

COURSE CONVERSION PROCESS (UPET23)

The COURSE CONVERSION PROCESS will be used exclusively by an authorized Training Office user for converting course records for a Local course to another Local course or to a standard course, both of which are currently part of the course table. This screen will also be used to process the standard course conversion file that will be created by the Central Maintenance Activity (CMA). Access will be given to the Training Office user through the PURGE/RETRIEVE CMPLTNS field on the Maintain System User Security Profile Menu (UPET83).

COURSE CONVERSION SCREEN

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update record 1 of 1
DATE 98/10/27 COURSE CONVERSION UPET23
TIME 08:39

STANDARD COURSE FILE CHANGES?: N OR LOCAL CHANGES?: N

CHANGE COURSE ID: /
COURSE TITLE:

TO COURSE CODE/ID: /
COURSE TITLE:

DO YOU WANT ALL COMPLETIONS CONVERTED TO THE NEW COURSE? N

Press F9 to convert courses, F13 to clear screen, F1 to exit.

Other users should NOT be logged on while e conversion is running!!!
F2-Nxt Form F10-More Key
TT 08:40:46

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This screen can be accessed by selecting the COURSE CONVERSION PROCESS from the TRAINING OFFICE MENU.

ZOOM FUNCTIONS AVAILABLE:

- a. From the Course Id field, of the Local Course you are converting from, to the INQUIRE COURSE DATA screen.

- b. From the Course Code field, of the Local or Standard Course you are converting to, to the INQUIRE COURSE DATA screen.

COURSE CONVERSIONS - STANDARD AND LOCAL COURSES:

- a. The STANDARD COURSE FILE CHANGES is to be used when the Central Maintenance Activity (CMA) has input standard courses that are being converted to other standard courses. The standard courses must be part of the course table for this conversion to occur. This process will result in a standard course conversion file being sent to all DBMS Training Application sites through a Training Application Release. This process will convert standard courses for all Servicing Activities that your training office services.

The authorized Training Office user will input a 'Y' to process the standard course conversion and press 'enter'. Leave as an 'N' if you do not want to process the standard course conversion. The system will take you to the DO YOU WANT ALL COMPLETIONS CONVERTED TO THE NEW COURSE. Answer with a 'Y' or 'N' based on if you want the completion records to convert to the new course, or remain with the old course.

Press the F9 function key to initiate the conversion process, F13 to clear the screen and start the process again, or F1 to exit the screen without processing the conversion. Once you press the F9 function key, the rest of the screen will be inaccessible to you. The screen will indicate to you that it is finding the course data and will display one of the standard course conversions. When the conversion is complete, you are able to view each conversion by depressing the F4 function key (next record).

- b. The LOCAL CHANGES is to be used when your site wants to convert training records that currently exist in the Training Application for a local course to either another local course or to a standard course. Any courses involved in the conversion MUST be part of the Course table. These changes will affect only the Servicing Activity that the Training Office user is signed onto, not every Servicing Activity that your training office services.
 - (1) Input a 'Y' to continue to input information for a local course conversion, and press 'enter'. Leave as an 'N' if you do not want to process a local course conversion.
 - (2) The Course Code will default to an 'L'. Input the Course Id you want to convert the training records from, or ZOOM to the Inquire Course Data screen and F1 the course back. Press 'enter' and the Course Title will display automatically.

- (3) Input the Course Code and Id that you want the training records to convert to, or ZOOM to the Inquire Course Data screen and F1 the course back. Press 'enter' and the Course Title will display automatically.
- (4) Answer the question, DO YOU WANT ALL COMPLETIONS CONVERTED TO THE NEW COURSE, with either a 'Y' or 'N' depending on if you want the completions to convert to the new course or remain with the old course.
- (5) Press the F9 function to process the conversion, F13 to clear the screen and input new data, or F1 to exit the screen.

The system will indicate through the message line that the conversion is complete. You are able to input another local course and process another local course conversion, or F1 and exit the screen. Only one local course conversion can be processed at a time.

- c. When either a Local or a Standard Course Conversion are initiated, the following actions will occur for your training records:
 - (1) For a standard to standard course conversion, the standard course that is being converted from will be automatically inactivated with the current system date. Local course conversions will require the training office user to inactivate the course through the course process (option 1).
 - (2) Instructor course records will be converted to the new course, unless they are tied to a class record with a past date.
 - (3) Skill course records, courses that are tied to a skill, will be converted to the new course.
 - (4) Employee Skill records will be converted to the new course for a Requirement or Allocation. Completion records tied to a skill will be converted to a customized course tied to the same skill. The new course will be tied to the skill and automatically given an Equivalency with the same completion date as the old course. The Equivalency will be given a Transmission Code of 'A' so it will be transmitted to DLA Headquarters.
 - (5) Customized Skill records will be converted to the new course for a Requirement or Allocation. Completion records that are a customized course tied to a skill will remain as a completion that is customized and tied to the skill. The new course will be assigned as an Equivalency that is customized and tied to the skill.

- (6) Requirements and Allocations, whether tied to a Class Roster or not, will be converted to the new course along with all training information (e.g. comments, indirect costs, direct costs,). On-duty and non-duty hours will not be converted for a local course. On-duty and non-duty hours will be converted for a standard course if the course being converted from has 0 for course hours.
- (7) Completion records will only be converted if you answer 'Y' to convert completions. If 'N', course completions will remain tied to the old course. Completions tied to a Skill or to a Class Roster will never be converted, unless you delete the Class Roster record or the Skill record and run the local conversion process.
- (8) Class records and administrative costs will be converted to the new course if the class end date is greater than the current system date (today's date). Class records will remain tied to the old course if the class end date is equal to or less than the current system date.