

**COURSE DATA**

- a. The MAINTAIN COURSE DATA option will be used exclusively by the Training Office personnel for adding, changing, deleting, or inquiring Course data.
  - a. There are two types of courses: **Standard Courses** and **Local Courses**.
    - (1) **Standard Courses** are identified in the system with a Course Code of 'A' other than 'L'. These courses and their elements are maintained elsewhere and cannot be modified at the local level. The Standard Courses in the system include your DOD, USDA, GSA, AFIT and other courses offered by various government agencies and activities. For these courses you may only add or change the Net Spaces Requested Current FY and Net Spaces Requested Next FY at the local level using the STATISTICS screen (ZOOM from the Statistics field).
    - (1) **Local Courses** are identified in the system with a Course Code of 'L' and are used in addition to Standard Courses. Local courses can be built into the system by each individual Activity and are maintained by that Activity. When building a Local Course each course must be assigned a Category. The user would select the Category that is most appropriate for the subject matter. A completion for a Local Course will be reported to HQ's under the assigned Category. When a Local Course is deleted from the system or placed in frozen status, all Requirements (allocated and unallocated) pertaining to the deleted course will also be deleted from the system.
- NOTE:** When a Standard or Local Course is deleted from the system or placed in frozen status (inactive date), all Requirements (allocated and unallocated) pertaining to the deleted/inactivated course will also be deleted from the system. Completions for inactive courses or deleted Standard or Local courses remain.
- c. To access the MAINTAIN COURSE DATA screen, select option 1 - COURSE DATA from the TRAINING OFFICE MENU.

MAINTAIN COURSE DATA - (UPET29)

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace find

DATE: 98/10/16          MAINTAIN COURSE DATA          UPET29
TIME: 07:49                                     V=01
SERV ACT: J8

COURSE CODE/ID:  /          CATEGORY:

COURSE TITLE:

SCHOOL NAME:
SCHOOL ADDRESS:

TRNG LEVEL:          TYPE OF TRNG:          SOURCE:
COURSE HRS:          CMPL TIMEFRAME:        WARNING IND:
RFRSHR RQRD:        DESCRIPTION:          PREREQUISITES:
INACTIVE DT:        PDSC CODE:          ACQ TRNG SRC:
COMMENTS:          STATISTICS:

Enter COURSE CODE if adding a course, optional in find mode.
F1-Prv Form  F2-Nxt Form  F3-Find  F5-Fld Help  F10-More Key
TT 07:51:06

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### MAINTAIN STANDARD COURSE DATA (ZOOM FUNCTIONS AVAILABLE):

- From the CATEGORY field to the CATEGORY screen.
- From the SCHOOL NAME field to the SCHOOL NAME/ADDRESS MAINTENANCE screen.
- From the DESCRIPTION field to the DESCRIPTION screen.
- From the PREREQUISITES field to the PREREQUISITES screen.
- From the COMMENTS field to the COMMENTS screen.
- From the STATISTICS field to the STATISTICS screen.
- From the REFRESHER REQ field to the COURSE REFRESHER screen.

### MAINTAIN LOCAL COURSE DATA

ZOOM FUNCTION AVAILABLE:

- a. From the CATEGORY field to the CATEGORY screen.
- b. From the SCHOOL NAME field to the SCHOOL NAME/ADDRESS MAINTENANCE screen.
- c. From the DESCRIPTION field to the DESCRIPTION screen.
- d. From the PREREQUISITES field to the PREREQUISITES screen.
- e. From the COMMENTS field to the COMMENTS screen.
- f. From the STATISTICS field to the STATISTICS screen.
- g. From the REFRESHER RQD field to the COURSE REFRESHER screen.

#### **ADD LOCAL COURSE DATA**

- a. When first accessed the screen will be in the find mode.
- b. Press the CLR-ADD (F7) function key.
- c. The screen will be displayed in the update mode with a Course Code of 'L'.
- d. Input the COURSE ID and other required fields for the add function. For a Local Course, the Category, Course Title, School Name, Training Level, Type of Trig, Source are required fields. (Reference the Field Help, F5 function key, and the Data Element portion of User Manual for further explanation of these fields.) Course Hours should be input for accurate report data. The Completion Timeframe, Warning Indicator, and Refresher Required fields will default to 'N'. (Reference the Field Help and sections 3.4.3.4-3.4.3.6 for further information.)

NOTE: Description, Prerequisites and Comments can also be added to a new Local Course or an existing Local Course. See the sections in this chapter regarding the Description, Prerequisite and Comments fields for further information

- e. Press the ADD/UPD (F9) function key. If the Local Course was successfully added, the message ADDED will appear at the top right corner of the screen, and the screen will refresh itself to allow the addition of another record.
- f. To add another Local Course, return to step d.

- g. To return to the TRAINING OFFICE MENU, press the PRV FORM (F1) function key.

**NOTE:** The Course ID can be up to eleven characters in length, alpha or numeric. When this code is used in conjunction with the Course Code, they will be unique for each course. No two courses can have the same Course Code and Course ID. A Category is required to be input for each Local Course. See Chapter 1, page 1-10, COURSE CATEGORIES for information on how to select a Category code.

### **CHANGE LOCAL COURSE DATA**

- a. If the screen is not in the find mode, press the CLR-FIND (F13) function key.
- b. Input the desired search criteria to find the Local Course to be changed. ('L' Course Code, Course ID, Course Title, Course Category, School Name, etc.)
- c. Depress the FIND/(F3) function key.
  - (1) If the Local Course is not in the system, the message NO RECORDS FOUND will appear at the top right corner of the screen.
  - (2) If the Local Course is in the system, the data will be displayed in the update mode.
- d. Make any desired changes except to the Course Code/ID.
- e. Depress the ADD/UPD/(F9) function key. If the changes were successfully updated, the message UPDATED will appear at the top right corner of the screen.
- f. To make any additional changes to the input Course Code/ID, return to step d. above.
- g. To make changes to another Local Course, depress the CLR-ADD/(F7) function key and return to step b. above.
- h. To return to the TRAINING OFFICE MENU, depress the PRV FORM/(F1) function key.

**NOTE:** Once a Course is added to the system, the Course Code/ID cannot be changed. If you find that the Course ID in the system is incorrect or you wish to change the ID to a different ID, you must delete the course using the delete option found below. You can then add the new Course ID using the add option found above. If an INACTIVE DATE is input (field was asterisks prior to input), all requirements for the Course and all classes with a class start date or end date equal to or greater than the inactive date (along with associated student/class records)

will be deleted. The inactivated course will also be deleted from all skills requiring that course. Once a course is inactivated, the course can only be reactivated by putting a future date into the Inactive Date field or by removing the date using the following three keys in sequence 'Esc s n' (Escape key, lower s, lower n).

### **DELETING LOCAL COURSE DATA**

- a. If the screen is not in the find mode, depress the CLR- FIND/(F13) function key.
- b. Input the desired search criteria to find the Local Course to be deleted. ('L' Course Code, Course ID, Course Title, Course Category, School Name, etc.
- c. Depress the FIND/(F3) function key.
  - (1) If the Local Course is not in the system, the message NO RECORDS FOUND will appear at the top right corner of the screen.
  - (2) If the Local Course is in the system, the data will be displayed in the update mode.
- d. Depress the DEL REC/(F18) 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 DELETED will appear at the top right corner of the screen.
- f. If you enter anything other than YES and depress the ENTER/RETURN key, the delete will not take place.
- g. To delete another Local Course, depress the CLR-FIND/(F13) function key, and return to step b. above.
- h. To return to the TRAINING OFFICE MENU, depress the PRV FORM/(F1) function key.

**NOTE:** If you delete a Local Course, all requirements and allocations related to the course will be deleted. The course will also be deleted from all skills requiring the course. All completions will remain tied to the employees record.

### **COURSE CATEGORIES (UPETL1)**

replace | stored | update | record 1 of 29 records found

DATE: 98/10/16 COURSE CATEGORIES UPETL1  
TIME: 08:04 v=01

CATEGORY	DESCRIPTION
ACCTG	ACCOUNTING
ADMIN	ADMINISTRATIVE TRAINING
ADP	AUTOMATED DATA PROCESSING
APCAPS CONV	APCAPS CONVERTED RECORD
CLERICAL	SECRETARY/CLERICAL
COMM	COMMUNICATION COURSES
CONTRACT	CONTRACTING COURSES
DITS CONV	DITS CONVERTED RECORD
DQMSO CONV	DQMSO CONVERTED RECORD
EEO	EQUAL EMPLOYMENT OPPORTUNITY
ENG	ENGINEERING COURSES
ENVIRO	ENVIRONMENTAL TRAINING
EXEC	EXECUTIVE DEVELOPMENT
LEGAL	LEGAL COURSES

Enter the COURSE CATEGORY CODE, press F1 to bring back a CATEGORY CODE.

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key

TT 08:05:25

This screen is used to select a Course Category for the Local Course you are trying to add or change in the system. A Category is a required field for each Local Course. All Local Courses are reported to Headquarters under the Category they are assigned to.

To access this screen:

- a. Place the cursor on the CATEGORY field in the MAINTAIN COURSE DATA screen.
- b. If known, input the Category you wish to use for the Local Course and depress the ENTER/RETURN key to continue.
- c. If not known, depress the ZOOM/(F20) function key. The system will display all the available Categories on the COURSE CATEGORY screen.
  - (1) Place the cursor on the Category you wish to use.
  - (2) Depress the PRV FORM/(F1) function key.
- d. The Category chosen will be displayed in the Category field on the MAINTAIN COURSE DATA screen.

e. Continue with the add or change of the Local Course.

**NOTE:** A Category cannot be added, changed or deleted on the COURSE CATEGORIES screen. This data is maintained elsewhere and cannot be modified at the local level.

### **COMPLETION TIMEFRAME**

The Completion Timeframe field can be used for both Standard and Local courses. This field indicates the number of months an employee has to complete this course once the course has been assigned to their record, either through a Skill or as a Requirement/Allocation. The system tracks the Completion Timeframe by determining a Training Due Date(Reference Inquiry Chapter for further information about the Training Due Date) for each employee, for each course. The Due Date is based on the Completion Timeframe and the Skill Established Date, or the Requirement Established Date if not part of a Skill. For Refresher Courses (e.g. Environmental 600 level courses, R/6\*), the Training Due Date is based on the Completion Date of the initial course (e.g. R/5\*) and the Completion Timeframe. Every course does not have to contain a Completion Timeframe. This timeframe is only relevant for courses that must be completed within a certain period of time for Certification purposes or other job mandates. In the case of Environmental Training, the courses are mandatory and fines will be assessed if the courses are not completed within the acceptable period of time. The Completion Timeframe and Training Due Date help the Training Office and Supervisor/Training Coordinator users to keep track of this vital information. The Training Office user may only update this data for Local Courses.

a. To add or change this field for a local course:

- (1) This field defaults to a '0' (zero).
- (2) When building a local course, leave a '0' in the Completion Timeframe if there is no need to track when the training must be completed, or if the training is needed IMMEDIATELY.
- (3) If you need to track the Training Due Date for a local course and there is a specific timeframe that all employees must complete the course within, then input that number of months into the Completion Timeframe field.
- (4) Press Add/Update (F9) function key to add the record (if no other data needs to be added).
- (5) To Change a Timeframe that already exists, press the clear to find (F13) function key. Input the Course Code/Id and press Find (F3).

- (6) Press the enter/return key until you land on the Completion Timeframe field. Type the new Timeframe over the old (make sure you are in Replace mode and not Insert mode). Press the Add/Update (F9) function key to save the change. To add or change this field for a Standard Course:
- b. For Standard Courses, the Completion Timeframe information can only be updated by the Central Maintenance Activity (CMA).
  - c. If a '0' exists in this field and an 'N' exists for the Refresher Required field, no Training Due Date will be calculated.
  - d. If a '0' exists in this field and a 'Y' or an 'I' exists in the Refresher Required field, then the training must be completed IMMEDIATELY.
  - c. If a number other than '0' exists in the Completion Timeframe field for a Standard course, then the course must be completed within that number of months (possibly to avoid large fines).

### **WARNING INDICATOR**

The Warning Indicator field is to be used for courses (e.g. Environmental Refresher courses) that must be completed within the Completion Timeframe. These courses are critical to Certification programs (e.g. Environmental/HM/HW Asbestos and Pesticides). If a 'Y' is displaying in this field, the course is considered a warning indicator course and requires special treatment. If an 'N' is displaying in this field, the course is not considered a Warning Indicator course, but it may still have a specified Completion Timeframe and Training Due Date. These Warning Indicator courses tend to have large monetary fines attached to them. Also, an employee is unable to perform his/her job duties without properly completing these courses. When a Warning Indicator course is assigned to an employee as a Requirement, the training due date is calculated based on the Skill Established Date, Requirement Established Date, or Completion Date of initial course and the Completion Timeframe. A Completion may be filed anytime before the Training Due Date is up. The Training Office or Supervisor/Training Coordinator has a 90 day grace period after the Training Due Date has passed to file a Completion. The Completion date must be prior to the Training Due Date. As soon as the 90 day grace period has passed, if a Completion has not been filed for the employee within the allotted timeframes, the following automatic process occurs:

- a. The Refresher/Warning Indicator course Requirement is deleted;
- b. The initial/basic requirement is re-established;

- c. The initial/basic requirement Completion remains tied to the employee's record, but not to the Skill. The Status changes from a 'C' to an 'R' for the initial course;
- d. If the Skill was completed:
  - (1) Change the Certification Code to a '3',
  - (2) Delete the Certification Date and Completion Date for the Skill.

This automatic process occurs once a week for every site.

The system is automatically checking the Training Due Date table and the Course Data screen for any Warning Indicator courses that are past their 90 day grace period and a Completion has not been filed. Along with the weekly automatic process, the system is constantly checking the Completion dates that are being filed for these Warning Indicator courses. A Completion date may not be beyond the Training Due Date.

- a. If a Completion is filed for a Warning Indicator course before the 90 day grace period has begun, and the Completion Date is prior to the Training Due Date, then the initial course requirement does not need to be reestablished. The Refresher Course Requirement will be reestablished with a new Training Due Date.
- b. If a Completion is filed for a Warning Indicator course during the 90 day grace period, and the Completion Date is prior to the Training Due Date, then the initial course requirement does not need to be reestablished. The Refresher Course Requirement will be reestablished with a new Training Due Date.
- c. If a Completion is filed for a Warning Indicator course during the 90 day grace period, and the Completion Date is during the 90 day grace period, the system will display the message, 'This course has a Mandatory Completion Timeframe, Yes if date is correct'. This gives the user an opportunity to verify the accuracy of the Completion date, before the Requirement is deleted and the initial course Requirement is reestablished. If 'yes' and the date is not correct, the same actions will occur as stated above under the automatic process. If 'no' the system will allow you to input a new date.

The Training Office user may only update this data for Local Courses.

To Add or Change this field for a Local Course:

- a. This field defaults to an 'N'.

- b. Input the Course Code/Id that you are searching for and press the Find (F3) function key.
- c. Use the enter/return key to go to the Warning Indicator field. This field will only accept an 'N', no it is not a Warning Indicator course, or a 'Y', yes it is a Warning Indicator course.

Press the Add/Update (F9) function key to save the changes.

To Add or Change this field for a Standard Course:

- a. This field cannot be changed by the Training Office for Standard Courses. Only the Central Maintenance Activity can change it.

### **REFRESHER REQUIRED**

The Refresher Required field is used to indicate if the completion of one course must trigger a requirement for another course. This field will indicate one of the following:

- a. 'N' - No Refresher requirement is required to be triggered automatically upon completion of this course;
- b. 'I' - No Refresher requirement is required to be triggered automatically upon completion of this course, and the Completion Timeframe is Immediate;
- c. 'Y' - When a Completion is filed for this course, the system must automatically check the Course Refresher table and establish the new Requirement and Training Due Date(if applicable) that is required for this course.

The Refresher Requirement that is triggered is based on the data that resides on the Course Refresher screen (available from the Training Office menu, Reference chapter 3.4.23). Training Office and Supervisor/Training Coordinator user's may ZOOM (F20) from the RFRSHR RQRD field to the Course Refresher screen to view the refresher relationships. **NO NEW COURSE REFRESHER'S MAY BE ADDED TO THIS SCREEN FOR STANDARD INITIAL COURSES.** Only the Central Maintenance Activity (CMA) may add Standard courses to the Course Refresher table. A Training Office user may add Local Courses, that are active courses on the Course data screen, to the Course Refresher screen either through the MAINTAIN COURSE DATA screen or through the COURSE REFRESHER MAINTENANCE screen. To Add or Change this field for a Local Course:

- a. This field defaults to an 'N'.

- b. Input the Course Code/Id of Course you are searching for and press the Find (F3) function key.
- c. Use the enter/return key to go to the RFRSHR RQRD field.
- d. If input a 'Y' and press 'enter', the system will automatically take you the Course Refresher screen to add the initial and refresher course (unless one already exists). Both courses must be active courses on the Course Data screen. After inputting the initial and refresher courses, press the Add/Update (F9) function key to save the record.
  - (1) If change from a 'Y' to an 'N' and press 'enter', the system will display the message, 'Refresher record will be deleted, Yes to continue'. Or, you can ZOOM/(F20) from RFRSHR RQRD field to Course Refresher screen and delete the initial and refresher course using the DEL REC (F18) function key. F1 back to the Course Data screen and the message, 'Refresher record will be deleted, Yes to continue', will display. Type 'Yes' and the field will change to an 'N'.

### COURSE DESCRIPTION (UPETL3)

replace | not stored | update | record 1 of 1

DATE: 98/10/16 COURSE DESCRIPTION UPETL3  
TIME: 08:14 V=01

COURSE CODE/ID: L / TRNGAPP

COURSE TITLE: TRAINING APPLICATION UPDATE

DESCRIPTION

Enter the course description, followed by F9 to ADD/UPD after each line.

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key

TT 08:15:48

- a. This screen is used to describe in brief detail the Description of a Standard or Local Course.
- b. For Standard Courses, this screen can only be used to view the Descriptions of the courses. This data is maintained elsewhere and cannot be modified at the local level.
- c. For Local Courses, this screen is optional input when adding or changing a Local Course.
- d. To access this screen:
  - (1) Place the cursor on the Description field in the MAINTAIN COURSE DATA screen.
  - (2) Depress the ZOOM/(F20) function key, the COURSE DESCRIPTION screen will be displayed in the update mode.

**NOTE:** If you are coming from a Standard Course record no additional action can be taken after viewing the data, other than to depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen.

To add a Description:

- a. Input the desired Description data for the Local Course.
- b. After each line of data is input, depress the ADD/UPD/(F9) function key. If the Description data was successfully added, the message ADDED will appear at the top right corner of the screen and the cursor will be sitting on the next available line for input.
- c. After all desired Description data is input, depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen. **NOTE:** When description data exists for a course, the Maintain Course Data screen will display an “\*” in the Description field.

To change a Description:

- a. Place the cursor on the line of Description data to be changed for the Local Course using the NXT REC/(F4) and PRV REC/(F3) function keys or the positional arrow keys.
- b. Make any desired changes and depress the ADD/UPD/(F9) function key. If the Description data was successfully changed, the message UPDATED will appear at the top right corner of the screen.
- c. After all desired changes are made, depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen.

To delete a Description:

- Place the cursor on the line of Description to be deleted using the NXT REC/(F4) and PRV REC/(F3) function keys or the positional arrow keys.
- Depress the DEL REC/F(18) function key. The message DELETING will appear briefly at the top right corner of the screen and will be replaced by the message DELETED if the delete was successful. Description data can only be deleted one line at a time.
- After all desired deletions are completed, depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen.

### COURSE PREREQUISITES (UPETL5)

replace | not stored | update | record 1 of 1

DATE: 98/10/16 COURSE PREREQUISITES UPETL5  
 TIME: 08:18

COURSE CODE/ID: L / TRNGAPP  
 COURSE TITLE: TRAINING APPLICATION UPDATE

PREREQUISITES

Enter the Prerequisites, followed by F9 to ADD/UPD after each line.  
 F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key

TT 08:19:21

- This screen is used to describe in brief detail the Prerequisites required for a Standard or Local Course.

- b. For Standard Courses, this screen can only be used to view the Prerequisites of the courses. This data is maintained elsewhere and cannot be modified at the local level.
- c. For Local Courses, this screen is optional input when adding or changing a Local Course.
- d. To access this screen:
  - (1) Place the cursor on the Prerequisites field in the MAINTAIN COURSE DATA screen.
  - (2) Depress the ZOOM/(F20) function key, the COURSE PREREQUISITES screen will be displayed in the update mode.

**NOTE:** If you are coming from Standard Course record no additional action can be taken after viewing the data, other than to depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen.

To add a Prerequisite:

- a. Input the desired Prerequisites for the Local Course.
- b. After each line of data is input, depress the ADD/UPD/(F9) function key. If the Prerequisite data was successfully added, the message ADDED will appear at the top right corner of the screen and the cursor will be sitting on the next available line for input.
- c. After all desired Prerequisite data is input, depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen. **NOTE:** When prerequisite data exists for a course, the Maintain Course Data screen will display an "\*" in the Prerequisite field.

To change Prerequisites:

- a. Place the cursor on the line of Prerequisite data to be changed for the Local Course using the NXT REC/(F4) and PRV REC/(F3) function keys or the positional arrow keys.
- b. Make any desired changes and depress the ADD/UPD/(F9) function key. If the Prerequisite data was successfully changed, the message UPDATED will appear at the top right corner of the screen.
- d. After all desired changes are made, depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen.

To delete a Prerequisite:

- a. Place the cursor on the line of Prerequisite data to be deleted using the NXT REC/(F4) and PRV REC/(F3) function keys or the positional arrow keys.
- b. Depress the DEL REC/(F18) function keys or the positional arrow keys.
- c. After all desired deletions are completed, depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen.

### COURSE COMMENTS (UPETL9)

replace | not stored | update | record 1 of 1

DATE: 98/10/16 COURSE COMMENTS UPETL9  
 TIME: 08:21 V=01

COURSE CODE/ID: L / TRNGAPP  
 COURSE TITLE: TRAINING APPLICATION UPDATE

COMMENTS

Enter the course comments, followed by F9 to ADD/UPD after each line.

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key

TT 08:22:54

- a. This screen is used to add, change or delete or view Comments for a Standard or Local Course.
- b. For Standard Courses, this screen can only be used to view the Comments of the courses. This data is maintained elsewhere and cannot be modified at the local level.
- c. For Local Courses, this screen is optional input when adding or changing a Local Course.

d. To access this screen:

- (1) Place the cursor on the Comments field of the MAINTAIN COURSE DATA screen.
- (2) Depress the ZOOM/(F20) function key, the COURSE COMMENTS screen will be displayed in the update mode.

**NOTE:** If you are coming from a Standard Course record no additional action can be taken after viewing the data, other than to depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen.

To add a Comment:

- a. Input the desired Comments data for the Local Course.
- b. After each line of data is input, depress the ADD/UPD/(F9) function key. If the Comment data was successfully added, the message ADDED will appear at the top right corner of the screen and the cursor will be sitting on the next available line for input.
- c. After all desired Comment data is input, depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen. NOTE: When comment data exists for a course, the Maintain Course Data screen will display an "\*" in the Comments field.

To change a Comment:

- a. Place the cursor on the line of Comment data to be changed for the Local Course using the NXT REC/(F4) and PRV REC/(F3) function keys or the positional arrow keys.
- b. Make any desired changes and depress the ADD/UPD (F9) function key. If the Comment data was successfully changed, the message UPDATED will appear at the top right corner of the screen.
- c. After all desired changes are made, depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen.

To delete a Comment:

- a. Place the cursor on the line of Comment data to be deleted using the NXT REC/(F4) and PRV REC/(F3) function keys or the positional arrow keys.

- b. Depress the DEL REC/(F18) function key. The message DELETING will appear briefly at the top right corner of the screen and will be replaced by the message DELETED if the delete was successful. Comment data can only be deleted one line at a time.
- b. After all desired deletions are completed, depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen.

### MAINTAIN SPACES REQUESTED FOR DOD SERVICE SCHOOL COURSES – Course Statistics

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replace | find | no records found
DATE: 98/10/16          COURSE STATISTICS          UPET28
TIME: 08:26
SERV ACT: J8
COURSE CODE/ID: L / TRNGAPP
COURSE TITLE:

ALLOCATIONS            ACTUAL REQUIREMENTS      NET SPACES REQUESTED
CURR FY:               CURR FY:                 CURR FY:
NEXT FY:               NEXT FY:                 NEXT FY:
                       PAST FY:                 PAST FY:

VACANCIES              COMPLETIONS              NET SPACES RECEIVED
CURR FY:               CURR FY:                 CURR FY:
NEXT FY:               PAST FY:                 NEXT FY:
                       PAST FY:                 PAST FY:

Enter COURSE CODE for search criteria.
F1-Prv Form | F2-Nxt Form | F3-Find | F5-Fld Help | F10-More Key
TT 08:27:26

```

This process is used to track the number of spaces requested for DOD service school courses. The rest of the information displayed is automatically kept by the system.

ADD NET SPACES REQUESTED CURR FY and NET SPACES REQUESTED NEXT FY.

- a. When first accessed the MAINTAIN COURSE DATA screen will be in the find mode.

- b. Input the desired search criteria. (e.g. Course Code, Course ID, Course Category, Course Title, School Name, Course Hours.)
- b. Depress the FIND/(F3) function key.
  - (1) If the Course is not in the system, the message NO RECORDS FOUND will appear at the top right corner of the screen.
  - (2) If the Course is in the system, the data will be displayed in the update mode.
- c. Depress the ENTER/RETURN key to cursor down to the Statistics field and depress the ZOOM/(F20) function key to access the STATISTICS screen.
- d. Input the NET SPACES REQUESTED CURR FY and/or NET SPACES REQUESTED NEXT FY.
- f. Depress the ADD/UPD/(F9) function key. If the record was successfully added, the message ADDED will appear at the top right corner of the screen.
- g. Depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen.
- h. To add SPACES REQUESTED for another course, depress the CLR-FIND/(F13) function key and return to step b. above.
- i. To return to the TRAINING OFFICE MENU, depress the PRV FORM/(F1) function key.

### **CHANGING SPACES REQUESTED FOR DOD STANDARD COURSES**

To change NET SPACES REQUESTED CURR FY and NET SPACES REQUESTED NEXT FY.

- a. If the MAINTAIN COURSE DATA screen is not in the find mode, depress the CLR-FIND/(F13) function key.
- b. Input the desired search criteria.
- d. Depress the FIND/(F3) function key.
  - (1) If the Course is not in the system, the message NO RECORDS FOUND will appear at the top right corner of the screen.

- (2) If the Course is in the system, the data will be displayed in the update mode.
- d. Depress the ENTER/RETURN key to the cursor down to the Statistics field and depress the ZOOM function key to access the STATISTICS screen.
  - e. Change the NET SPACES REQUESTED CURR FY and/or NET SPACES REQUESTED NEXT FY as desired.
  - f. Depress the ADD/UPD/(F9) function key. If the record was successfully updated, the message UPDATED will appear at the top right corner of the screen.
  - g. Depress the PRV FORM/(F1) function key to return to the MAINTAIN COURSE DATA screen.
  - h. To change spaces requested for another course record, depress the CLR-FIND/(F13) function key and return to step b. above.
  - i. To return to the TRAINING OFFICE MENU, depress the PRV FORM/(F1) function key.

### **DELETING SPACES REQUESTED FOR DOD STANDARD COURSES**

There is no delete option for NET SPACES REQUESTED CURR FY and NET SPACES REQUESTED NEXT FY. However, both fields can be reset to zeroes using the CHANGE option above.