphanumeric characters) that will appear on the student record of every student in all classes associated with the selected course.	10 alphanumeric characters

5. Click on **Save**. A message box informs you that the record has been saved.
6. Click on **OK**. This returns you to the System Administration window.

### 5.3 UTILITIES

All eight menu options under the Utilities drop-down menu are limited to the Primary System Administrator who is responsible for protecting and maintaining the system databases and controlling user access. The menu options include pack-and-index databases; schedule an unattended pack-and-index; make backup copies of MCAIMS system files; restore MCAIMS files; grant user access to the system modules, functions, and courses under the User ID Table; create a user ID report, which identifies the functions and courses to which each user has access; and view a user log, detailing user activity in the system. These responsibilities cannot be delegated to Course Administrators.

#### 5.3.1 Pack-N-Index

This selection allows only the Primary System Administrator to run a pack and index of the databases. To pack a database removes items that have been marked for deletion from it. Then the updated database is indexed. It is important for the Primary System Administrator to perform this maintenance function on an as needed basis (whenever there is much activity in the system such as adding or deleting) and on a regular basis for optimal efficiency of the system.

**HINT:** If you attempt to perform a pack-n-index procedure while any users are logged into MCAIMS, you receive a message advising you that the process cannot be performed at this time. A list of the users and the modules they are using appears on the screen. Ask those users to exit while you perform this function. If all users have exited MCAIMS and you still cannot perform this option, clear the User Log and try again. If users attempt to log on to the system during the Pack-N-Index process, they will receive a message advising that maintenance is being performed and to contact you for guidance concerning the availability of MCAIMS.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the Utilities option on the menu bar. This displays the Utilities drop-down menu (Figure 5-28).

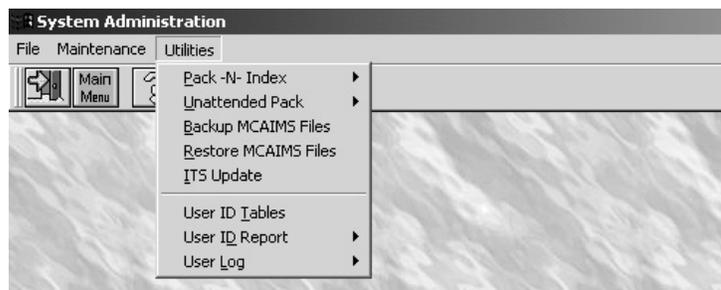


Figure 5-28. Utilities Drop-down Menu

3. Choose Pack-N-Index. This displays the Pack-N-Index drop-down menu (Figure 5-29).

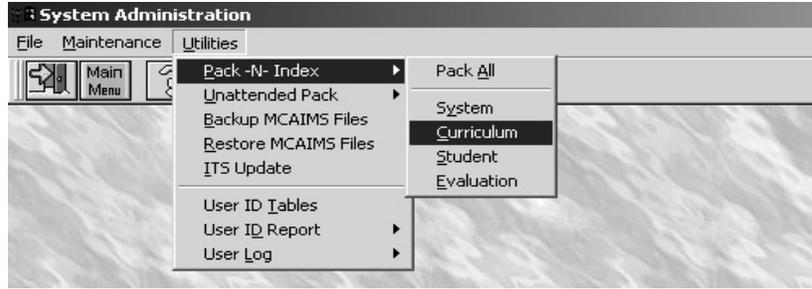


Figure 5-29. Pack-N-Index Drop-down Menu

4. Choose the desired option. If users are still logged into the system, you will receive an advisory message and the function will not be performed. Otherwise, the system performs the chosen operation.
  - a. If you choose Pack All, MCAIMS first performs a system backup. Then a message box displays the status of the pack-and-index process. When completed, a message so advises you. Click on **OK**. The system returns you to the System Administration window.
  - b. If you choose System, Curriculum or Evaluation, a message box displays the status of the pack-and-index process. When completed, a message so advises you. Click on **OK**. The system returns you to the System Administration window.

**Note that MCAIMS does not perform a system backup prior to packing and indexing the selected module. For the protection of your data, ensure that you have a current backup in case you have corruption of data during the pack and index process.**

- c. If you choose Student and one or more classes have been created, the Select Class Records to Pack and Index dialog box (Figure 5-30) opens.

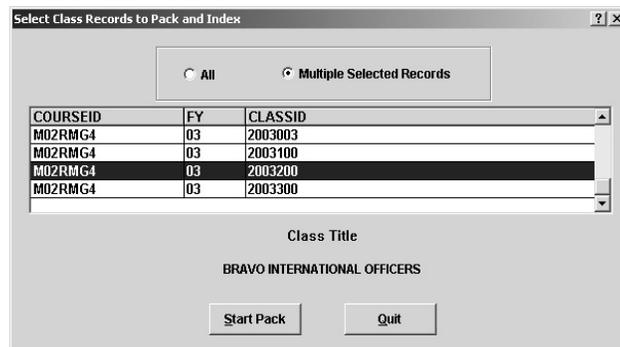


Figure 5-30. Select Class Records to Pack and Index

(1) Referring to Table 5-21, schedule the operation.

Table 5-21. Select Class Records to Pack and Index

ITEM	DESCRIPTION
All	Clicking on this radio button selects all the classes.
Multiple Selected Records	Clicking on this radio button allows you to select each class one by one. For each class you wish to include, double-click in the field below.
Course ID	Unique code assigned to this specific course.
FY	Fiscal year for the particular class.
Class ID	Designator for class.

ITEM	DESCRIPTION
Class Title	Descriptive name of the class.

- (2) Click on **Start Pack**. A status bar depicts the progress of the operation. Then MCAIMS returns you to the System Administration window. A message then advises you that the pack-and-index routine is complete. Click on **OK**.

### 5.3.2 Unattended Pack

This selection allows the Primary System Administrator to schedule an unattended pack and index of the databases at a convenient time (normally when no one will be using MCAIMS). This activity can be scheduled for overnight or during the weekend, when the system is least being used. For example, you might schedule this activity for five consecutive evenings at 6:00 p.m. Be sure to coordinate with network personnel so that your pack and index will not conflict with network maintenance (i.e., backup of server information).

If a user logs on when an unattended pack is scheduled, the user will be advised of the scheduled pack-and-index and will be requested to exit MCAIMS prior to its execution. On the date that an Unattended Pack and Index has been scheduled, the Primary System Administrator will be advised (at logon and logoff) not to log off until the Pack-and-Index is complete.

**HINT:** If you attempt to perform a scheduled pack-n-index procedure while any users are logged into MCAIMS, you receive a message advising you that the process cannot be performed at this time. A list of the users and the modules they are using appears on the screen. Ask those users to exit while you perform this function. If all users have exited MCAIMS and you still cannot perform this option, clear the User Log and try again. If users attempt to log on to the system during the Pack-N-Index process, they will receive a message advising that maintenance is being performed and to contact you for guidance concerning the availability of MCAIMS.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the Utilities option on the menu bar. This displays the Utilities drop-down menu (Figure 5-28).
3. Choose Unattended Pack and then choose Schedule. The Pack & Index Schedule dialog box (Figure 5-31) opens.



Figure 5-31. Pack & Index Schedule

4. Referring to Table 5-22, schedule the operation.

Table 5-22. Pack and Index Schedule

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Starting Date	Date for the pack and index to begin.	yyyyyy/mm/dd
Starting Time	Time for the pack and index to begin.	00:00
Repeat Every Day for _ Days	The number of consecutive days to repeat the pack and index process.	Up to 2 digits

- Click on **Save**. This returns you to the System Administration window.

### 5.3.3 Backup MCAIMS Files

This selection allows the Primary System Administrator to create a backup of all MCAIMS database files for all courses currently on your system. The backup does not include all system archives previously performed (e.g., archived duties, tasks, concept cards, and courses). To protect previously archived files, you should copy them to a diskette or another PC. Note that only test question information is encrypted and password protected; the other backed up MCAIMS files are not. Attempt to restore files only through MCAIMS and not through DOS or any other zip utilities.

**HINT:** If you attempt to create a system backup while any users are logged into MCAIMS, you receive a message advising you that the process cannot be performed at this time. A list of the users and the modules they are using appears on the screen. Ask those users to exit while you perform this function. If all users have exited MCAIMS and you still cannot perform this option, clear the User Log and try again. If users attempt to log on to the system during the backup process, they will receive a message advising that maintenance is being performed and to contact you for guidance concerning the availability of MCAIMS.

- Click on the Tools icon. The System Administration window (Figure 5-01) opens.
- Choose the Utilities option on the menu bar. This displays the Utilities drop-down menu (Figure 5-28).
- Choose Backup MCAIMS Files. The Backup for MCAIMS dialog box opens for you to record the name and location under which to save the saved file.
- After assigning the desired name and location, click on **Open**. Your screen will turn black while it adds records to the compressed file. Then a message box appears to advise you that file XXXXXXXX.ZIP has been created.
- Click on **OK**. This returns you to the System Administration window.

### 5.3.4 Restore MCAIMS Files

This selection allows the Primary System Administrator to restore a MCAIMS backup file. Note that all backed up MCAIMS files are encrypted and password protected. This means you can restore files only through MCAIMS and not through DOS or any other zip utilities.

**HINT:** Before you restore MCAIMS files, be sure to back up current MCAIMS files (Paragraph 5.3.3). This step will ensure that you will not lose any data if the restored files contain any corrupted data.

**HINT:** If you attempt to restore MCAIMS backup files while any users are logged into MCAIMS, you receive a message advising you that the process cannot be performed at this time. A list of the users and the modules they are using appears on the screen. Ask those users to exit while you perform this function. If all users have exited MCAIMS and you still cannot perform this option, clear the User Log and try again. If users attempt to log on to the system during the restoration process, they will receive a message advising that maintenance is being performed and to contact you for guidance concerning the availability of MCAIMS.

1. Before you restore MCAIMS files, be sure to back up MCAIMS files (Paragraph 5.3.6). This step will ensure that you will not lose any data if the restored files contain any corrupted data.
2. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
3. Choose the Utilities option on the menu bar. This displays the Utilities drop-down menu (Figure 5-28).
4. Choose Restore MCAIMS Files. If users are still logged into the system, you will receive an advisory message and the function will not be performed. Otherwise, a message box appears to inform you that this will overwrite your current version of MCAIMS and to confirm your choice.
5. Click on **Yes**. The Restore All for MCAIMS dialog box opens for you to record the name and location of the file you wish to restore.
6. After assigning the desired name and location, click on **Open**. Your screen will turn black while it restores records from the compressed file. The system packs and indexes the data without user intervention. Then a message advises that the restoration of MCAIMS files is now complete.
7. Click on **OK**. This returns you to the System Administration window.

#### 5.3.5 ITS Update

This function is currently unavailable.

#### 5.3.6 User ID Tables

This selection allows the Primary System Administrator to maintain the User ID Tables. This function allows you to assign security access to users for specific modules, functions, and courses.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the Utilities option on the menu bar. This displays the Utilities drop-down menu (Figure 5-28).
3. Choose User ID Tables. The User Id Table Maintenance selection list box (Figure 5-32) opens.

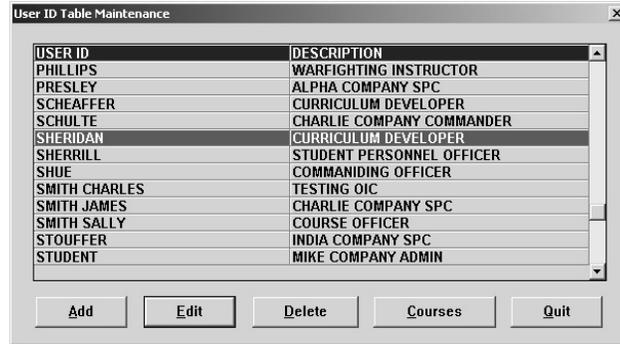


Figure 5-32. User ID Table Maintenance

- Refer to Table 5-23 for an explanation of the data fields appearing in the dialog box.

Table 5-23. User Table Maintenance

ITEM	DESCRIPTION
User ID	Code representing an authorized user of MCAIMS.
Description	Descriptive information associated with User ID, as in full name or job title.

- Click on the desired command button.

#### 5.3.6.1 Add

This command allows the Primary System Administrator to add a user to the User ID Table.

- From the User ID Table Maintenance selection list box, click on Add. The User ID Table Add selection list box (Figure 5-33) opens.

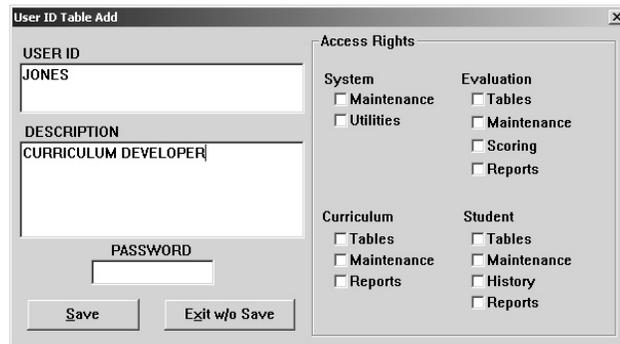


Figure 5-33. User ID Table Add

- Referring to Table 5-24 for an explanation of the data fields, complete information in the first three fields as required and click beside the desired access rights.

**NOTE:** Users who have not been assigned access to the System Administration, Curriculum Management, and Evaluation Management modules and who attempt to access the module will receive a message advising that access is denied and to contact the system administrator. However, users not assigned to the Student module can still view the student records (Paragraph 8.3.3). Otherwise, users can access those modules and functions to which they have been granted access.

Table 5-24. User ID Table Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
User ID	Code representing an authorized user of MCAIMS. Note that you cannot create an additional User ID of "Admin." This unique ID is a reserved name for the MCAIMS Primary System Administrator.	Up to 30 alphanumeric characters
Description	Descriptive information associated with User ID, as in full name or job title.	Up to 180 alphanumeric characters
Password	Encrypted code assigned to a user to protect the system from unauthorized access.	Up to 8 alphanumeric characters
System: Maintenance	Access rights include Course, Class, Export Files, Course Comparison Report, CID Table, Report Headings, and User Fields.	
System: Utilities	Access rights include Pack-N-Index, Unattended Pack, Backup MCAIMS Files, Restore MCAIMS Files, ITS Update, User ID Tables, User ID Report, and User Log.	
Curriculum: Tables	Access rights include Method Codes, Media Codes, References, and CID Table functions.	
Curriculum: Maintenance	Access rights include Annex, Duty, Task, Learning Objective, Concept Card, Signature Block, Course Statistics, CDD, and POI functions.	
Curriculum: Reports	Access rights include Task Inventory, Learning Analysis, Concept Card, Hours by Lesson, Hours by Method, Methods by Lesson, Learning Objectives, References, Summary of Exam Concept Cards, Student Advance Sheet, Course Statistics, Ammunition, CDD for Submission, and Downgrade Justification reports.	
Curriculum: POI Reports	Access rights include POI Record of Changes, POI Preface, POI Table of Contents, POI CDD, POI Summary of Hours, POI Scope of Annexes, POI Introduction, POI Student Evaluation, POI Distribution, and POI for Submission reports.	
Evaluation: Tables	Access rights include the PFT Grade Table Editor function.	
Evaluation: Maintenance	Access rights include functions for Test Items, Exam Categories, Academic and Non-Academic Master Test, and Questionnaire at the Course Level and Class Level.	
Evaluation: Scoring	Access rights include ScanTools File, Manual Entry, Challenge Test Item(s), and Clear Test Scores for a Class.	
Evaluation: Reports	Access rights include reports under Test Statistics, Test Results, Individual Response, Absentee/Failure, Incorrect Response, GPA/Class Standings, GPA Attainable, PFT Preliminary, PFT Final, PFT Statistics, Non-Completion/Failure, Test Inventory, Totals to Date, Test Weight, and Questionnaire Results.	
Student: Tables	Access rights include functions under Rank/Grade, MOS, and RUC.	
Student: Maintenance	Access rights include functions under Class, Add Student Record, Edit/View Student Record, Change Student Status (Assign Student, Delete Student, Drop Student, Graduate Student, Reverse Student Status), Group Process - Edit, and Group Process - PFT. Note that if no rights are assigned, you can access the Edit/View Student Record for viewing.	
Student: History	Access rights include functions under Student History, PFT History, Backup, and Restore.	

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Student: Reports	Access rights include ASVAB, Class, Class Input, Duty - MOS Preference, GPA/Class Standings, MOS Recommendations, Personal Information, Personal Verification, PFT Preliminary, PFT Final, PFT Statistics, Statistics, Student Attritions, Training, Student Data Export, and Diploma reports.	

**HINT:** Access rights assigned to a User ID dictate the level of access that individual has in all courses associated with that User ID. If different levels of access are desired for different courses, assign the individual multiple User IDs and modify the access rights and courses associated with each.

3. Click on **Save**. This returns you to the User ID Table Maintenance selection list box.

#### 5.3.6.2 **Edit**

This command allows the Primary System Administrator to edit information about a highlighted user in the User ID Table. Note that you cannot edit a user's ID while the user is logged into MCAIMS. A message will advise you that the individual is logged in.

1. From the User ID Table Maintenance selection list box (Figure 5-32), click on **Edit**. A dialog box similar to the one in Figure 5-11 opens.
2. Referring to Table 5-24 for an explanation of the data fields, edit information in each field as required.
3. Click on **Save**. This returns you to the User ID Table Maintenance selection list box.

#### 5.3.6.3 **Delete**

This command allows the Primary System Administrator to delete a user from the User ID Table. Note that you cannot delete a user's ID while the user is logged into MCAIMS.

1. From the User ID Table Maintenance selection list box (Figure 5-32), highlight the desired record.
2. Click on **Delete**. A message box appears to confirm your choice.
3. Click on **Yes**. This returns you to the User ID Table Maintenance selection list box.

#### 5.3.6.4 **Courses**

This command allows the Primary System Administrator to select the specific courses to which the highlighted user will have access. Access to appropriate courses must be created for each authorized user except for the Primary System Administrator who automatically has access to each course created.

1. From the User ID Table Maintenance selection list box (Figure 5-32), highlight the desired user.

- Click on **Courses**. The dialog box in Figure 5-34 opens. Note that you can re-sort the courses by course title or CID if you so choose (refer to Paragraph 5.2.1.8).

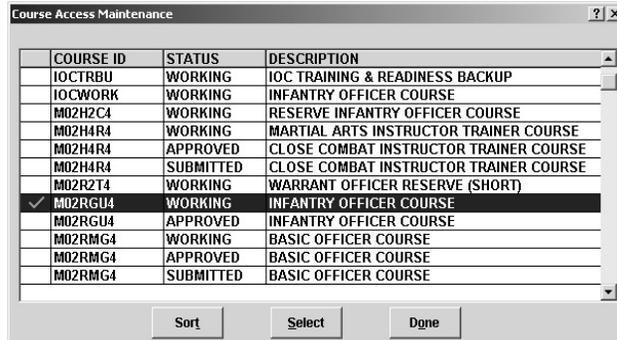


Figure 5-34. Course Access Maintenance

- Move the cursor over the desired course and click on **Select**. You can also double-click on a course to select it. Note that a checkmark appears to the left of the Course ID for each selected course.
- Repeat Step 3 for each course to which the user requires access.
- Click on **Done**. This returns you to the User ID Table Maintenance selection list box.

**HINT:** Access rights assigned to a User ID dictate the level of access that individual has in all courses associated with that User ID. If different levels of access are desired for different courses, assign the individual multiple User IDs and modify the access rights and courses associated with each.

### 5.3.7 User ID Report

This selection allows the Primary System Administrator to print two reports. The User ID Report by User ID identifies all users, their access to specific functions, and their access to specific courses. The User ID Report by Course lists every course in MCAIMS and identifies each course by its CID and title, its status (Working, Approved, or Submitted), and every user who have access to the course.

- Click on the Tools icon. The System Administration window (Figure 5-01) opens.
- Click on the Utilities option on the menu bar. This displays the Utilities drop-down menu (Figure 5-28).
- Choose User ID Report. The User ID drop-down menu (Figure 5-35) displays two choices: By User ID and By Course.

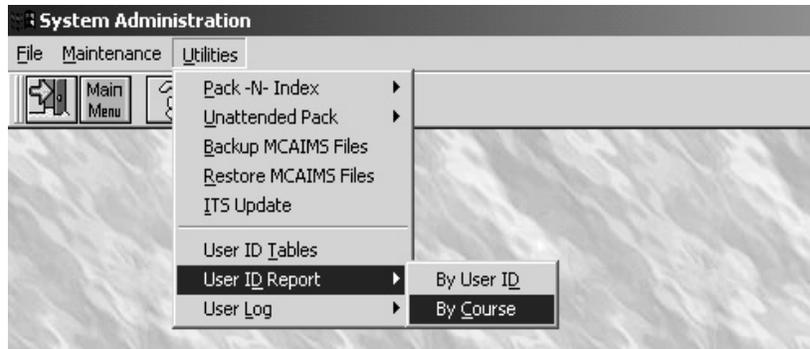


Figure 5-35. User ID Report Menu

4. If you click on either choice, the respective report is displayed for you to preview.
5. Click on either the Printer or the Door icon. Either selection returns you to the System Administration window.

#### 5.3.8 User Log

This selection allows the Primary System Administrator to view a log of all users who were or currently are logged on to MCAIMS. The system allows you to save the report to a text file. The date and time of the logon/logoff will be presented. The records may also be deleted.

1. Click on the Tools icon. The System Administration window (Figure 5-01) opens.
2. Choose the Utilities option on the menu bar. This displays the Utilities drop-down menu (Figure 5-28).
3. Choose User Log. The User Log drop-down menu (Figure 5-36) displays two choices: View and Clear.

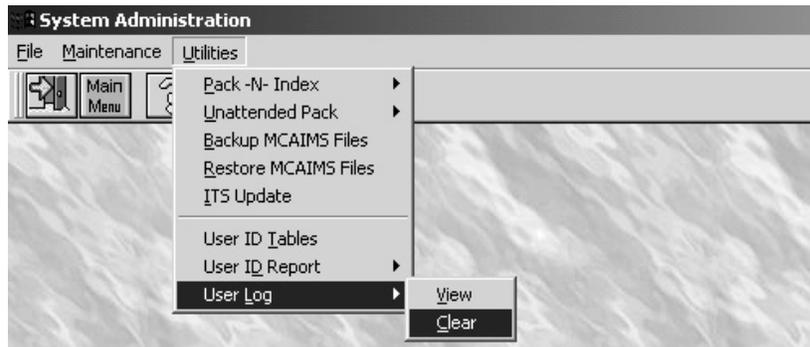


Figure 5-36. User Log Menu

- a. If you choose View, the User Log Report dialog box (Figure 5-37) opens.

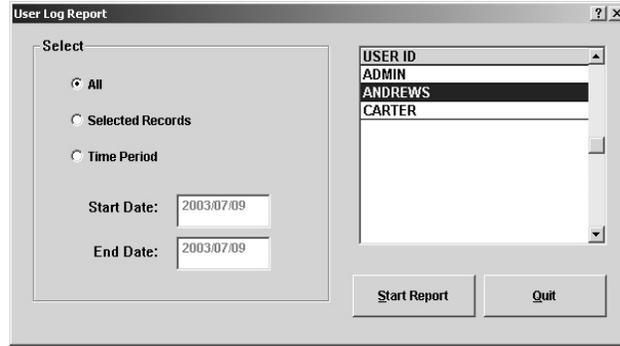


Figure 5-37. User Log Report

(1) Referring to Table 5-25, make the appropriate selections.

Table 5-25. User Log Report

ITEM	DESCRIPTION
All	This default button will present a report on every user logged into MCAIMS.
Selected Records	Select this button for a report on specific users logged into MCAIMS. Using the multiple select feature, you must indicate the desired user(s) in the selection list box to the right.
Time Period	Click this checkbox if you wish a report on every user logged into MCAIMS over a specific time period. This enables the Start and End Date fields below.
Start Date	If you selected Time Period, enter the start date (yyyy\mm\dd).
End Date	If you selected Time Period, enter the end date (yyyy\mm\dd).
User ID	Selection list box displaying the User ID of every user who has been logged into MCAIMS since the last time the log was cleared. If you chose Selected Records, you must select each user you wish to include in the report, using the multiple select feature.

(2) Click on **Start Report**. The Choose Report or Text File dialog box (Figure 5-38) opens.

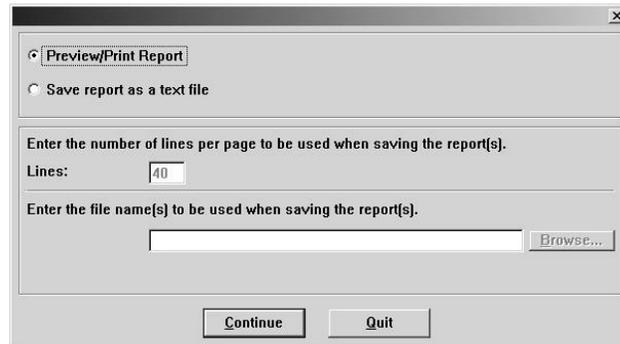


Figure 5-38. Choose Report or Text File

(a) Referring to Table 5-26, make the appropriate selections.

Table 5-26. Choose Report or Text File

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Preview/ Print Report	This default radio button will allow you to print or preview the desired report. If this is your choice, the other fields are not enabled.	
Save report to a text file	Select this button to save the report to a text file. If this is your choice, the fields below are enabled.	
Lines	Leave at the default (40) or enter the number of lines per page to be used when saving the report(s).	Up to 2 numeric characters
Browse	Click this button if you wish to see what other text files in the Save As list box are named.	
Untitled.	Enter the file name(s) to be used when saving the report(s). You must complete this field to save the text (.txt) file.	Up to 30 alphanumeric characters

(b) Click on **C**ontinue. If you chose Preview/Print Report, the User Log Report is displayed. If you chose Save Report to Text File, the system returns you to the System Administration window.

- b. If you choose **C**lear, a message box appears to confirm your wish and advise you that all entries except for personnel currently logged in will be deleted from the Log if you continue. Click on **Y**es. The system displays the clearing process and returns you to the Systems Administration window.

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