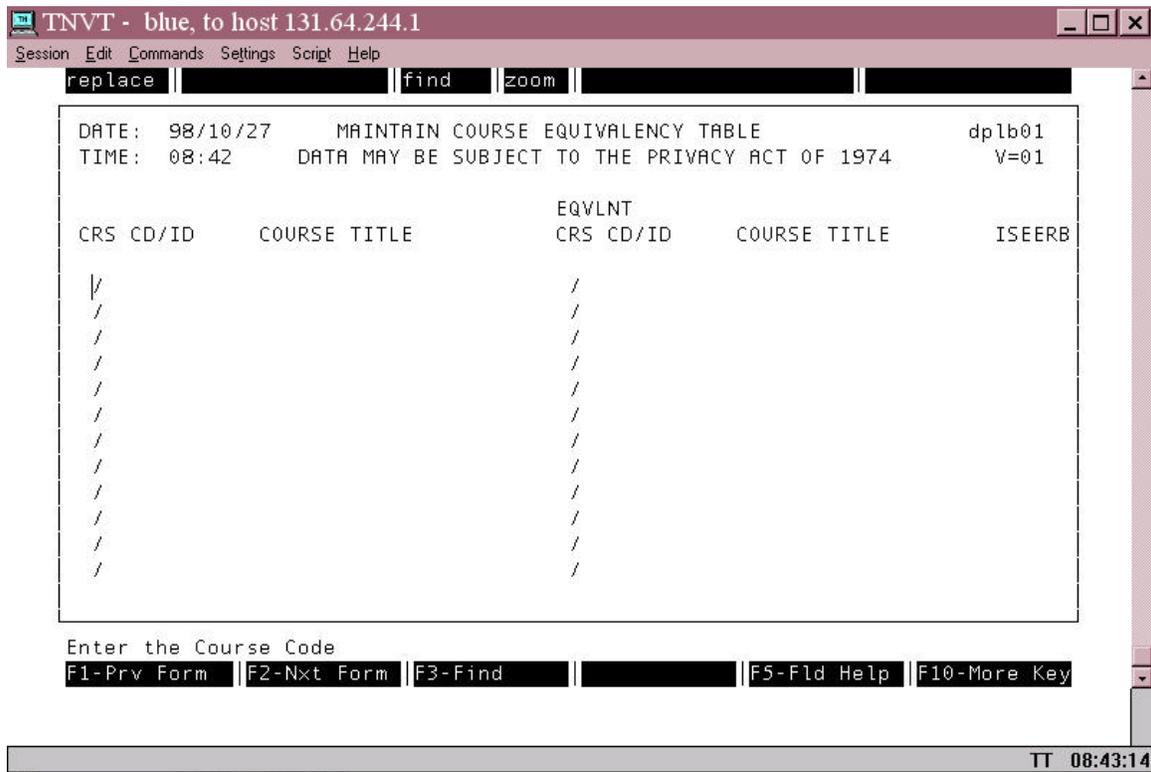


COURSE EQUIVALENCY MAINTENANCE SCREEN (DPLB01)

The COURSE EQUIVALENCY SCREEN allows for courses with the same course content to be tracked and automatically assigned to an employees' training history when applicable. Only the Central Maintenance Activity (CMA) and Authorized Training Office users may access this screen to make changes/updates. This screen is available for inquiry to all users through the Inquiry Menu.



This screen can be accessed by selecting the COURSE EQUIVALENCY MAINTENANCE SCREEN from the TRAINING OFFICE MENU. (Only employees that have their Security Profile set up to include Course Equivalency's will be able to access this screen.)

ZOOM FUNCTIONS AVAILABLE:

- From the Course Code field to the COURSE DATA screen.
- From the Equivalent Course Code field to the COURSE DATA screen.

Access to this screen is based on each user's Security Profile. If a 'Y' appears in the COURSE EQVL field on the Maintain System User Security Profiles screen (UPET85), then the user will be able to update and change records on the Course Equivalency Maintenance screen from the Training Office menu. If an 'N' appears, the user will only have access to the Course Equivalency screen through the Inquiry Menu.

The Actual Course and the Equivalent Course must be active courses on the Course Data screen.

ADDING RECORDS TO THE COURSE EQUIVALENCY SCREEN:

- a. In order to view all of the records that exist on this screen, from Find mode (press F13 for CLR-FIND) press Find (F3). To add a new record either press F7 (CLR-ADD) to go to a clear line, or press F13 (CLR-FIND) to clear out the screen and then press F7 to be in Update mode.
- b. Once you are on a new/clear line, input the Actual Course Code/Id if you know the course code and number, or ZOOM (F20) to the Course Data screen. If you ZOOM, find the course and press F1 to go back to the Course Equivalency screen with the course. The system will display a message, 'Is this an Equivalent Course Code? (Answer 'yes' and the Course will display in the Equivalent Course Code/Id field. Answer 'no' and the Course will display in the Actual Course Code/Id field.
- c. After the Actual Course Code/Id have been input, press enter/return and the Course Title will display automatically (unless the course is not a current, active course). The cursor will be resting on the Equivalent Course Code field. Input the Course Code if you know the course code and number, or ZOOM (F20) to the Course Data screen. If you ZOOM, find the course and press F1 to go back to the Course Equivalency screen with the course. The system will display a message, 'Is this an Equivalent Course Code? (yes/no)'. Answer 'yes' and the Course will display in the Equivalent Course Code/Id field. Answer 'no' and the Course will display in the Actual Course Code/Id field.
- d. After the Equivalent Course Code and ID have been input, press the F9 (ADD/UPD) key to save the record. As long as the same record does not already exist, the system will display the word 'ADDED' in the top status line of the screen.
- e. To add another record, press F7 (CLR-ADD) or press F13 (CLR-FIND) to clear the screen and F7 to go to Update mode. Follow the same above steps.
- f. To go back to the Training Office menu, press F1 (PRV FORM).

NOTE: When a new Course Equivalency record is added to this screen, it will not be retroactive to other Completions that currently exist on the employee's Completion history. Once the record is part of this screen, any completions that are filed will be affected.

CHANGING RECORDS ON THE COURSE EQUIVALENCY SCREEN:

- a. Must be in Find mode (F13 CLR-FIND) to search for a record, or to view all records that exist on this screen.
- b. Either input an Actual Course Code/Id or Equivalent Course Code/Id of the particular course you are looking for, ZOOM to the Course Data screen and F1 a Course back, or press Find (F3) to search for all records on this screen.
- c. Once the record is found, use the enter/return key to go to the field that needs changed. Type over the current information with the new information and press F9 (ADD/UPD) to save the change. The record can also be deleted (press F18) and re-added (follow above steps).
- d. To change another record, either use the PRV RCD/NXT RCD (F3/F4) or the Positional Arrow keys to go to another record, or F13 (CLR-FIND) to clear the screen and input new search criteria.
- e. To go back to the Training Office menu, press F1 (PRV FORM).

DELETING RECORDS FROM THE COURSE EQUIVALENCY SCREEN:

- a. Must be in Find mode (F13 CLR-FIND) to search for a record, or to view all records that exist on this screen.
- b. Either input an Actual Course Code/Id or Equivalent Course Code/Id of the particular course you are looking for, ZOOM to the Course Data screen and F1 a Course back, or press Find (F3) to search for all records on this screen.
- c. Once the record(s) is found, make sure the cursor is resting somewhere on the record that you want to delete. Press the F18 (DEL REC) key. Answer the question, 'Do you want to continue with delete?'. If 'yes', the record will be deleted from the Course Equivalency screen. If 'no' or anything other than yes, the record will remain.
- d. To delete another record, use the positional arrow keys to move to that record, or F13 (CLR-FIND) to clear the screen and search for a new record.

NOTE: When a record is deleted from the Course Equivalency screen, it will not affect any Equivalency completion record that currently exist on an employee's record due to this screen. When a delete occurs by a Training Office user, it will be affective for all users with the same Servicing Activity. When a delete occurs by the CMA, a release will be sent to all Servicing Activities so that the updates will occur with some standardization.