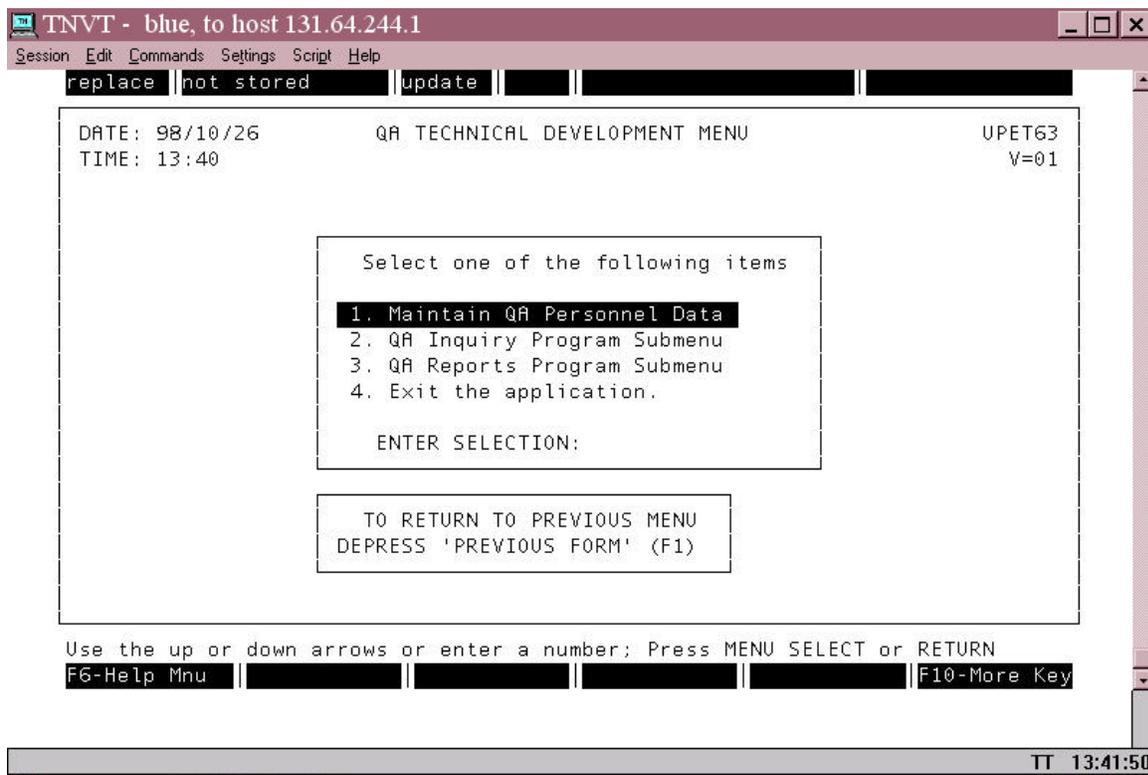


QUALITY ASSURANCE (QA) FUNCTIONS

- a. The following processes will be used by the Training Office users, who have QA approval in their Security Sign-on.
- b. There are certain data elements that pertain only to QA functions. These will be maintained in this process. There are inquiries and reports that are used exclusively by the QA group. These will be available through this process.
- c. To access the QA functions:

The Training Office user would select the QUALITY ASSURANCE MENU from the TRAINING OFFICE MENU.



QA TECHNICAL DEVELOPMENT MENU (UPET63)

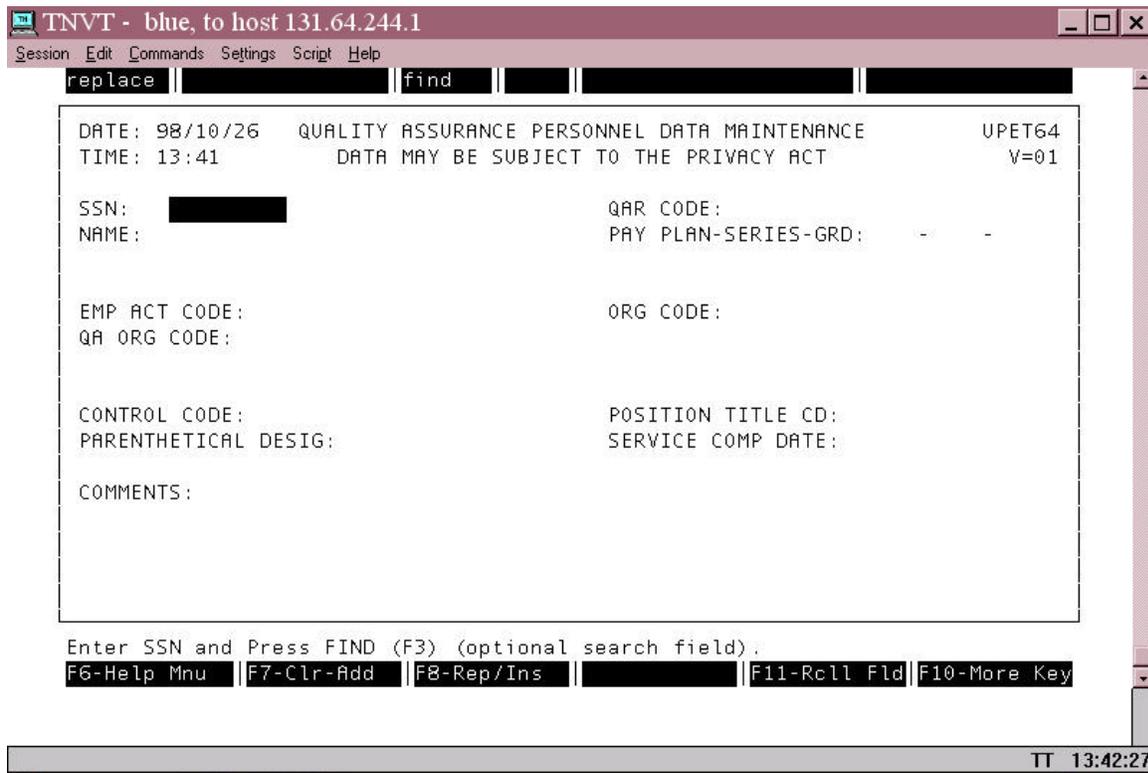
- a. The following is a list of options available from this menu that apply to each of these options.

- (1) Maintain QA Personnel Data
 - (2) QA Inquiry Program Sub-menu
 - (3) QA Reports Program Sub-menu
- b. An option from this menu can be selected by using one of the following two methods:
- (1) Place the cursor on an option by using the positional arrow keys and depress the ENTER/RETURN key or the NXT FORM function key.
 - (2) Enter an option number into the ENTER SELECTION field and depress the ENTER/RETURN key.
- c. If the Training Office user depresses the PRV FORM function key, the system will be returned to the TRAINING OFFICE MENU.

MAINTAIN QA PERSONNEL DATA (UPET64)

This screen will allow the Training Office user to add, change or delete QA related personnel data.

This screen can be accessed by selecting option 1 - MAINTAIN QA PERSONNEL DATA from the QA TECHNICAL DEVELOPMENT MENU.



ZOOM FUNCTIONS AVAILABLE

- From the SSN field to the EMPLOYEE INQUIRY screen.
- From the NAME field to the EMPLOYEE INQUIRY screen.

ADDING QA PERSONNEL DATA

- If the screen is not in the find mode, depress the CLR/FIND function key.
- Enter an SSN or other data as search criteria.
- Depress the FIND function key. The Employee Master data and QA data (if any) for the employee will be displayed in the update mode.
- Enter any desired data. (QA ORG CODE, CONTROL CODE, POSITION TITLE CD and PARENTHETICAL DESIG are the only input fields allowed). The QAR CODE and the QA ORG CODE fields are the only required fields when adding a record.

- e. Depress the ADD/UPD function key. If the record was successfully added the message UPDATED will appear at the top right corner of the screen; the system will automatically display the REQUEST FOR QA PERSONNEL MASTER RECORD screen.
- f. To request a copy of the QA Personnel Master Record once this screen is displayed, input the desired REQUESTOR CODE. Depress the ENTER/RETURN key followed by the NXT FORM function key.
- g. To return to the QUALITY ASSURANCE PERSONNEL DATA MAINTENANCE screen without creating the report, depress the PRV FORM function key.
- h. To add another QA record, return to step a. above.
- i. To return to the QA TECHNICAL DEVELOPMENT MENU, depress the PRV FORM function key.

NOTE: Once a QA record has been added, you may access the comments screen to add, change or delete comments associated with a QA employee by placing the cursor on the COMMENTS field of the QUALITY ASSURANCE PERSONNEL DATA MAINTENANCE screen and depressing the ZOOM function key. When the comments screen is displayed make any additions, changes or deletions desired and depress the ADD/UPDATE function key. Depress the CANCEL ZOOM function key to return to the Maintain QA Personnel Data screen.

CHANGING QA PERSONNEL MENU

- a. If the screen is not in the find mode, depress the CLR- FIND function key.
- b. Enter an SSN or other data as search criteria.
- c. Depress the FIND function key. The Employee Master data and QA data (if any) for the employee will be displayed in the update mode.
- d. Enter any desired changes. (QAR CODE, QA ORG CODE, CONTROL CODE, POSITION TITLE CD and PARENTHETICAL DESIG are the only input fields allowed).
- e. Depress the ADD/UPD function key. If the record was successfully updated the message UPDATED will appear at the top right corner of the screen.
- f. To update the same SSN record further, return to step d. above.
- g. To update a record for a different SSN, return to step a. above.

- h. To return to the QA TECHNICAL DEVELOPMENT MENU, depress the PRV FORM function key.

DELETING QA PERSONNEL DATA

- a. If the screen is not in the find mode, depress the CLR- FIND function key.
- b. Enter an SSN or other data as search criteria to find the record you wish to delete.
- c. Depress the FIND function key. The Employee Master data and QA data (if any) for the employee will be displayed in the update mode. At this point you may delete the record.
- d. Depress the DEL REC function key. The message ENTER YES to CONFIRM DELETE will appear at the bottom of the screen.
- e. Confirm the delete by entering YES and depress the ENTER/RETURN key. If the delete was successful, the message QA INFORMATION DELETED FROM EMPLOYEE RECORD, PRESS ENTER TO CONTINUE will be displayed at the bottom of the screen. Depress the ENTER/RETURN key to clear the screen and start again.

(NOTE: The QA data will be deleted from the system, but the remaining personnel data for the SSN will be retained by the system).

- f. If you enter anything other than YES and depress the ENTER/RETURN key, the delete will not take place.
- g. To delete another record, return to step a. above.
- h. To return to the QA TECHNICAL DEVELOPMENT MENU, depress the PRV FORM function key.

QUALITY ASSURANCE INQUIRIES

The following QA INQUIRY PROGRAMS SUBMENU contains a list of options that provide the users with the ability to perform detailed inquiries related to Quality Assurance functions in the system. This is only an inquiry capability. Although the system will reflect that it is in update mode upon completing a find, any data entered on the screen will not cause an add, change or delete action to take place.

A search is performed by entering the selection criteria in the desired field(s). To identify the fields open for search, depress the ENTER/RETURN key while in find mode. The cursor will land in every field open for search.

This screen can be accessed by selecting option 2 - QA INQUIRY PROGRAM SUBMENU from the QA TECHNICAL DEVELOPMENT MENU.

This menu can be used only by an authorized QA user. An option can be selected from this menu by using one of the following two methods:

- (1) Place the cursor on an option by using the positional arrow keys and depress the ENTER/RETURN key or the NXT FORM function key.
- (2) Enter an option number into the ENTER SELECTION field and depress the ENTER/RETURN key.

To return to the QA TECHNICAL DEVELOPMENT MENU, depress the PRV FORM function key twice.

QA PERSONNEL DATA INQUIRY (UPET64)

replace | find

DATE: 98/10/26 QUALITY ASSURANCE PERSONNEL DATA INQUIRY UPET64
 TIME: 13:45 DATA MAY BE SUBJECT TO THE PRIVACY ACT V=01

SSN: [REDACTED] QAR CODE:
 NAME: PAY PLAN-SERIES-GRD: - -

EMP ACT CODE: ORG CODE:
 QA ORG CODE:

CONTROL CODE: POSITION TITLE CD:
 PARENTHETICAL DESIG: SERVICE COMP DATE:

COMMENTS:

Enter SSN and Press FIND (F3) (optional search field):

F6-Help Mnu F7-Clr-Add F8-Rep/Ins F11-Rcll Fld F10-More Key

TT 13:47:03

This screen will allow you to search for a particular employee or employees that are part of the Quality Assurance Technical Development Program.

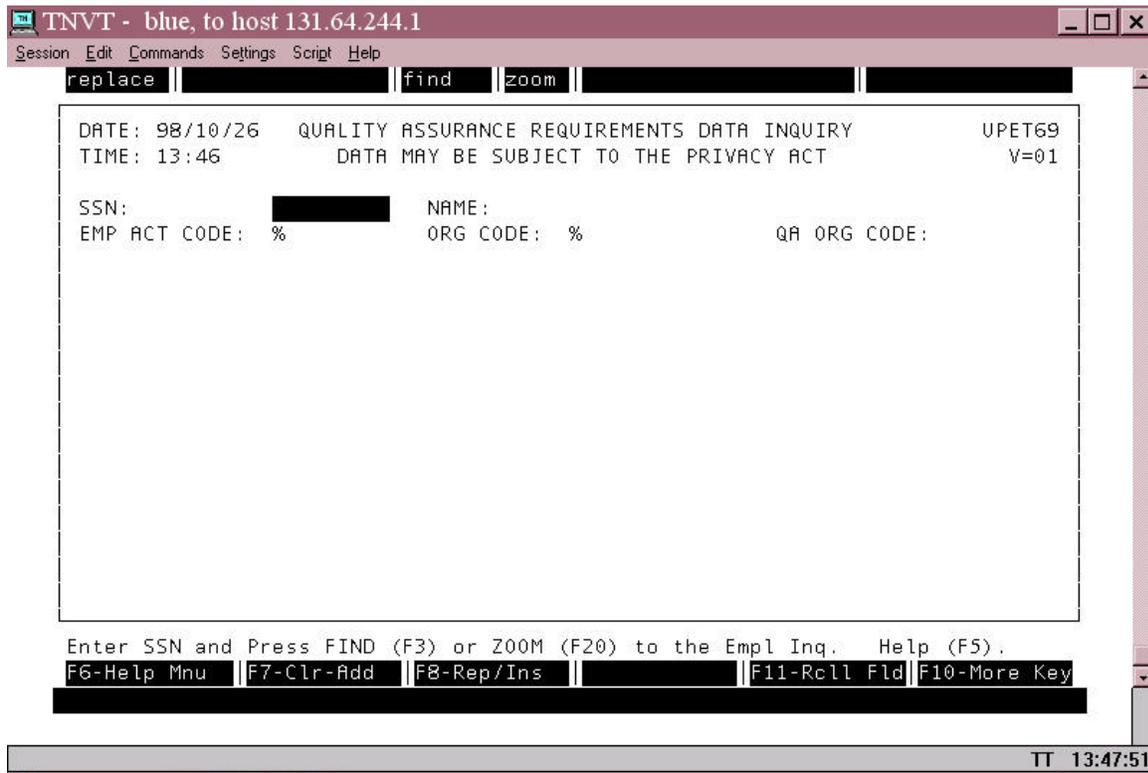
This screen can be accessed by selecting option 1 - QUALITY PERSONNEL DATA INQUIRY from the QA INQUIRY PROGRAMS SUBMENU.

- a. Upon access to screen, enter the desired search criteria.
- b. Depress the FIND function key.
- c. If the employee is in the system, the employee data and QA data will be displayed on the screen.
- d. If the employee is not in the system or there is no QA data for the employee, the message NO RECORDS FOUND will be displayed at the top right corner of the screen.
- e. To start another inquiry, return to step a. above.

- f. To return to the QA INQUIRY PROGRAMS SUBMENU, depress the PRV FORM function key.

QA REQUIREMENTS DATA INQUIRY (UPET69)

This screen will allow you to search for a particular employee or group of employees to view a full list of Requirements associated with the employee(s).



This screen can be accessed by selecting option 2 - QA REQUIREMENTS INQUIRY from the QA INQUIRY PROGRAMS SUBMENU.

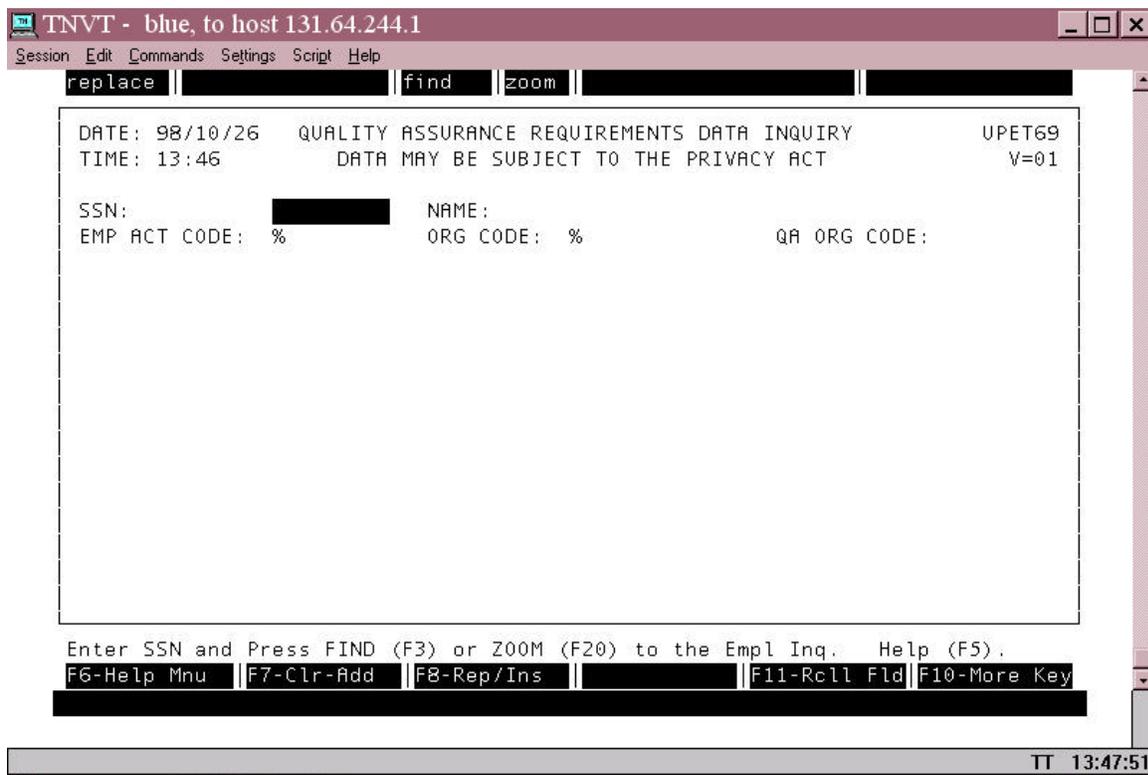
NOTE: This screen is a two part screen. The top part of the screen contains personnel data related to the individual. **SEARCH CRITERIA CAN ONLY BE INPUT IN THE TOP PART OF THE SCREEN.** The bottom part of the screen contains the Requirements data related to the individual displayed in the top part of the screen. See instructions below for functions allowed within each part of the screen.

- a. Upon access to screen, enter the desired search criteria.

- b. Depress the FIND function key. Upon find, the system will automatically move the cursor to the bottom part of the screen and display the Requirements (if any) for the input SSN or for the first individual within the selected group. If there are no Requirements for the individual displayed, the message NO RECORDS FOUND will be displayed at the top right corner of the screen. Depress the ENTER/RETURN key.
- c. If multiple individual (personnel) records are found, depress the PRV FORM function key to return to the top portion of the screen. Use the PRV REC/NXT REC function keys or the positional arrow keys to page through the employee records. To view the Requirements for the individual displayed on the screen, depress the NXT FORM function key.
- d. To start another inquiry, depress the CLR FIND function key and return to step a. above.
- e. To return to the QA INQUIRY PROGRAMS SUBMENU, depress the PRV FORM function key.

QA COMPLETIONS DATA INQUIRY (UPET69)

This screen will allow you to search for a particular employee or group of employees to view a full list of Completions associated with the employee(s).



This screen can be accessed by selecting option 3 - QA COMPLETIONS DATA INQUIRY from the QA INQUIRY PROGRAMS SUBMENU.

NOTE: This screen is a two part screen. The top part of the screen contains personnel data related to the individual. **SEARCH CRITERIA CAN ONLY BE INPUT IN THE TOP PART OF THE SCREEN.** The bottom part of the screen contains the Completions data related to the individual displayed in the top part of the screen. See instructions below for functions allowed within each part of the screen.

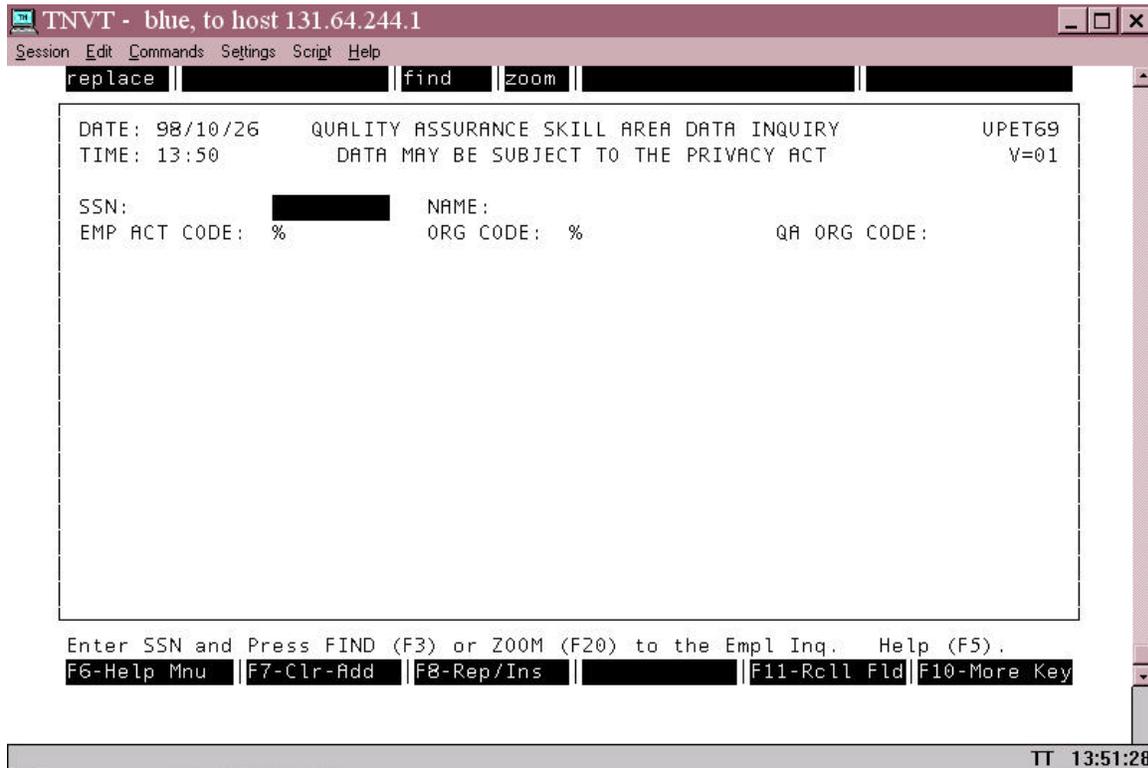
- a. Upon access to screen, enter the desired search criteria.
- b. If the SSN or Name is to be used as search criteria but is unknown, you may access the Employee Inquiry screen by depressing the ZOOM function key from the SSN or Name field.
- c. Depress the FIND function key. Upon find, the system will automatically move the cursor to the bottom part of the screen and display the completions (if any) for the input SSN or for the first individual within the selected group. If there are no Completions for the

individual displayed, the message NO RECORDS FOUND will be displayed at the top right corner of the screen. Depress the ENTER/RETURN key.

- d. If multiple individual (personnel) records are found, depress the PRV FORM function key to return to the top portion of the screen. Use the PRV REC/NXT REC function keys or the positional arrow keys to page through the employee records. To view the Completions for the individual displayed on the screen, depress the NXT FORM function key.
- e. To start another inquiry, depress the CLR FIND function key and return to step a. above.
- f. To return to the QA INQUIRY PROGRAMS SUBMENU depress the PRV FORM function key.

QA SKILL AREA DATA INQUIRY (UPET69)

This screen will allow you to search for a particular employee or group of employees to view a full list of QA Skills associated with the employee(s).



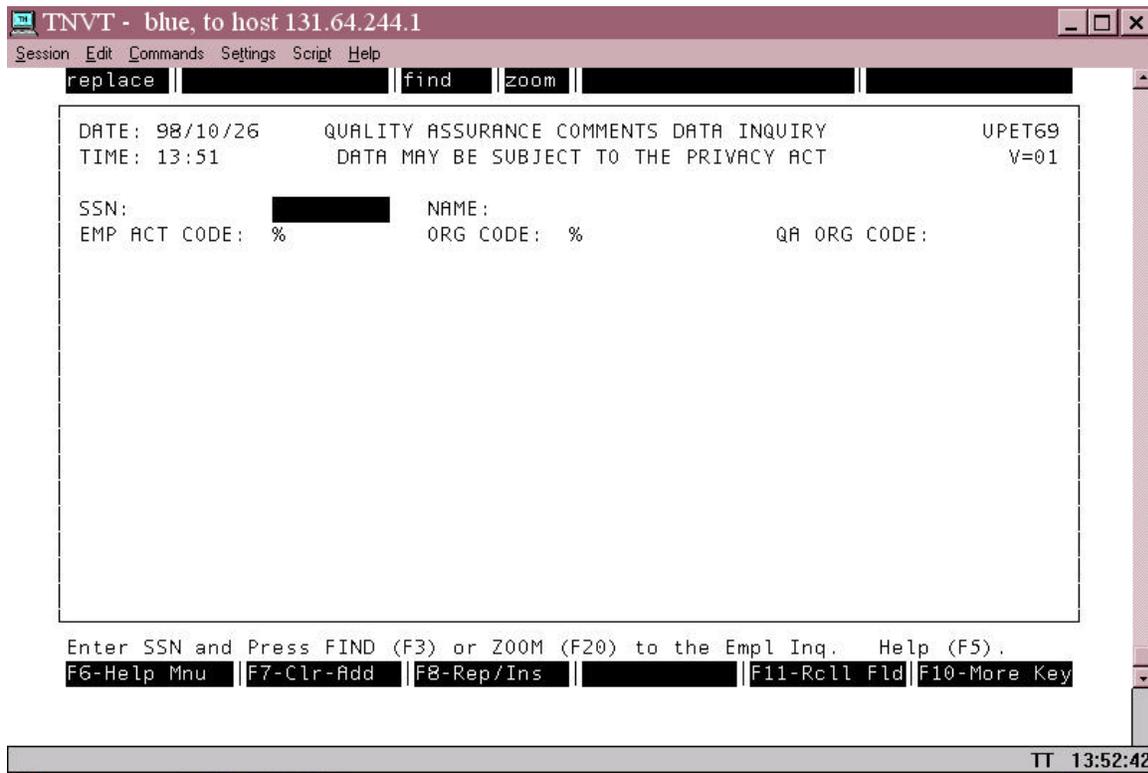
This screen can be accessed by selecting option 4 - QA SKILL AREA DATA INQUIRY from the QA INQUIRY PROGRAMS SUBMENU.

NOTE: This screen is a two part screen. The top part of the screen contains personnel data related to the individual. SEARCH CRITERIA CAN ONLY BE INPUT IN THE TOP PART OF THE SCREEN. The bottom part of the screen contains the QA Skills data related to the individual displayed in the top part of the screen. See instructions below for functions allowed within each part of the screen.

- a. Upon access to screen, enter the desired search criteria.
- b. If the SSN or Name is to be used as search criteria but it is unknown, you may access the Employee Inquiry screen by depressing the ZOOM function key from the SSN or Name field.
- c. Depress the FIND function key. Upon find, the system will automatically move the cursor to the bottom part of the screen and display the QA Skill data (if any) for the input SSN or for the first individual within the selected group. If there are no QA Skills for the individual displayed, the message NO RECORDS FOUND will be displayed at the top right corner of the screen. Depress the ENTER/RETURN key.
- d. If multiple individual (personnel) records are found, depress the PRV FORM function key to return to the top portion of the screen. Use the PRV REC/NXT REC function keys or the positional arrow keys to page through the employee records. To view the QA Skill data for the individual displayed on the screen, depress the NXT FORM function key.
- e. To start another inquiry, depress the CLR FIND function key and return to step a. above.
- f. To return to the QA INQUIRY PROGRAMS SUBMENU, depress the PRV FORM function key.

QA COMMENTS DATA INQUIRY (UPET69)

This screen will allow you to search for a particular employee or group of employees to view a full list of QA Comments associated with the employee(s).



This screen can be accessed by selecting option 5 - QA COMMENTS DATA INQUIRY from the QA INQUIRY PROGRAMS SUBMENU.

NOTE: This screen is a two part screen. The top part of the screen contains personnel data related to the individual. SEARCH CRITERIA CAN ONLY BE INPUT IN THE TOP PART OF THE SCREEN. The bottom part of the screen contains the QA Comments data related to the individual displayed in the top part of the screen. See instructions below for functions allowed within each part of the screen.

- a. Upon access to screen, enter the desired search criteria.
- b. If the SSN or Name is to be used as search criteria but it is unknown, you may access the Employee Inquiry screen by depressing the ZOOM function key from the SSN or Name field.
- c. Depress the FIND function key. Upon find, the system will automatically move the cursor to the bottom part of the screen and display the QA Comments (if any) for the input SSN or for the first individual within the selected group. If there are no QA Comments for the

individual displayed, the message NO RECORDS FOUND will be displayed at the top right corner of the screen. Depress the ENTER/RETURN key.

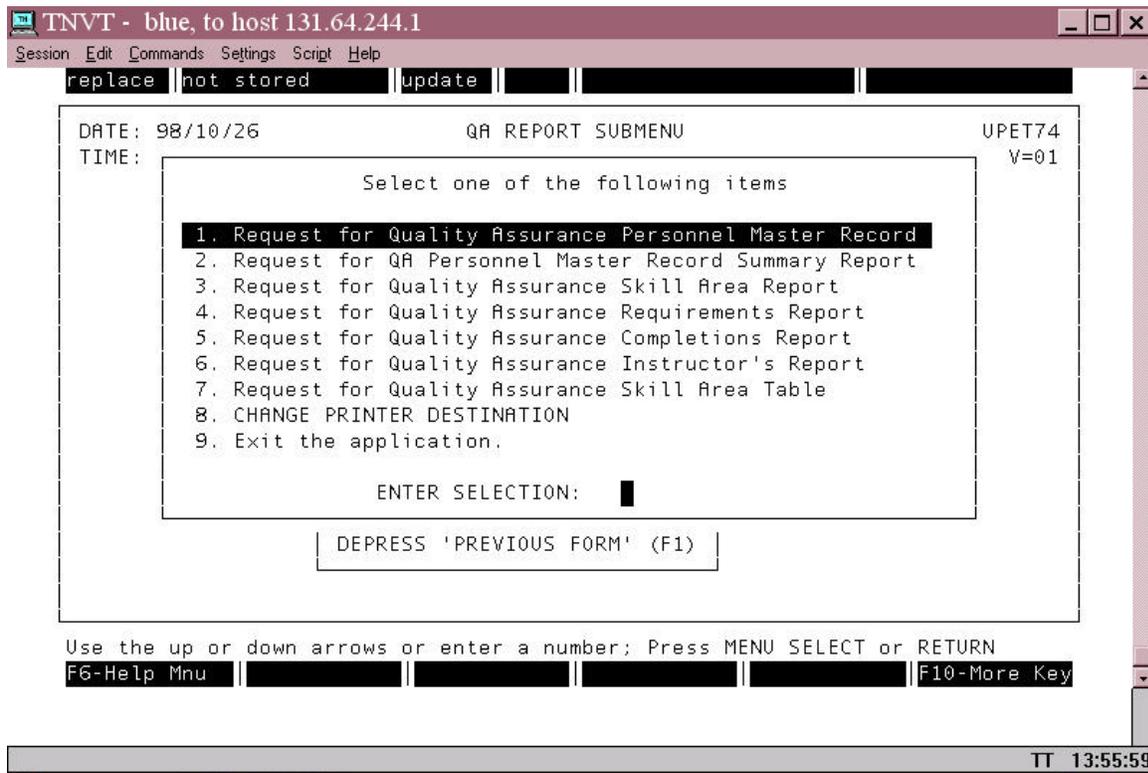
- d. If multiple individual (personnel) records are found, depress the PRV FORM function key to return to the top portion of the screen. Use the PRV REC/NXT REC function keys or the positional arrow keys to page through the employee records. To view the QA Comments data for the individual displayed on the screen, depress the NXT FORM function key.
- e. To start another inquiry, depress the CLR FIND function key and return to step a. above.
- f. To return to the QA INQUIRY PROGRAMS SUBMENU, depress the PRV FORM function key.

QUALITY ASSURANCE REPORTS

The following QA REPORT SUBMENU contains a list of options that provide the users with the ability to request reports related to Quality Assurance functions in the system. QA Reports can only be requested by a user with QA approval in their security sign-on.

Each report will display a report request screen. Some screens will display selection criteria and some will not. All screens will require you to respond by depressing the NXT FORM function key to actually produce and print the report, or by depressing the PRV FORM function key to return to the QA REPORT MENU without producing the report.

To arrive at this sub-menu, select option 3 - QA REPORTS PROGRAM SUBMENU from the QA TECHNICAL DEVELOPMENT MENU.



An option can be selected from this menu by using one of the following two methods:

- (1) Place the cursor on an option by using the positional arrow keys and depress the ENTER/RETURN key or the NXT FORM function key.
- (2) Enter an option number into the ENTER SELECTION field and depress the ENTER/RETURN key.

To return to the QA TECHNICAL DEVELOPMENT MENU, depress the PRV FORM function key twice.

REQUEST FOR QA PERSONNEL MASTER RECORD (UPET75)

replace not stored update

DATE: 98/10/26 REQUEST FOR QA PERSONNEL MASTER RECORD UPET75
 TIME: 13:55 DATA MAY BE SUBJECT TO THE PRIVACY ACT V=01

EMP ACT CODE: ORG CODE: QA ORG CODE:

SSN: REQUESTOR CODE:

DEPRESS NEXT FORM (F2) TO CREATE REPORT

DEPRESS PREVIOUS FORM (F1) TO RETURN
 WITHOUT CREATING REPORT

Enter desired EMPLOYING ACTIVITY (optional). Help (F5) for report explanation

F6-Help Mnu F7-Clr-Add F8-Rep/Ins F9-Add/Upd F11-Rcll Fld F10-More Key

TT 13:56:51

- This screen can be accessed by selecting option 1 - REQUEST FOR QA PERSONNEL MASTER RECORD from the QA REPORT SUBMENU.
- To obtain report, enter data in the screen fields as needed to select the Personnel Master Records desired. A Requester Code is required in order to obtain a report, all other fields are optional input.
- Depress the ENTER/RETURN key followed by the NXT FORM function key to create the report, or the PRV FORM function key to return to the QA REPORT MENU without creating the report.

QA PERSONNEL MASTER RECORD (UPETF2)

- This report provides training information on the selected QA individual(s). It can be obtained by selecting it from the QA REPORT MENU or when the QA Personnel Master Record is maintained.
- The report provides the status of QA skill areas broken down into three sections:

- (1) Completed Skill Areas - Basic Certification
 - (2) Completed Skill Areas - Specialized Certification
 - (3) Incomplete Skill Areas - i.e., Certification Goal
- c. Additionally this report will list all Completions, Requirements and Allocations for the individual that are not associated with one of the skill areas listed on the first section of the report.
- (1) Frequency: The Training Office and/or QA Office will produce this report as needed.
 - (2) Sequence: This report is sorted as below:
 - (a) Employee Name
 - (b) Completed Skill Areas - Basic Certification
 - 1.) Skill Area Codes
 - 2.) Completion Date
 - 3.) Course Code
 - 4.) Course Id
 - (c) Completed Skill Areas - Specialized Certification
 - 1.) Skill Area Codes
 - 2.) Completion Date
 - 3.) Course Code
 - 4.) Course Id
 - (d) Uncompleted Skill Areas
 - 1.) Skill Area Codes
 - 2.) Completion Date if complete
 - 3.) Course Code
 - 4.) Course Id
 - (e) Completions
 - 1.) Completion Date
 - 2.) Course Code
 - 3.) Course Id
 - (f) Requirement/Allocations
 - 1.) Course Code

- 2.) Course Id
- 3.) Use: This report is used to keep track of the skill area certification of QA personnel.
- 4.) Disposition: This report will be distributed as requested by the QA office.

REQUEST FOR QA PERSONNEL MASTER RECORD SUMMARY (UPETJ9)

replace not stored update

DATE: 98/10/26 REQUEST FOR QA PERSONNEL MASTER RECORD UPETJ9
 TIME: 13:58 SUMMARY REPORT
 DATA MAY BE SUBJECT TO THE PRIVACY ACT

EMP ACT CODE: ORG CODE: QA ORG CODE:
 CONTROL CODE: REQUESTOR CODE:

DEPRESS NEXT FORM (F2) TO CREATE REPORT
 DEPRESS PREVIOUS FORM (F1) TO RETURN
 WITHOUT CREATING REPORT

Please enter an employing activity or leave blank.

F6-Help Mnu F7-Clr-Add F8-Rep/Ins F9-Add/Upd F11-Rcll Fld F10-More Key

TT 13:59:58

- a. This screen can be accessed by selecting option 2 - REQUEST FOR QA PERSONNEL MASTER RECORD SUMMARY from the QA REPORT SUBMENU.
- b. To obtain report, enter data in the screen fields as desired. To limit the length of the report or to obtain data for a specific control code or specific organization, input the desired control code or organization code. A Requestor Code is required in order to obtain a report, all other fields are optional input.
- c. Depress the ENTER/RETURN key followed by the NXT FORM function key to create the report, or the PRV FORM function key to return to the QA REPORT MENU without creating the report.

QA PERSONNEL MASTER RECORD SUMMARY REPORT (UPETK1)

This report is used to provide a statistical summary of QA data related to Skill Certification for employees of the QA Organizations selected on the report request screen.

- a. Frequency: The Training Office will produce this report as needed.
- b. Sequence: This report is sorted on -
 - (1) EMP ACT Code
 - (2) ORG Code
 - (3) QA ORG Code
 - (4) Control Code
- c. Use: This report is used to keep track of the personnel with specific certification in QA Skill Area Codes.
- d. Disposition: This report will be distributed as requested by the QA office.

REQUEST FOR QA SKILL AREA REPORT (UPET77)

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/26      REQUEST FOR QA SKILL AREA REPORT      UPET77
TIME: 14:01                                               V=01

EMP ACT CODE:      ORG CODE:      QA ORG CODE:

SKILL AREA CODE:  CERTIFICATION CODE:  REQUESTOR CODE:

DEPRESS NEXT FORM (F2) TO CREATE REPORT

DEPRESS PREVIOUS FORM (F1) TO RETURN
WITHOUT CREATING REPORT

Enter desired EMPLOYING ACTIVITY (optional). Help (F5) for report explanation
F6-Help Mnu  F7-Clr-Add  F8-Rep/Ins  F9-Add/Upd  F11-Rcll Fld  F10-More Key

TT 14:02:36

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- a. This screen can be accessed by selecting option 3 - REQUEST FOR QA SKILL AREA REPORT from the QA REPORT SUBMENU.
- b. To obtain report, enter data in the screen fields as needed to select the Skill Area Code and Certification Code desired. A Requestor Code is required in order to obtain a report, all other fields are optional input.
- c. Depress the ENTER/RETURN key followed by the NXT FORM function key to create the report, or the PRV FORM function key to return to the QA REPORT MENU without creating the report.

QA SKILL AREA REPORT (UPETF6)

This report lists all personnel that have the requested Certification Code(s) for the requested Skill Area Code(s).

- a. Frequency: The Training Office and/or QA Office will produce this report as needed.
- b. Sequence: This report is sorted on -

- (1) EMP ACT Code
 - (2) ORG Code
 - (3) Skill Area Code
- c. Use: This report is used to keep track of the personnel with specific certification in QA Skill Area Codes.
- d. Disposition: This report will be distributed as requested by the QA office.

REQUEST FOR QA REQUIREMENTS REPORT (UPET78)

replace not stored update

DATE: 98/10/26 REQUEST FOR QA REQUIREMENTS REPORT UPET78
 TIME: 14:02 DATA MAY BE SUBJECT TO THE PRIVACY ACT V=01

EMP ACT CODE: ORG CODE: REQUESTOR CODE:

COURSE CODE/IDENTIFIER: /

DEPRESS NEXT FORM (F2) TO CREATE REPORT

DEPRESS PREVIOUS FORM (F1) TO RETURN
 WITHOUT CREATING REPORT

Enter desired EMPLOYING ACTIVITY (optional). Help (F5) for report explanatio
 F6-Help Mnu F7-Clr-Add F8-Rep/Ins F9-Add/Upd F11-Rcll Fld F10-More Key

TT 14:04:08

- a. This screen can be accessed by selecting option 4 - REQUEST FOR QA REQUIREMENTS REPORT from the QA REPORT SUBMENU.

- b. To obtain report, enter data in the screen fields as desired to select the Requirement information. A requestor Code is required in order to obtain a report, all other fields are optional input.
- c. Depress the ENTER/RETURN key followed by the NXT FORM function key to create the report, or the PRV FORM function key to return to the QA REPORT MENU without creating the report.

QA REQUIREMENTS REPORT (UPETF8)

This report lists all Requirements for the selected Course Code(s) and Course ID(s) that exist for QA personnel. Information on the QA personnel for whom the requirement(s) exist, cost data for the requirement(s) and skill area codes that the requirement(s) fulfill, are included in the report.

- a. Frequency: The Training Office will produce this report as needed.
- b. Sequence: This report is sorted on -
 - (1) Course Code
 - (2) Course ID
 - (3) EMP ACT Code
 - (4) ORG Code
 - (5) Name
- c. Use: This report is used to keep track of outstanding requirements for QA personnel.
- d. Disposition: This report will be distributed as requested by the QA Office.

REQUEST FOR QA COMPLETIONS REPORT (UPET79)

replace not stored update

DATE: 98/10/26 REQUEST FOR QA COMPLETIONS REPORT UPET79
 TIME: 14:03 DATA MAY BE SUBJECT TO THE PRIVACY ACT V=01

EMP ACT CODE: [redacted] ORG CODE: REQUESTOR CODE:
 COURSE CODE/IDENTIFIER: /
 COMPLETION PERIOD
 FROM: TO:
 COMPLETION CODE:
 DEPRESS NEXT FORM (F2) TO CREATE REPORT
 DEPRESS PREVIOUS FORM (F1) TO RETURN
 WITHOUT CREATING REPORT

Enter desired EMPLOYING ACTIVITY (optional). Help (F5) for report explanation
 F6-Help Mnu F7-Clr-Add F8-Rep/Ins F9-Add/Upd F11-Rcll Fld F10-More Key

TT 14:05:12

- a. This screen can be accessed by selecting option 5 - REQUEST FOR QA COMPLETIONS REPORT from the QA REPORT SUBMENU.
- b. Preparing request:
 - (1) Enter data in the screen fields as needed to select the Completions desired.
 - (2) The report will list only courses completed within a specific timeframe. Therefore, only those courses with a completion date between the Completion Period FROM and TO, on the request, will be reported.
 - (3) Specific selection criteria for COURSE ID and COMPLETION CODE may be used as noted below:
 - (a) COURSE ID may be entered as COM which will force selection of all courses that have a Course ID beginning with A, B, C, E, F, G, J, L, N, W, and X.
 - (b) If COMPLETION CODE is entered as A then the report will list all course completions in the database.

- (c) If COMPLETION CODE is entered as C then all completions with a course grade of A, B, C, D, H and S will be selected.
 - (d) If COMPLETION CODE is entered as E then all completions with a course grade of E will be selected.
 - (e) If COMPLETION CODE is entered as W then all completions with a course grade of W will be selected.
- c. A Requestor Code is required in order to obtain a report, all other fields are optional input.
 - d. Depress the ENTER/RETURN key followed by the NXT FORM function key to create the report, or the PRV FORM function key to return to the QA REPORT MENU without creating the report.

QA COMPLETIONS REPORT (UPETG0)

- a. This report lists all Completions that exist for QA personnel for the selected Course Code(s), Course ID(s), and Completions Codes within the input completion period dates.
- b. Total completions are computed and reported as are completions by first character of Course ID within the set of Course Ids selected.
 - (1) Frequency: The Training Office will produce this report as needed.
 - (2) Sequence: This report is sorted on -
 - (a) EMP ACT Code
 - (b) ORG Code
 - (c) Course Code
 - (d) Course Id
 - (3) Use: This report is used to keep track of Completions for QA personnel.
 - (4) Disposition: This report will be distributed as requested by the QA Office.

REQUEST FOR QA INSTRUCTORS REPORT (UPET80)

TNVT - blue, to host 131.64.244.1

Session Edit Commands Settings Script Help

replace not stored update

DATE: 98/10/26 REQUEST FOR QA INSTRUCTORS REPORT UPET80
 TIME: 14:05 DATA MAY BE SUBJECT TO THE PRIVACY ACT V=01

EMP ACT CODE: ■ ORG CODE: REQUESTOR CODE:

COURSE CODE/IDENTIFIER: /

DEPRESS NEXT FORM (F2) TO CREATE REPORT

DEPRESS PREVIOUS FORM (F1) TO RETURN
 WITHOUT CREATING REPORT

Enter desired EMPLOYING ACTIVITY (optional). Help (F5) for report explanation

F6-Help Mnu F7-Clr-Add F8-Rep/Ins F9-Add/Upd F11-Rcll Fld F10-More Key

TT 14:06:36

- This screen can be accessed by selecting option 6 - REQUEST FOR QA INSTRUCTORS REPORT from the QA REPORT SUBMENU.
- To obtain report, enter data in the screen fields as desired to select the Courses needed. A Requestor Code is required in order to obtain a report; all other fields are optional input.
- Depress the ENTER/RETURN key followed by the NXT FORM function key to create the report, or the PRV FORM function key to return to the QA REPORT MENU without creating the report.

QA INSTRUCTORS REPORT (UPETG2)

This report lists all QA Instructors for the selected Course Code(s) and Course ID(s).

- Frequency: The Training Office will produce this report as needed.

- c. Depress the ENTER/RETURN key followed by the NXT FORM function key to create the report, or the PRV FORM function key to return to the QA REPORT MENU without creating the report.

This report is a printout of the Quality Assurance portion of the Skill Area Table. The report will list all courses associated with the Skill Area Codes used in the Quality Assurance System.

- a. Frequency: The Training Office and/or QA Office will produce this report as needed.
- b. Sequence: This report is sorted on Skill Area Code.
- c. Use: This report is used to keep track of the QA Skill Areas and the specific course within each Skill Area.
- d. Disposition: This report will be distributed as requested by the QA office.

CHANGE PRINTER DESTINATION (UPET37)

```

TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | stored | update | | record 1 of 1 | records found
PRINTER OPTION MENU                                     UPET37
                                                         V=01

USER: rca0696
CURRENT PRINTER:

(CURRENT PRINTER shows the printer in which all report output will be sent)

1. Access system printer menu
2. Print to the slave printer
3. Quit

TO CHANGE CURRENT PRINTER ENTER (1 or 2, Enter 3 or 'F1' to Quit)
|

F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F9-Add/Upd | F11-Rcll Fld | F10-More Key
TT 14:09:44

```

- a. This screen can be accessed by selecting CHANGE PRINTER DESTINATION, from the QA REPORT SUBMENU.
- b. This screen consists of the current user's USER ID and the current printer to which all report output is being sent.
- c. The following options exist to select a printer:
 - (1) Access system printer menu. The following is an example of a system menu. Each site will vary depending on the options that are necessary.

THE FOLLOWING TRAINING PRINTER CLASSES ARE AVAILABLE:

- | | |
|---|---------------------|
| 1 | train |
| 2 | train2 |
| 3 | SYSTEM LINE PRINTER |

ENTER [1-3, (Q)UIT, (H)ELP] :

After choosing a printer, all printouts will print to this printer until the user goes back into the available options and chooses a different output source.

For Further explanation of the System Printer options see your System Administrator.

- (2) Print to the slave printer. This will direct all print to a printer that is the default or selected printer for the terminal from which you are directing print.
- (3) Quit the printer option menu. This option will