

CHAPTER 1

Using the Training Management System (TMS)

A. INSTALLING TMS

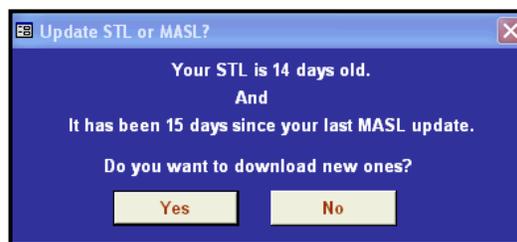
Installation instructions for TMS are provided in *Chapter 2* of this *Handbook*.

B. STARTING TMS

Start TMS by *double-clicking* on the **TMS icon**.



If you have not *recently updated* your **STL** or **MASL** databases, you will be reminded to do so when you first start TMS. *Click* on **Yes** if you want to go directly to the SAN to download new data. **Chapter 3** of this **Handbook** tells you how to *download* data from the SAN. Go to the **Update** section of this Chapter (Page 1-X) for instructions on how to do run an update.



The **TMS** Main Menu will appear. TMS is now running as a *Microsoft Access runtime* application.

All of the major TMS functions can be accessed by *clicking* (once) on the applicable **button** on the **TMS Main Menu**.

Exit TMS by *clicking* on the **Exit TMS** button.

Note: Do not *double-click* on TMS *buttons*. This may cause TMS to activate the selected function *twice*, resulting in an error message. If an error message occurs, simply close it, close TMS, and start TMS again.



Please note that TMS 6.003 provides the **date of the STL data** and the **date of the last MASL download** at the bottom of the TMS Main Menu.

Hidden Menu Items

There are several *hidden* menu items. Have you ever thought about how to get in touch with the TMS development team? Who you “gonna” call for help? Is it possible to get into the MS Access “run time” program that runs TMS?

From the TMS **main screen**, press on **Ctrl** and **T**. The TMS **project team** screen with contact information *appears*.

Click on the X in upper right corner to close the screen when you are finished.



From the TMS **main screen**, press on **Ctrl** and **B**. The **Exit to Access** button *appears* in the lower right corner. Press **Ctrl** and **I** to close the button.



Note: Do NOT go into your TMS program and make changes to any of the data tables or other parts of the program. If you do, you WILL surely cause TMS to fail. You MUST attend the DISAM SAM-TA, Training Automation Workshop, to learn how to use this advanced function. See: http://www.disam.dsca.mil/pubs/web_Catalog/SAM-TA.htm

C. USING TMS LITE

Selecting **Switch to TMS Lite** changes the full featured version of TMS to an abbreviated version of TMS, which is called TMS Lite (Ref "Bud Lite"). This simplified version of TMS will accomplish all of the must do requirements of using TMS, but for instance, instead of having 43 reports, TMS Lite provides 1 report. And, the various primary functions of TMS Lite are only "one button deep."

Click on **Switch to TMS Lite**.

All of the TMS Lite functions are explained in the later sections of this Chapter. So, the Page/Para reference will be given to those instructions. Following are explanations of the major TMS Lite functions.



Country Data

The **Country Data** button takes the user directly to the **Select Country** screen so that the desired **Country Profile** screen can be selected. See Para D, Pge 1-2.

Import from SAN

The **Import from SAN** button takes the user directly to the **Update Data Table** screen so that

either a MASL or STL update can be performed. See Para E, Pge 1-4.

STL w/ Remarks

The **STL w/ Remarks** button takes the user directly to the **STL Report Selection Criteria** screen, so that an STL report for the appropriate training program (IMET, FMS, CTF, INL, etc.) can be selected. See Para G, Pge 1-8.

View MASL

The **MASL** button takes the user directly to the **MASL Selection Criteria screen**, so that the appropriate MASL record can be selected or searched for. See Para G, Pge 1-12.

ITO

The **ITO** button takes the user directly to the **Student Selection** screen, so that the correct student record can be selected in order to do an ITO. See Para F, Pge 1-7.

Help

The **Help** button brings up the **TMS Help** function. See Para N, Pge 1-40.

Switch to TMS Heavy

This button simply toggles back to the full featured version of TMS--**TMS Heavy**.

Exit TMS

This button initiates the process to **Exit TMS**. See Para O, Pge 1-41.

D. COUNTRY DATA

This function is used to enter data that is specific to an individual country and SAO: such as POC information for the SAO, the allocated level of the IMET or Expanded IMET programs, the U.S. MILDEP allocation, FMS Case profiles, etc. Data entries in this function must be kept up to date and should be changed when that data changes.

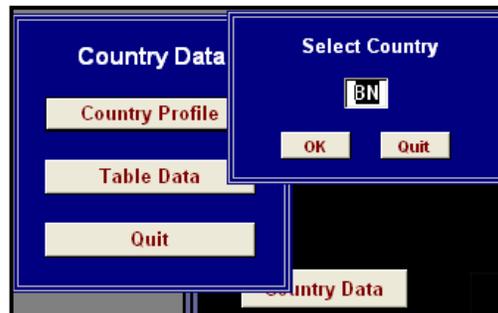
Country Profile

Click on **Country Data** in the TMS **Main Menu**.

Click on **Country Profile**.

Type the **Country Code** for your country (example is **BN** for Bandaria).

Click on **OK**.



Country Profile Bandaria (BN)

Changes to items underlined will generate a file to be uploaded to the SAN.

Name of Organization: Office of Defense Cooperation (ODC)
 Mailing Address: Unit 4095-PSC 80
 Bandaria
 APO AE 09765-1005

ITO Authorized Signature: John C. Smith, MAJOR, US Army
 Title: Training Officer

POC Name (i.e. Training Officer, Training FSN, etc.): Mr. Mohamed Bakar
 POC Commercial Phone Number: 9-011-234-3956
 POC DSN Phone Number (if available): N/A
 POC Fax Number: 9-011-234-9834
 POC E-mail Address: mbakar@san.osd.mil
 POC Message Address: AMEMB HARAT

Program(s) of Responsibility:
 All Army Air Force
 Maritime Other

Earliest ECL Test Date is 105 Days Prior to Report Date
 Latest ECL Test Date is 65 Days Prior to Start Date
 Cancellation Date is 62 Days Prior to Start Date
 Latest Predeparture Briefing Date is 0 Days Prior to Report Date
 Move Student Data to History 30 Days After ITO Date

FMS Pricing:
 Full FMS FMS NATO
 NRC IMET Incremental

TLA Paid?
 CONUS Travel
 Living Allowance

OCONUS Travel Costs: Airfare: \$1,200 (Roundtrip)
 Travel Days: 2 (Roundtrip)
 Excess Baggage Cost: \$100 (Roundtrip)

Country Allocation **IA Ceilings** **PO Allocations** **FMS Case/Line** **Save/Quit**

Type in **SAO and POC information**, select **Program (s) of Responsibility**, select applicable **FMS price** category, and select **TLA Paid** options if funded by IMET. Enter the **round-trip Airfare, Travel Days, and Excess Baggage Cost** if paid by IMET. Accept the **Days Prior to** defaults unless timing in giving ECL test, etc., is different. If you typically prepare your ITOs as much as 60 days before a student departs, change the **Move Student Data to History__Days After ITO Date** to 60 days so that the ITO will be saved for 60 days before the data is archived and moved to the History file.

Please note that in TMS 6.0 additional **POC information** for the SAO training office was added to the **Country Profile** screen. Information blocks that have the **block title underlined** will be uploaded to the SAN. Be sure to *accomplish* this **upload to the SAN** so that your SAO POC information is available to all IMSOs.

Click on **Country Allocation**, **IA Ceilings**, **PO Allocations**, or **FMS Case/Line** to enter that data. **IA**=Implementing Agency (US Mildep), **PO**=Program Originator (Country Service)

Country Allocation

Click on **Country Allocation** in the **Country Profile** screen.

In the **Country Allocation** screen, click on **Add, Delete, or Edit** to change entries. Click on **Rollover** to copy a line entry.

BANDARIA

CC	PY	Allocation	E-IMET Earmark
<u>BN</u>	01	\$1,800,000	\$360,000
BN	02	\$2,000,000	\$400,000
BN	03	\$2,200,000	\$440,000

Add **Delete** **Edit** **Rollover** **Save/Quit**

Type in the desired data in **Country Allocation Detail** screen.

Country Allocation Detail

CC	PY	Allocation	E-IMET Earmark
<u>BN</u>	<u>03</u>	<u>\$2,200,000</u>	<u>\$440,000</u>

Undo **Save/Quit**

Implementing Agency Ceilings

Likewise, *enter* data in the **IA Ceilings** and **PO Allocations** screens.

BANDARIA				
CC	PY	IA	Abbreviation	Ceiling
BN	1	B	SATFA	\$450,000
BN	1	D	AFSAT	\$450,000
BN	1	P	NETSAFA	\$900,000

Add Delete Edit Rollover Quit

BANDARIA				
CC	PY	PO	Abbreviation	PO Allocation
BN	1	B	Army	\$800,000
BN	1	D	Air Force	\$500,000
BN	1	P	Navy	\$500,000

Add Delete Edit Rollover Quit

FMS Case/Line Data

Profiles can be established to track FMS Case status. TMS will then report programmed FMS training in relation to the overall value on the case.

Click on the **FMS Case/Line** button in the **Country Profile** screen.

Click on **Add** (**Delete** or **Edit**) to add an **FMS Case Profile**.

BANDARIA				
CC	Case ID	IA	Case Name	Case Value
BN	TCF999	D	T-37/38 Peace Trainer	0,000,000

ADD DEL EDIT QUIT

Enter all *data* appropriate to a specific **FMS Case**.

And, that case will then appear in the **FMS Case/Line** table.

This data will be used when you select and run an **FMS Case Summary** report.

FMS Case/Line Detail			
CC	BN	Case	TCF999
MILDEP	D	PO	D
Status	Active		
MILDEP Abbreviation	AFSAT	PO Abbreviation	Air Force
Case Name	T-37/38 Peace Trainer		
LOR Submitted	15-Mar-93	LOR Received/Acknowledged by MILDEP	20-Mar-93
MILDEP Suspense to prepare LOA:	01-Oct-93	LOA Expiration Date:	30-Nov-93
Extension Requested	<input type="checkbox"/>	Extension Granted	<input type="checkbox"/>
New LOA Expiration Date			
Date LOA Accepted (signed):	15-Nov-93	Date Case Implemented:	01-Dec-93
Date Initial Deposit Sent:	15-Nov-93	TLA	<input type="checkbox"/>
Initial Case Value	\$10,000,000	Case Pricing	FMS <input type="checkbox"/>
Program Management Line Value	\$200,000	NATO	<input type="checkbox"/>
Medical Line Value	\$100,000	NRC	<input type="checkbox"/>
Other Services Value	\$40,000	FMS INCR	<input checked="" type="checkbox"/>
Net Case Value	\$9,660,000	GRANT	<input type="checkbox"/>
Undo		Save/Quit	

Table Data

Click on **Table Data** from the **Country Data** screen.

To view directly any of the preceding data displays, *click* on that table on the **Table Data** screen.

Note: If you have imported data for *more* than one country into your TMS, click on **Country Profiles** and use the **Delete** function to *completely* delete all data for a specific country.



E. UPDATE

This function provides the means to *update* the STL, MASL, and other data tables. Replacement (newly downloaded) database files must be available in the **C:\TMS\DOWNLOAD** directory for the update to be successful. When you run an **Update**, the data file you are importing completely overwrites the data that was already present in TMS, unless you respond **Yes** to **Post Pending Changes**.

Updating STL Data

Click on the **Update** function in the TMS **Main Menu**.

Click on the **Import New STL (available daily)** function from the **Update Data Tables** menu. If you only have been given access to the data for one country, TMS will automatically go into the update process for that country. If you have access to more than one country, click on the **Country** for which the update is desired. Click on **Import** to import the new STL data.



Wait while numerous **queries** are being run. An **hour glass cursor** and **black screen** will indicate that TMS is running the queries--just wait until finished.

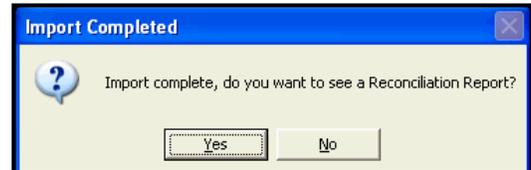
```
C:\WINDOWS\System32\cmd.exe
C:\TMS\Download>if exist ce.exe del ce.bke
C:\TMS\Download>if exist ce.exe ren ce.exe ce.bke
C:\TMS\Download>if exist so.exe so
C:\TMS\Download>if exist so.exe del so.bke
C:\TMS\Download>if exist so.exe ren so.exe so.bke
C:\TMS\Download>if exist c:\tms\download\BN.exe c:\tms\download\BN.exe
LHA's SFX 2.13S (c) Yoshi, 1994
BN.DBF .....
BN.DBT .....
BN_DIADS.DBF .....
C:\TMS\Download>if exist c:\tms\download\BN.exe del BN.bke
Could Not Find C:\TMS\Download\BN.bke
C:\TMS\Download>if exist c:\tms\download\BN.exe ren c:\tms\download\BN.exe BN.bke
```

Note: There are several country database and database text files (i.e., **BN.DBF**, **BN.DBT**, and

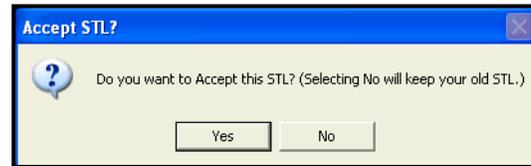
BN_DIADS.DBF files) present in the compressed **BN.EXE** file that is downloaded to the **C:\TMS\DOWNLOAD** directory. The **C:\TMS\DOWNLOAD** directory is the default directory that is used as the *download* directory for your training data. You *do not* have to use this directory. You may establish any directory of your choice and then identify that directory to TMS via the **Tools--Download Path** function. The data normally is downloaded from the **Training, ISTL Data Download** function of the SAN Web. But, the data files could be sent to you as an E-Mail attachment or via a mailed disk. Contact your Unified Command training manager if you are having trouble downloading your training data. See *Chapter 3* of this *Handbook* for instructions on **Downloading Data from the SAN**.

At this point, you will be *asked three questions*.

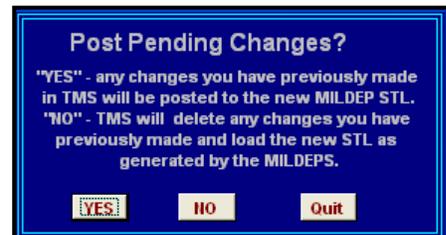
First—**Do you want to see a Reconciliation Report?** Normally, *respond No*, unless you want to see the major changes that have taken place in the STL data file since the previous Download and Update.



Second—**Do you want to Accept this STL?** *Always respond Yes* so that the STL data you have downloaded and imported will be saved.



Third--**Post Pending Changes?** *Selecting Yes* will cause any changes that you have made by *editing* your STL to be appended to the new Military Department STL data that you are importing. Otherwise, the data import will overwrite your STL data.



Click on **OK** for **New STL Accepted**.



Updating MASL and Other Data Tables

Click on **Import MASL (available daily)** to replace the **MASL, Course Description, E-IMET Courses, Location Table**, and other data tables. A *weekly* update of the MASL is probably sufficient.

Updating OCONUS Air Fares

Click on **Update OCONUS Airfares** and update that data semi-annually.

Importing Historical Data

Click on **Import History (available yearly)** to import a complete set of historical data records. This is a new feature in TMS 6.003 that provides an annual update of all data records currently contained in the MILDEP computer systems. In order to run a Historical update, you must **Download** the Historical data file from the SAN. To be implemented soon.

F. STUDENT DATA

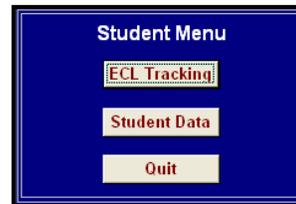
The Student Data function provides a means of capturing the personal information on and keeping track of all students being processed for U.S. training. This student data is then entered automatically into the Invitational Travel Order (ITO) when preparing that document.

ECL Tracking

This function first captures data on the students when they report for English Language (ECL) testing. Once it has been decided what training the student will attend, the student can then be associated with that training line.

Click on **Student Data** from the TMS Main Menu.

Click on **ECL Tracking** from the **Student Menu**.



The **ECL Test Tracking** screen appears. This screen contains the list of all candidates to whom the SAO has given an ECL test.

Click on **Add** to enter data on a newly tested student. See data entry screen below.

Click on **Del** and **Edit** to delete and edit an entry.

Click on **Quit** to save.

CC	PY/Case	IA	WCN	Name	Rank	Service No	Test Date	Proctor
BN				HASIN, Mohamed	CPT	OF176423	24-Jan-02	MAJ Smith
BN	02	B	1004	VULKE, Hadin	MAJ	OF100096	24-Jan-02	MAJ Smith

ECL data entry screen.

To save, click on **Save/Quit**.

CC PY/Case MILDEP WCN

Name

Rank Service Service Number

Score Exam Number

Test Date Proctor

Student Data

The Student Data function provides the data input screen to capture all of the data about that student that is required for completion of the ITO.

Click on **Student Data** from the TMS Main Menu.

Click on **Student Data** from the Student Menu.

Enter data that will permit search for the correct training line. Normally, entering just the **Program Year (PY)** or the **FMS CaseID** (Ex. **SMA999**) will get you to the desired training line. But, you can be even more specific, by entering: **the Implementing Agency (IA)--B, D, P** or the **Work Sheet Control Number (WCN)**.

Assuming that you have received information on a particular student who is to attend training for a specific WCN training line, *double-click* on that **WCN** training line. Or, *click* on that **line** and *click* on **Edit**.

Student Data							
WCN	CC	PY Caseid	IA	TA	Name	ITO Number	ITO Issued
1001	BN	02	B	1		BN02B11001	
1002	BN	02	B	1		BN02B11002	
1004	BN	02	B	1	VULKE, Hadin	BN02B11004	
1014	BN	02	B	1		BN02B11014	
1015	BN	02	B	1		BN02B11015	
1019	BN	02	B	1		BN02B11019	
1020	BN	02	B	1		BN02B11020	
1023	BN	02	B	1		BN02B11023	
1024	BN	02	B	1		BN02B11024	
1025	BN	02	B	1		BN02B11025	
1026	BN	02	B	1		BN02B11026	
1027	BN	02	B	1		BN02B11027	
1028	BN	02	B	1		BN02B11028	

Other **Student Data** functions allow you to: **Del Student**—delete the entire WCN sequence of courses for the student, **Del ITO**—delete the ITO for the student, **Find**—search for a specific WCN, **Track**—view the entire WCN track (courses) the student is to attend.

Enter the remaining **Student Information** that applies to the student: **Gender, Date & Place of Birth, Medical & Security Certification w/ Dates, Service and Service No., Grade (Country and US), Passport No., Unit of Assignment, Flight Crew Member, Current Position, Instructor, ITO Date (if published), Dependent information, and Remarks.**

Click on **Save/Quit** to save.

Note: All data fields with an **underlined label** will be *uploaded* in the **SAN Update (upload to the SAN)** function.

Other Student Information Functions

Click on **ECL Names** to select a student, who has already been given an ECL test, for a specific course.

Click on **Track** to view the entire WCN training sequence.

Click on **ITO** if you wish to go on and do the Invitational Travel Order. Likewise, click on **Copy ITO** if you wish to copy an ITO.

Click on **IMSI** if you wish to do an International Military Student Information form (Biographical data sheet) for the student.

Click on **Print** if you want to print a **Student Record** report.

Click on **Undo** if you want to clear information you have just entered for a student.

Click on **Arrival Msg** if you want to prepare a student Arrival Message to be uploaded to the SAN.

G. VIEW

The TMS View function is *completely different* from the previous version of TMS. There is **far greater** capability in this function. Now, all of the downloaded TMS databases can be *viewed* and *searched*, and the STL, E-IMET, and Location Table data can be *edited*. In the STL View function, a complete IMET program or FMS case can be *rolled over* to create a new, planning program. Existing WCNs can be *copied* and replicated in the program. While viewing specific MASL data, the specific Military Service course *description* and training *location information* can be viewed and printed. **Check it out!**

Click on the **View** function from the **Main Menu**.
Click on the desired **database** that you wish to view.



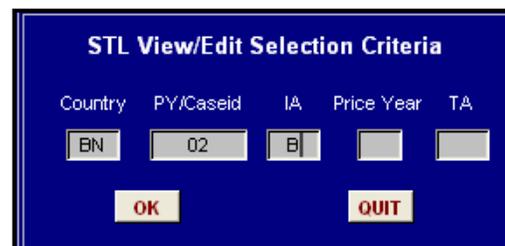
Viewing or Editing STL Data

This function provides for the **viewing** and **editing** of the Standardized Training List (STL) database.

Click on **View/Edit STL** from the **View Menu**.

To view specific *sub-sets* of the STL data, *enter*:

1. For a specific **IMET program year**—enter **PY** (02, 03, etc.).
2. For a specific **FMS case**—enter **Case ID** (TAB, OAX, etc.).



3. For **all training** (all funding sources) in a given FY—enter **Price Year** (02, 03, etc.).
4. Normally, the implementing agency code **IA** (B-Army, D-Air Force, P-Navy) and the type of assistance code **TA** (1-IMET, F-FMS) are not specified.
And, *click* on **OK**.

It is a *good idea* to **limit the data** you are working with. TMS runs a lot of queries when you close this function, and it will run *faster* if you limit your data.

Click on **OK** only to view the entire STL from the beginning.

Scroll up or down, **Page Up/Dwn**, etc. to the desired **WCN** (training line).

Double-click on the **WCN training line** to bring that data up, or *click* on the **WCN line** and then *click* on **View/Edit WCN**.

IA	Priority A	IA Ceiling	Difference	Priority B	Priority D
B	\$661,516	\$0	(\$661,516)		\$161,897
Total:		\$1,913,965	\$2,000,000	\$86,035	\$229,119

CC	WCN	PY	CaseID	IA	TA	MASL	Course Title	LOC	DUR	PR	Qtr	Date	Start Date	End Date
BN	001	02		B	1	B365003	MEDICAL COST-CONUS	BGX	0000	A	2			
BN	1001@	02		B	1	B177009	ENGLISH LANGUAGE CRSE	DLI	0004	A	2			
BN	1001A	02		B	1	B171800	ARMY WAR COLLEGE (RES	BCC	0040	A	3			
BN	1002@	02		B	1	B177009	ENGLISH LANGUAGE CRSE	DLI	0004	A	2			
BN	1002A	02		B	1	B171801	NDU INTERNATIONAL FELLC	BFF	0051	A	3			
BN	1004@	02		B	1	B177009	ENGLISH LANGUAGE CRSE	DLI	0004	A	3	08-May-02	13-May-02	07-Jun-02
BN	1004A	02		B	1	B171766	INTERNATIONAL OFFICER PI	BCT	0003	A	3	14-Jun-02	17-Jun-02	12-Jul-02
BN	1004B	02		B	1	B171782	USA C&GSC OFF PREPARA	BCT	0003	A	4	12-Jul-02	15-Jul-02	02-Aug-02
BN	1004C	02		B	1	B171768	COMMAND & GEN STAFF OI	BCT	0041	A	4	02-Aug-02	05-Aug-02	06-Jun-03
BN	1014A	02		B	1	B121165	ADA OFF BASIC	BCR	0010	A	3	03-Jun-02	10-Jun-02	19-Aug-02

Viewing Program Value

An entirely *new* feature of TMS allows you to view at a glance the *current status* or *value* of the program. This appears in the *inset* at the upper right corner above. Thus, you can see the **total value** of training programmed by each MILDEP (**B**, **D**, and **P**). You see the value of IMET **priority A** in relation to the **service ceiling**, the **difference** and the value of any **priority D** training.

If you have made any changes to the program, clicking on the **Recalculate** button will re-compute your program value.

Finding a Training Line

Click on **Find WCN** from **Country STL** screen, and *type* in the desired **WCN**. *Click* on **OK**.

Click on **Next WCN** to go to the next WCN.

Deleting Training

To **delete** a training **line**, *click* on the line in the **Country STL** screen, and *click* on **Del Line**.

To **delete** a complete **WCN** sequence of training, *click* on the line and *click* on **Del WCN**.

To **deselect** the deletion, just *click* on **Del Line** or **Del WCN** a second time (see the toggle window to left).

Note: Once you *select* **Quit** the deletion will be executed and you *cannot* undo the deletion.

Copying a Training Line

Click on the training **line** to be copied and then *click* on **Copy WCN** from the **Country STL** screen.

Type in the desired **WCN** number for the **new** training line and click on **OK**. The training line will be copied with the *new* WCN. The training *dates* from the WCN being copied will *not* appear in the new WCN.



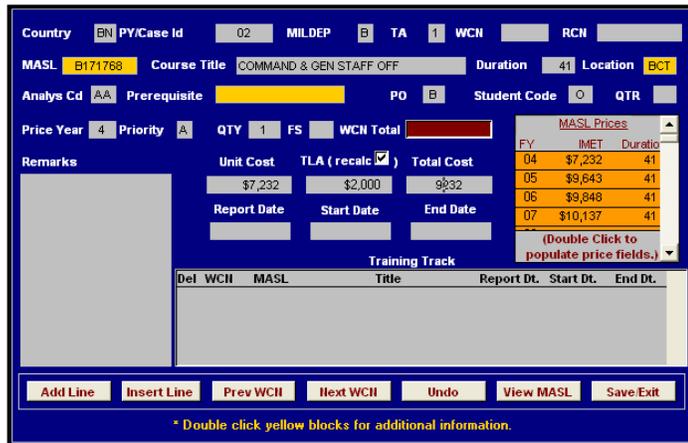
Adding a New Training Line

Click on **Add WCN** from the **Country STL** screen to add a *new* WCN training line to the program.

Type in the **data**. Typing in the **MASL ID** and clicking on another field will cause all of the MASL data to be entered *automatically* (assuming it is *in* the MASL).

Double-clicking on the appropriate **MASL price** will cause the **Unit Cost** to be entered along with the **Total Cost**. If appropriate, the **TLA** will be calculated and entered.

Click on **Add Line** to add another training line to the program or **Save/Exit** to save the change.



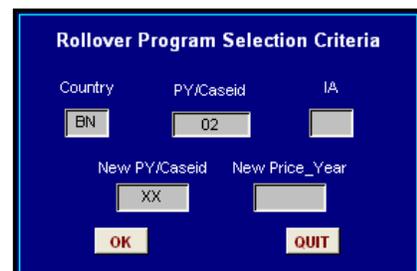
Rolling Over a Country Training Program

The purpose of this function is to provide a means for the training manager to set up a new program for *planning* purposes by copying an existing training program and saving it as a different program. This helps a great deal in the development of *next year's* training program. In the example given, **XX** is used as the new *planning* program year.

Click on **Rollover** from the **Country STL** screen. Enter the **Country Code**, **IMET Program Year** or **FMS Case ID**, and the **Implementing Agency** (managing Mil Svc). Then *enter* the *new* **PY** or **Case ID** you wish for the rollover. Click on **OK**.

Click on **Rollover Delete** to delete a rollover.

The **new program** is now available for viewing. Note that all **dates** are *deleted* and **costs** are *inflated* by 10%.



Viewing and Editing a Training Line

To **View** or **Edit** a training line, *double-click* on that line in the **Country STL** screen (above) or highlight and *click* on **View/Edit WCN**.

The entire STL data display for the selected **WCN** training line appears as seen in following screen. Refer to *Appendix A* of this *Handbook* for an explanation of all data fields. All of the WCN suffix lines (the **B**, **C**, lines, etc.) are shown in the inset box in lower right. Any **Remarks** are

shown to the lower left. In the upper right inset, the **total value** of the entire WCN sequence is shown. All data fields that appear in **Yellow** will provide **additional data** by *double-clicking* on them.

To **Edit** a training line, *click* on the **field** to be changed and make the change (i.e., **2nd QTR** changed to **5th QTR**).

To **Edit** the **b, c, d** lines, etc., *doubleclick* on that line at the lower part of the screen. The information for that line will be displayed in the top portion of the screen.

To view information from the **MASL** for a particular training line, simply *double-click* in the **MASL ID** block and it will be displayed.

Click on **Save/Exit** when finished with that training line.

When you are finished editing other lines on the **STL**, *Click* on **Quit/Save**. This will bring up the **Current STL Changes** screen. Since you have made changes to the **STL**, TMS asks you what you want done with those changes.

Click on **Save** to keep the change you made to your STL data.

Click on **Send/Save** if you wish to send a *change* message to the Mildep to request the change.

Click on **Discard** if you *do not* want the change saved.

Click on **Ok** and **Save/Quit** when finished.

Note: TMS will not *automatically* send your change request via an E-mail message to the appropriate MILDEP training agency. You will have to go to the Mail function on the TMS main menu to do this.

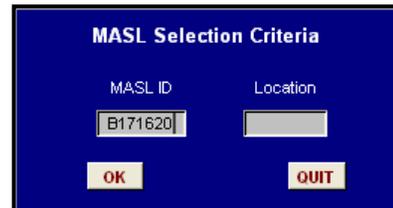
Viewing MASL Data

This function provides access to the **MASL** database, the new **Course Information** database, and **Training Activity Information** which was previously only available in the military service catalogs. The data can be found by **MASL ID**, **Course Title** (or portion of), **military service Course Number**, and by **MASL ID category**. From anywhere in TMS, double-clicking on a **MASL ID** number will display the detail MASL data.

Click on **MASL** from the **View Menu**.

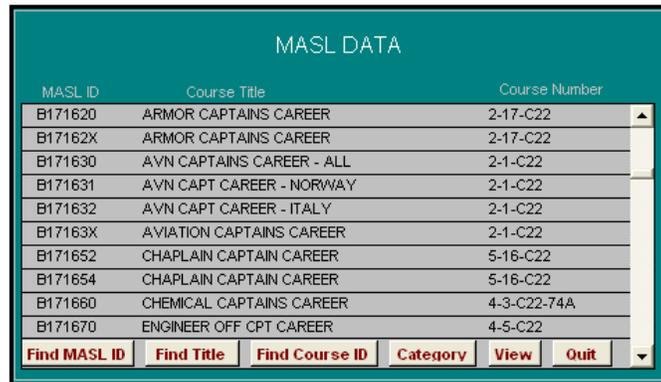
Enter a **MASL ID** to go to that MASL entry. Enter a **portion** of the MASL ID to access all MASLs containing that portion (i.e., **B171**).

Enter the **Location Code** to access all MASLs (courses) at that training location.



Or, click on **OK** without entering a MASL ID or Location Code, to go to the beginning of the **MASL** database.

Then **press Page Up/Down** or **scroll** to the desired MASL.



MASL ID	Course Title	Course Number
B171620	ARMOR CAPTAINS CAREER	2-17-C22
B17162X	ARMOR CAPTAINS CAREER	2-17-C22
B171630	AVN CAPTAINS CAREER - ALL	2-1-C22
B171631	AVN CAPT CAREER - NORWAY	2-1-C22
B171632	AVN CAPT CAREER - ITALY	2-1-C22
B17163X	AVIATION CAPTAINS CAREER	2-1-C22
B171652	CHAPLAIN CAPTAIN CAREER	5-16-C22
B171654	CHAPLAIN CAPTAIN CAREER	5-16-C22
B171660	CHEMICAL CAPTAINS CAREER	4-3-C22-74A
B171670	ENGINEER OFF CPT CAREER	4-5-C22

Either **double-click** on the desired **MASL** or **click** on it and then **click** on **View**.

MASL Data

See Appendix A, Part II of this Handbook for a detailed description of all MASL data elements.

Click on **View Course Descriptions** to view the course description.

Click on **Print MASL Detail** to print the detail MASL data.

Click on **Print Course Descriptions and Notes** to print the course description.

Double click on the MASL ID in the **Prerequisite** block to view the MASL data on the prerequisite course. **Click** on **Return** to return to the original MASL.

Double-click on the **Location Code** in the LOC block to view the military service training activity or school



PY	FMS	NATO	FMS INCR	NRC	IMET
4	\$29,787	\$23,165	\$6,281	\$17,746	\$4,805
5	\$30,564	\$23,732	\$6,398	\$18,093	\$4,906
6	\$31,353	\$24,239	\$6,552	\$18,404	\$5,011

information.

Note: All data fields in TMS that have a **Yellow** background provide additional information when selected (*double-clicked*).

Course Descriptions and Course Information

Click on **View Course Descriptions** in the MASL screen above to view the course description in the **Course Information** screen.

Click on the right edge of each **Course Information** remarks block to use the **hidden scroll bar** to view the entire content.

Click on **Print** to print the **Course Information**.

Click on **Done** to return to the **MASL** screen.

Course Information [Print] [Done]

MASL ID: B171620, Title: ARMOR CAPTAINS CAREER
CIN: 2-17-C22
School Name: US Army Armor Center & Fort Knox, Location: FORT KNOX KY 40121

Course Description

Tank gunnery, tactical training, logistical and maintenance procedures, training methods and techniques, leadership skills and staff support functions at the battalion and brigade level, using the train the trainer concept.

Administrative Instructions

Active or Reserve Component officer, 1LT-CPT, who are graduates of an Armor or other combat arms Officer Basic Course. Other CA branches will be selected on a case-by-case basis. May also be USMC company grade Armor officers or selected foreign students.

SPECIAL INFORMATION: Follow-on modules provide further assignment oriented professional development through emphasis on Tank Commanders Certification and M3 CFV Cavalry Scout transition courses. All foreign and sister service non-Armor branch officers are required to complete a Tank Commander Certification course (TC3) prior to attending the AOAC.

Remarks

Click on the **Printer** icon in upper left corner to **print** the Course Information.

+

Click on the **MS Word** icon to generate a **.RTF** document to be saved or sent.

Click on the **E-mail** icon to automatically send the Course Information as an **E-mail attachment**.

Click on the **X** in upper right corner of document to return to the **MASL detail information** screen.

Course Description : Report

MASL Course Description

MASL ID: B171620
Course Number: 2-17-C22
Duration: 18 Required EDI: 800A Required Security Classification: SECRET

Title: ARMOR CAPTAINS CAREER
Location: FORT KNOX KY 40121

Description: Tank gunnery, tactical training, logistical and maintenance procedures, training methods and techniques, leadership skills and staff support functions at the battalion and brigade level, using the train the trainer concept.

Administrative Instructions: Active or Reserve Component officer, 1LT-CPT, who are graduates of an Armor or other combat arms Officer Basic Course. Other CA branches will be selected on a case-by-case basis. May also be USMC company grade Armor officers or selected foreign students.

SPECIAL INFORMATION: Follow-on modules provide further assignment oriented professional development through emphasis on Tank Commanders Certification and M3 CFV Cavalry Scout transition courses. All foreign and sister service non-Armor branch officers are required to complete a Tank Commander Certification course (TC3) prior to attending the AOAC.

Remarks:

May MASL Note:

Page: 1

Training Location Information

Double-click on the **Location Code** in the **LOC** block of the **MASL** screen above. The complete point of contact information for the IMSO office appears.

LOCATION / IMSO INFORMATION			
Loc			
IA	Code	School	
B	BCY	US Army Armor Center & Fort Knox	
BLD 2350 OLD IRONSIDES AVE			
2350 HELL ON WHEELS DIVISION ROAD			
FORT KNOX		KY	40121
Message Address			
Office Symbols			
IMSO		ROM	
ATZK-IS			
Prime POC			
Mrs. Dianne Atcher			
IMSO Chief			
Telephone Numbers (COMDSN/VOICE)			
(502) 624-742		464-2938	
FAX: (502) 624-4069			
EMER NR: (502) 624-7848			
EMAIL ADRS: rkimso@knox.army.mil			
Print		Additional Loc Information	
Out			

Click on **Print** to *print* the **Course Location Information**.

Or, Click on **Additional Loc Information** to view the Location Information.

Click on the **Printer** Icon in upper left corner to *print* the Location Information.

Click on the **MS Word** Icon to generate a .RTF document to be saved or sent.

Click on the **E-mail** Icon to automatically send the location information as an **E-mail attachment**.

Click on the **X** in upper right corner of document to return to the **MASL detail information** screen.

Location Information Details rpt : Report

Location Information Details
for
US Army Armor Center & Fort Knox - FORT KNOX, KY

LOC: BCY School Location: US Army Armor Center & Fort Knox
Address: BLD 2350 OLD IRONSIDES AVE
2350 HELL ON WHEELS DIVISION ROAD
FORT KNOX KY 40121

POC: Mrs. Dianne Atcher POC Title: IMSO Chief Office Symbol:
Message Address:
Governmental Phone Prefix: (502) 624-742 DSN Prefix: 464-2938 Voice: Fx: (502) 624-4069
Emergency Phone: (502) 624-7848 E-Mail Address: rkimso@knox.army.mil

1. Address Information

2. General Information

The US Army Armor Center and School is located at Fort Knox, about 20 miles from Louisville, Kentucky, in Harlan County, Kentucky. The School of Armor Studies has served as a center for the development of armor doctrine, training, and research. The School has played a key role in the development of armor doctrine, training, and research, and has been an integral part of the training and development of the US Army armor force. The School, with its research and development programs, is the primary source of armor doctrine and training for the US Army armor force. The School is the primary source of armor doctrine and training for the US Army armor force. The School is the primary source of armor doctrine and training for the US Army armor force.

3. Student Arrival / Departure

Early reporting is required for all students bringing their own vehicles due to the amount of time needed to process available housing. Security Assistance Officers (SAOs) should contact the International Military Students Office (IMSO) at least 10 days prior to the student arrival in order to arrange for the student to be properly greeted at the airport. Failure to do so, the International Military Students Office will cause delays in getting the student on land comfortably. Ideally, the student should arrive in the morning, the Friday before Labor Day (9/1), to ensure the student is completely processed before the weekend (i.e., 12 days, including arrival, orientation, 1 IMSO and frequently requested to make arrangements about their home furnishings, etc.). They may wish to bring additional clothing, articles, personal necessities which may reduce their living expenses.

Students arriving at Louisville International Airport, Louisville, Kentucky 40221, should get in line from Fort Knox, Kentucky, and Bldg 2350 (502) 624-7422. After this time, contact the US Army Armor Center at the Fort Knox Office at 624-442-1441 (ext. 4000) or the US Army Armor Center at the US Army Armor Center, Fort Knox, Kentucky 40121.

4. Billing

Page: 1

Finding or Locating Required Training

Click on **MASL** from the **View Menu**. Click on **OK**.

Click on **Find MASL ID** and enter the **specific** MASL ID or *portion* thereof. Click on **OK**.

Click on **Find Title** and type in a **key word** that you think would be contained in the **Course Title**. Click on **OK**.

Click on **Find Course ID** and enter the **military service** course number. Click on **OK**.

Click on **Category** and select the desired category within which you think the training fits. This allows you to break the entire MASL down into **logical categories** of training that you can then examine to find specific course offerings. Click on **OK**.



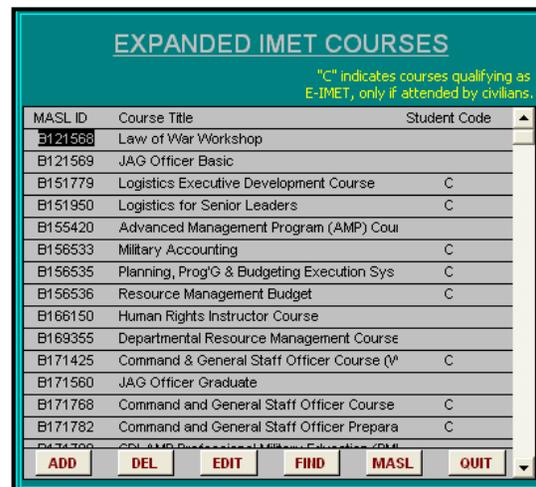
Once you have located the desired training, *double-click* to view the MASL detail data.

Viewing Expanded IMET Courses

This function provides MASL data for all courses that qualify as **Expanded IMET**.

Click on **E-IMET Courses** from the **View Menu** to view the list of all Expanded IMET courses.

Click on **Add**, **Delete**, or **Edit** to add, delete or edit an E-IMET data entry.



Note: Courses are continuously being added and deleted from the E-IMET data table. While this data table is updated on the SAN, if for any reason an EIMET course is missing from the E-IMET data table, it can be added.

Click on **Find** to search for a specific MASL ID.

After finding and highlighting the desired E-IMET course, click on the **MASL** button to view the MASL data for that course.

Viewing and Editing Location Table Data

The Location Table database provides a table of **Location Codes** for all military service schools and training locations.

Note: Many TMS users have experienced difficulty in doing **Invitational Travel Orders** because the **Location Code** entered by SATFA, NETSAFA, and AFSAT in the **STL data** is *not* contained in the **Location Table database**. To do an ITO, TMS *must* be able to find the Location Code in the Location Table database in order to print out the name and address of the training location in the ITO. Consequently, be sure to edit the Location Table and add any location codes that show up in the STL data but are not contained in the Location Table. It is quite simple to do this.

Click on **Location Codes** from the **View Menu**.

Click on **Add**, **Delete**, or **Edit** to add, delete or change a Location Table data entry.

Enter the new **Location Code** data or edit the old data as needed.

LOCATION TABLE					
LOC	IA	SCHOOL	LOCATION	SAH USER ID	DDH ADDRESS
B16	B	11TH SIGNAL BRIGADE	FORT HUACHUCA, AZ		
B20	B	BROOKE ARMY MEDICAL CENTER	FT SAM HOUSTON TX 78234-6200		
B21	B	4TH PSYOPS GRP A	FT BRAGG NC 28307-5240		
B22	B	6TH INFANTRY DIV LT	FT RICHARDSON AK 99505		
B23	B	LIMA ARMY TANK PLANT	LIMA OH 45804-1898		
B24	B	US ARMY YUMA PROVING GRD	YUMA AZ 85365-9101		
B25	B	NTC FORT IRWIN	FORT IRWIN CA 92302-5031		
B26	B	NEW JERSEY NATIONAL GUARD	TRENTON NJ 08625-0340		
B28	B	DEFENSE DEPOT OGDEN	OGDEN UT 84407		

Buttons: Add, Del, Edit, Find Loc, Find Location, Quit

Click on **Find Loc**, type in the desired **Location Code** (i.e. BCY for the US Army Armor School at Ft Knox KY), and click on **OK**. Or,

Click on **Find Location** and enter a word that you would expect to find in the location field of the location table data (i.e. **Knox** for **Ft Knox KY**).

Click on **Quit** to return to the **View Menu**.

Viewing Oral Proficiency Interview (OPI) Requirements

This function provides the ability to view **Oral Proficiency Interview (OPI)** requirements.

Click on **OPI Requirements** from the **View Menu**.

Click on a listed **course** and then click on **EDIT** to change that entry.

OPI REQUIREMENTS		
MASL ID	Course Title	Score
B113002	ROTARY WING INST (NONUS)	2/2
B113008	IERW AVIATOR (COMMON CORE)	2/1+
B113009	IERW OH-58)	2/1+
B113027	OH-58 A/C INSTRUCTOR PILOT	2/2
B113028	OH-58D WARRIOR AVIATOR QUA	2/2
B113031	AH-1F AVIATOR QUAL	2/2
B113037	UH-60 AVIATOR QUAL	2/2
B113043	IERW AVIATOR UH-1 TRACK	2/1+
B113046	AH-64 INSTRUCTOR PILOT	2/2
B113047	AH-64 AVIATOR QUAL	2/2

Buttons: ADD, DEL, EDIT, FIND, MASL, QUIT

Likewise click on **ADD** or **DEL** to add and delete entries.

Click on **MASL** to view the complete MASL data for a given course.

Click on **FIND** and enter the MASL ID to find a course.

Click on **QUIT** until you return to the **TMS Main Menu**.

H. FORMS

This function is used to generate Invitational Travel Orders (ITOs), International Military Student Information (IMSI) forms, IMET Waiver Requests, Two Year Training Plans, and to print multiple or a blank ITO. It allows the user to create a default ITO format with unique information for that SAO on it. Default ITOs can be done for: IMET, FMS funded training, different FMS cases, and for different military services, etc.

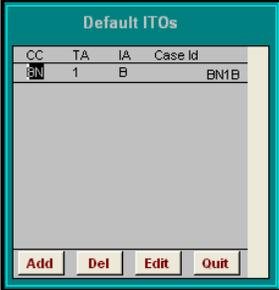
Click on **Forms** from the **TMS Main Menu**.

FORMS MENU	
Default ITOs	
ITO	
IMSI	
IMET Waiver Request	
Print Multi-IMET Waivers	
Two Year Training Plan	
Print Multi-ITOs	
Print Blank ITO	
Quit	

Default ITOs

Click on **Default ITOs** from the **Forms Menu**.

Click on **Add**, **Del**, and **Edit** as needed to add, delete, and change any ITO Defaults.



CC	TA	IA	Case Id
BN	1	B	BN1B

Add Del Edit Quit

On the **Default ITO Selection** screen type the **Country Code**, click on **IMET**, **FMS**, or **INL/Others**.

For **IMET** click on **Army**, **Air Force**, or **Navy**. For **FMS** enter the FMS Case ID (if Case ID has six characters, enter all six) or click on **OK** and do a default for all **Army**, **Air Force**, or **Navy** cases.



DEFAULT ITO SELECTION

Country Code: BN

IMET FMS INL/Others

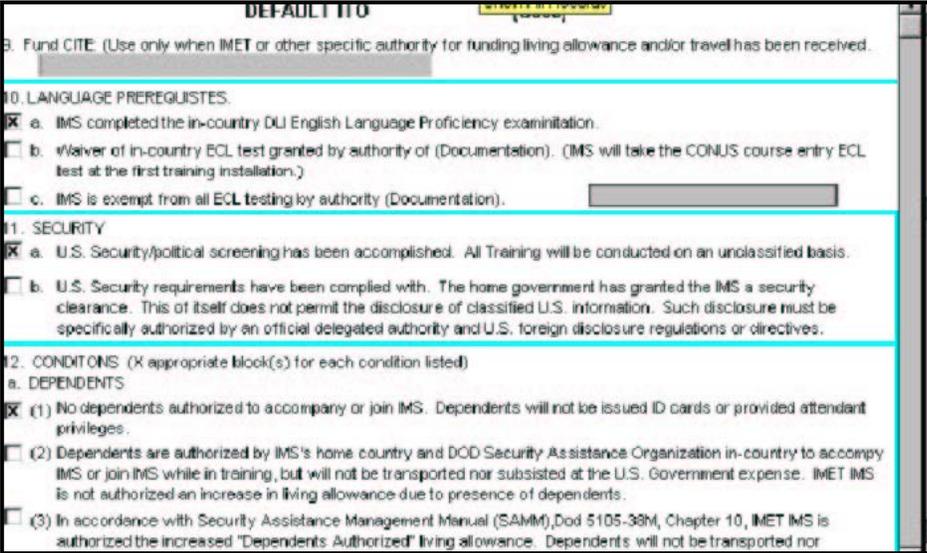
Army Air Force Navy

OK QUIT

Click on **OK** to save the default.

Enter the ITO "default" data on the **Default ITO** screens as seen below. Press **Page Down** or use the **Scroll Bar**. (A typical ITO default for a *Bandarian IMET ITO* has been established below). Click on **Quit** to save entries.

Note: Only the blocks you are able to default are displayed in the ITO default screens.



DEFAULT ITO

9. Fund CITE: (Use only when IMET or other specific authority for funding living allowance and/or travel has been received.)

10. LANGUAGE PREREQUISITES.

a. IMS completed the in-country DU English Language Proficiency examination.

b. Waiver of in-country ECL test granted by authority of (Documentation). (IMS will take the CONUS course entry ECL test at the first training installation.)

c. IMS is exempt from all ECL testing by authority (Documentation).

11. SECURITY

a. U.S. Security/political screening has been accomplished. All Training will be conducted on an unclassified basis.

b. U.S. Security requirements have been complied with. The home government has granted the IMS a security clearance. This of itself does not permit the disclosure of classified U.S. information. Such disclosure must be specifically authorized by an official delegated authority and U.S. foreign disclosure regulations or directives.

12. CONDITIONS (X appropriate block(s) for each condition listed)

a. DEPENDENTS

(1) No dependents authorized to accompany or join IMS. Dependents will not be issued ID cards or provided attendant privileges.

(2) Dependents are authorized by IMS's home country and DOD Security Assistance Organization in-country to accompany IMS or join IMS while in training, but will not be transported nor subsisted at the U.S. Government expense. IMET IMS is not authorized an increase in living allowance due to presence of dependents.

(3) In accordance with Security Assistance Management Manual (SAMM), Dod 5105-39M, Chapter 10, IMET IMS is authorized the increased "Dependents Authorized" living allowance. Dependents will not be transported nor

b. MEDICAL SERVICES

(1) IMSs

a. NATO IMSs under IMET: charges for only inpatient care in the U.S. are chargeable to IMETP.

b. IMET IMSs: charges for outpatient and inpatient care, immunizations, and medical examinations are chargeable to the IMETP.

c. NATO IMSs under FMS: charges for only inpatient care in the U.S. will be collected from

i FMS Case ii IMS iii Foreign Government

d. FMS IMSs: charges for outpatient and inpatient care, immunizations and medical examinations will be collected from

i FMS Case ii IMS iii Foreign Government

e. INM IMSs: charges for outpatient and inpatient care, immunizations, and medical examinations will be forwarded to appropriate MILDEP for processing with Department of State, INM.

(2) Dependents

Authorized accompanying dependents of NATO IMSs: charges for only inpatient care in the U.S. will be collected from

i IMS ii Foreign Government

Authorized accompanying dependents of IMET and FMS IMSs: Charges for outpatient and inpatient care, immunizations, and medical examinations will be collected from

i IMS ii Foreign government

(3) Singular Conditions - see item 15, Special Conditions

Participation in Physical Training is required

e. LEAVE

(1) Upon completion of training, IMS is not authorized leave, and will proceed immediately as directed to home country.

(2) Upon completion of training, IMS is authorized (List number) 15 days leave at no cost to the U.S. Government or IMETP. Upon completion of leave, IMS will proceed immediately to home country or as directed by competent authority.

f. LIVING ALLOWANCE

(1) Living allowance is the responsibility of the foreign government.

(2) Living allowance is authorized during period covered by this order, from day of departure from, to day of return arrival in, home country, excluding periods covered by leave, in accordance with SAMM, Chapter 10, and is chargeable to the Fund Cite in item 9, this order.

(3) Living allowance is authorized from day of departure from to day of return arrival in (list country other than home country) excluding periods covered by leave, in accordance with SAMM, Chapter 10, and is chargeable to Fund Cite in item 9, this order.

(4) Living allowance is authorized from day of departure from the CONUS entry port to day of return arrival at the CONUS departure point, excluding periods covered by leave, in accordance with SAMM Chapter 10, and is chargeable to the Fund Cite indicated in item 9, this order.

(5) Living allowance is authorized while in training status only in accordance with SAMM, Chapter 10, and is chargeable to the Fund Cite indicated in item 9, this order.

(6) See item 15, Special Conditions.

g. TRAVEL

(1) Travel is responsibility of the foreign government.

(2) Travel covered by this order, overseas and CONUS, is chargeable to the Fund Cite indicated in item 9, this order. Travel to and return from (country other than home country) is the responsibility of the foreign government.

(3) Travel from country other than home country to CONUS and return is chargeable to the Fund Cite indicated in item 9, this order.

(4) Travel to CONUS and return is responsibility of the foreign government. Travel within CONUS is chargeable to Fund Cite indicated in item 9, this order.

File Edit View Records Window Help

(3) Travel from country other than home country to CONUS and return is chargeable to the Fund Cite indicated in item 9, this order.

(4) Travel to CONUS and return is responsibility of the foreign government. Travel within CONUS is chargeable to Fund Cite indicated in item 9, this order.

h. TRAVEL BY POV

(1) IMS is authorized to travel by POV.

(2) IMS is not authorized to travel by POV.

a. IMS has been provided one way ticket to first training activity; last training activity must arrange return travel.

b. IMS is free from communicable diseases, HIV, and other medical defects which could require treatment or hospitalization while in training.

c. The acceptance of this order by the host country constitutes agreement that the IMET student will

DISTRIBUTION

5-Maj Vullie

2-SATFA

1-IMSO, USAC&GSC

1-Hth Svcs Cmd

1-Bandarain Embassy

Invitational Travel Orders (ITOs)

Remember that an ITO can be done directly from the **Student Data** function. In other words, after you have entered data for a student attending a specific WCN training sequence, you can *click* on **ITO** in that function and create the ITO. You do not have to *close* **Student Data** and open the **Forms** function to do the ITO. But, our explanation will be given here.

Click on **ITO** from the **Forms Menu**.

The Student Selection screen opens, as it did in the Student Data function.

Enter **data** that will permit search for the correct training line. Normally, *entering* just the **Program Year (PY)** or the **FMS CaseID** (Ex. **SMA999**) will get you to the desired training line. But, you can be even more specific, by entering: **the Implementing Agency (IA)--B, D, P** or the **Work Sheet Control Number (WCN)**.

Assuming that you have received information on a particular student who is to attend training for a specific WCN training line, *double-click* on that **WCN** training line. Or, *click* on that **line** and *click* on **Edit**.

WCN	CC	PY	Caseid	IA	TA	Name	ITO Number	ITO Issued
1001	BN	02	02	B	1		BN02B11001	
1002	BN	02	02	B	1		BN02B11002	
1004	BN	02	02	B	1	VULKE, Hadin	BN02B11004	
1014	BN	02	02	B	1		BN02B11014	
1015	BN	02	02	B	1		BN02B11015	
1019	BN	02	02	B	1		BN02B11019	
1020	BN	02	02	B	1		BN02B11020	
1023	BN	02	02	B	1		BN02B11023	
1024	BN	02	02	B	1		BN02B11024	
1025	BN	02	02	B	1		BN02B11025	
1026	BN	02	02	B	1		BN02B11026	
1027	BN	02	02	B	1		BN02B11027	
1028	BN	02	02	B	1		BN02B11028	

Enter the remaining **Student Information** that applies to the student: **Gender, Date & Place of Birth, Medical & Security Certification w/ Dates, Service and Service No., Grade (Country and US), Passport No., Unit of Assignment, Flight Crew Member, Current Position, Instructor, ITO Date (if published), Dependent information, and Remarks.**

This information will be coming in at different times from the Country training officials. Click on **Save/Quit** to save each time you have entered data on the student.

Note: All data fields with an **underlined label** will be *uploaded* in the **SAN Update (upload to the SAN)** function.

When you are ready to do the ITO (when you think you have all the student's information input), **click** on **ITO** on the **Student Information** screen.

The actual **ITO** form appears with *all* data entered automatically from *all* databases.

Note: Many TMS users have experienced difficulty in doing **Invitational Travel Orders** because the **Location Code** entered by SATFA, NETSAFA, and AFSAT in the **STL data** is *not* contained in the **Location Table database**. To do an ITO, TMS *must* be able to find the Location Code in the Location Table database in order to print out the name and address of the training location in the ITO. If necessary, go back and edit the Location Table and *add* any location codes that show up in the STL data but are not contained in the Location Table. See Page 1-16 of this Handbook.

INVITATIONAL TRAVEL ORDER (ITO) FOR INTERNATIONAL MILITARY STUDENT (IMS)		CC/WCII: BN / 1004	1. ITO NUMBER BN02B11004	2. COUNTRY Bandaria	3. DATE
The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended by competent authority. This ITO is the only document that will be used and is valid only for IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the Arms Export Control Act.					
Definitions of acronyms and abbreviations contained in this form, and instructions for completing this form are provided in the Joint Security Assistance Training Regulation, JSATR (SECNAVINST 4950.4/AFR 12-15/AFR 50-29).					
4. Issuing Security Assistance Organization (SAO)					
a. NAME OF ORGANIZATION Office of Defense Cooperation (ODC) Bandaria			b. MAILING ADDRESS Unit 4095-PSC 80 APO AE 09765-1005		
5. FUNDING (X and complete one statement)					
<input checked="" type="checkbox"/> a. IMET FISCAL YEAR 02		<input type="checkbox"/> b. FMS CASE IDENTIFIER		<input type="checkbox"/> c. OTHER (INM, etc.) (Specify)	
6. IMS INFORMATION					
a. NAME (Last name (ALL CAPS), First, Middle) VULKE, Hadin			b. SEX (X ONE) <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
c. Country Service Rank MAJ		d. U.S. EQUIVALENT RANK/PAY GRADE MAJ	e. COUNTRY SERVICE Army		f. COUNTRY SERVICE NO. OF100096
g. DATE OF BIRTH 10-Jan-58	h. PLACE OF BIRTH (City, Province/District, Country) Harare Bandaria		i. Passport NO. 382956		
Page 1	Page 2	Page 3	Page 4	Page 5	View ITO
Print ITO	Amend ITO	Save/Exit	Abort/Exit		

All ITO entries can be *over ridden* and *changed*. Make sure all entries on the ITO are correct in accordance with the JSAT, Chapter 10.

Click on **Page 1** through **Page 4** to view those pages, **Page 5** provides a continuation sheet. Use the **Scroll Bars** as needed to view each page completely. Click on **View ITO** to see the final **letter format ITO** that TMS generates. Click on **Print ITO** if printing is desired.

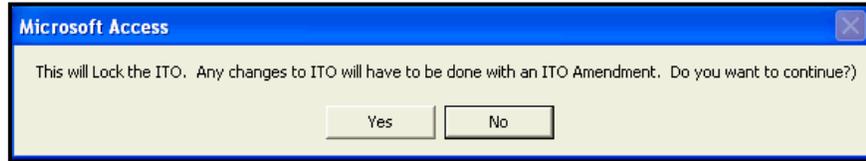
Note: Printing an ITO is the creation of an *official financial document*. Printing the ITO causes it to be *locked* in TMS. You cannot go back into the ITO and make changes. You will have to *amend* the ITO to make any subsequent **changes**.

Click on **Save/Exit** to save the ITO.
Click on **Abort/Exit** to exit without saving the ITO.

Printing an ITO

Click on **ITO** from **Forms Menu**.
Select the desired **training program**.
Double-click on desired training line from **Student Data** screen.
Click on **ITO** from **Student Information** screen.
Do a **final edit** of the ITO on all four pages (all entries can be *overwritten*).
Click on **Print ITO** from the **View/Edit ITO** screen.

Click on **Yes** if you are sure you are ready to publish the ITO. Any subsequent changes to the ITO will require an ITO Amendment.



Click on the **Print toolbar button** in upper left corner.

Click on **File and Close** to exit print function.

Click on **Quit** to exit.

Note: See *sample ITO* in Appendix B.

INVITATIONAL TRAVEL ORDER (ITO) FOR INTERNATIONAL MILITARY STUDENT (IMS)

1. ITO Number: BN02B11004 2. Country: Bandaria 3. Date: 15-Oct-03

The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended by competent authority. This ITO is the only document that will be used and is valid only for the IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the Arms Export Control Act.

Definitions of acronyms and abbreviations contained in this document, and instructions for completing this form are provided in the Joint Security Assistance Training Regulation, JSATR (SECNAVINST 4950.4AJAR 12-15/AFR 50-29). This computer generated, letter format ITO is authorized in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.39-M, Para 100401.

4. Issuing Security Assistance Organization (SAO):

a. Name of Organization: Office of Defense Cooperation (ODC)
b. Mailing Address: Unit 4095-PSC 80
APO AE 09765-1005

5. Funding: IMET 02

6. IMS Information:

a. Name: VULKE, Hadin b. Sex: Male c. Country Service Rank: MAJ d. U.S. Equivalent Rank/Pay Grade: MAJ e. Country Service: Army
f. Country Service No.: OF100096 g. Date of Birth: 10-Jan-58 h. Place of Birth: Harare Bandaria i. Passport No: 382956

7. Invitation: The Secretary of the Department of the Army invites the IMS listed in item 6, this order, to proceed on or about 08-May-02 from Bandaria to SAN ANTONIO TX 78236-5259 for the purpose of commencing training listed in item 8, below.

8. Authorized Training: No additional training to that specified in this order will be provided.

L. WCN: 1004L RCN: KG50 MASL: B177008 TITLE: ENGLISH LANGUAGE CRSE
Military Service Course No.: ELS School: DEF LANG INST ENG LANG CEN
Location: SAN ANTONIO TX 78236-5259 Report Date: 08-May-02 End Date: 07-Jun-02

A. WCN: 1004A RCN: KC75 MASL: B171766 TITLE: INTERNATIONAL OFFICER PREP
Military Service Course No.: 2G-F67X School: USA COMMAND AND GENERAL STAFF COL
Location: FT CAVENISHORSTHUS 66093-1555 Report Date: 14-Jun-02 End Date: 12-Jul-02

Amending an ITO

If it becomes necessary to make a change to an ITO that has already been *printed*, remember that the ITO has been *locked* and any changes to be made must be accomplished via an **ITO amendment**.

Click on **ITO** from **Forms Menu**.

Select the desired training program.

Double-click on desired training line from **Student Data** screen.

Click on **ITO** from **Student Information** screen.

Note that the ITO was previously printed and changes must be done via an **amendment**

Click on **Amend ITO** to amend an ITO that was previously created.

View/Edit ITO

INVITATIONAL TRAVEL ORDER (ITO) FOR CC/WCIC: BN / 1004
INTERNATIONAL MILITARY STUDENT (IMS) 1. ITO NUMBER: BN02B11004 2. COUNTRY: Bandaria 3. DATE: 15-Oct-03

**This ITO has been printed before.
Any changes must be done with an ITO Amendment.
To generate the amendment, click "Amend ITO" button below.**

4. Issuing Security Assistance Organization (SAO)

a. NAME OF ORGANIZATION: Office of Defense Cooperation (ODC) Bandaria b. MAILING ADDRESS: Unit 4095-PSC 80 APO AE 09765-1005

5. FUNDING (X and complete one statement)

a. IMET FISCAL YEAR: 02 b. FMS CASE IDENTIFIER c. OTHER (JNM, etc.) (Specify)

6. IMS INFORMATION

a. NAME (Lastname (ALL CAPS), First Name): VULKE, Hadin b. SEX (X ONE): MALE FEMALE

c. Country Service Rank: MAJ d. U.S. EQUIVALENT RANK/PAY GRADE: MAJ e. COUNTRY SERVICE: Army f. COUNTRY SERVICE NO.: OF100096

g. DATE OF BIRTH: 10-Jan-58 h. PLACE OF BIRTH (City, Province/District/Country): Harare Bandaria i. Passport No.: 382956

Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | View ITO | Print ITO | Amend ITO | Save/Exit | Abort/Exit

Click on the **ITO Section** drop down box and **click** on the ITO item to be changed.

Type in the **correct information** in the **Amend to read as block**.

You can change any number of items. A second change block is available and new ones appear as needed.

Course changes are entered in a separate block.

Enter the **authority for amendment** in that block.

You can **view** the **ITO Amendment** to check it.

As with the printing of the ITO, when you **click** on **Print ITO Amendment**, the amendment is **locked** and no further changes can be made to it. Additional changes will have to be made via a new amendment.

Sending an ITO as an E-mail Attachment

Proceed as in the previous section to the point of **printing** an ITO.

After **selecting Print ITO** from the **View/Edit ITO** screen, **click** on the **Send toolbar button** in the upper left corner of your screen (third of three buttons).

Then **click** on **Rich Text Format** in the **Send** screen that appears and **click** on **OK**.

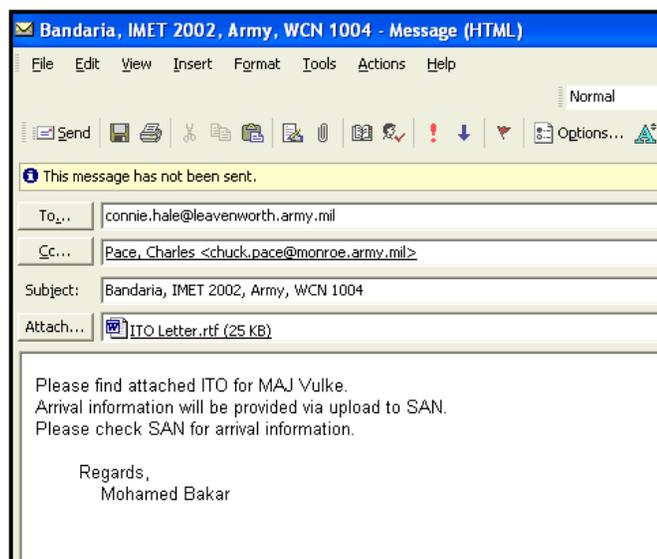
Click on **OK** again, if asked to **Choose Profile**.

Note: This will vary, depending on your default E-mail package (MS Exchange, etc.).

An **E-mail message** will be initiated for you using your established E-mail program, with the **ITO** (or any other TMS generated report) already inserted as an **attachment**.

Obviously, you will then want to address the message to your **Mildep desk officer, IMSO** at training activity, and **other** required E-mail recipients.

Ask your **Mildep desk officer** to help you in identifying the E-mail addresses of required ITO recipients.



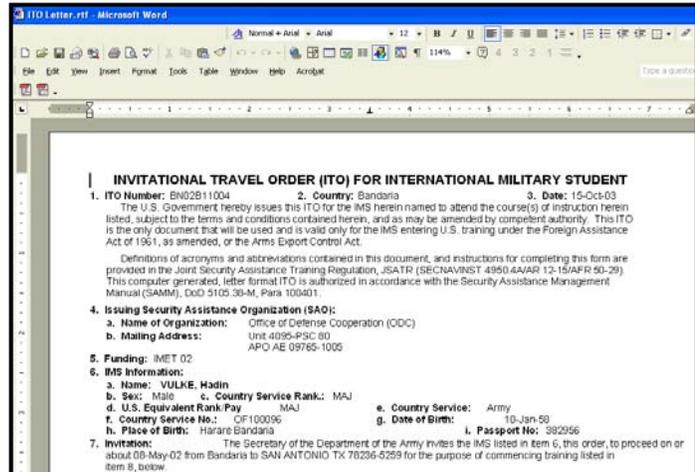
Saving ITO to Your Computer Hard Drive

Proceed as above to the point of *printing* an ITO.

After *selecting Print ITO* from the **View/Edit ITO** screen, *click* on the **Word toolbar button** in the upper left corner of your screen (second of three buttons).

Click on **Yes**.

Click on **File** and **Save As**.

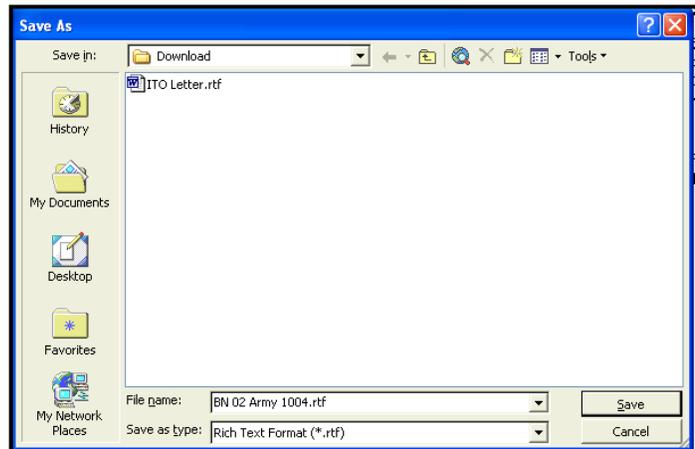


Select the **drive** and the **directory** where you want to save the file ITO document. For instance, double-click on the **C:**, then the **TMS** directory, then the **Download** directory (**C:\TMS\Download**).

Give the file a **name** that will let you keep track of the ITOs.

Click on **OK**.

The **ITO** will then be saved in the designated directory with the **.rtf** file name you gave it.



Using the MS Access Snapshot Function

Many TMS users have painfully observed reformatting difficulties when converting the MS Access generated ITO to a .RTF or MS Word format. Often during this conversion process Microsoft Access scrambles the ITO. To avoid misplaced lines in the ITO, use **Snapshot** (a Microsoft Product) to "take a picture" of the ITO and save it on your computer without converting it to MS Word. This method also prevents the receiver from altering the ITO.

Create the ITO in TMS as previously discussed.

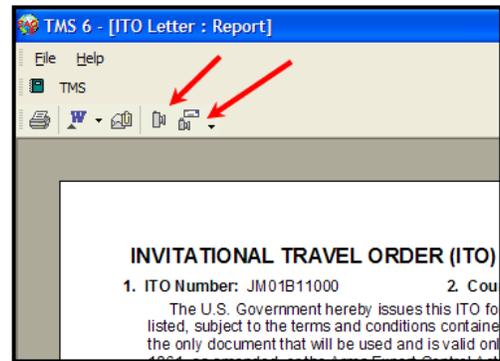
Instead of *clicking* the **W** in the top left corner of the screen sending the ITO to MS Word:

Click on the **Camera** icon and Microsoft's **Output To** form will appear.

In the **Save In** block *select* a **folder location**.

In the **File Name** block *accept* the default name or *create* a **new name**.

Click the **Export** button to *save* the **file** to your computer. (Make sure you know the location of where you saved the file AND what the file name is.)



The file will be *saved* to your computer *with* a **.snp** extension. The **Snapshot Viewer** will also *appear* displaying the ITO. *Close* the **viewer** when you are done.

Attach this **file** to an **E-mail message** and *send* it to the appropriate recipients.

To automatically *attach* the **ITO** in Snapshot format to an **E-mail message**: *Click* on the **Camera with Envelope** icon.

An **E-mail message** form will *appear* with the **ITO** already *attached* as a **.snp** file. *Address* the **E-mail** and *send* it to the appropriate recipients.

Note: The above procedures can be used to create Snapshot files of any report created with TMS.

To create Snapshot files, you must have the **Report Snapshots** program installed on your computer. (This comes with Microsoft Access 97 SR-1, Microsoft Access 2000 and Microsoft Access XP.) [When following the above procedure, if you do not see "Snapshot Format (*.snp)" in the dropdown box for the "Save As Type" block then the Report Snapshots program is not installed on your computer.]

To view Snapshot files, the user must have the **Snapshot Viewer** program installed. (This comes with Microsoft Access 97 SR-1, Microsoft Access 2000, and Microsoft Access XP. It can also be downloaded for free from Microsoft's webpage. The file download for Snapshot Viewer and additional information about Snapshot can be found at the following address: <http://www.microsoft.com/accessdev/articles/snapshot.htm?gssnb=1>

Printing Multiple ITOs

This function will allow you to print any ITOs that you have previously prepared.

After you have *completed* all your entries in an **ITO** and you have *clicked* on **Print** to *lock* the **ITO**, instead of going ahead and printing at that moment, simply *close* the **ITO** instead of sending it to the printer. Do this for as many as you want to print (for instance) while you are at lunch.

Click on **Forms** from the **TMS main menu**.

Click on **Print Multi-ITOs** from the **Forms** menu.

Click on the box under the column **Print ITO** for the ITOs that you want to print. (Click on the **All** button to select all of them.)

SELECT ITOs TO PRINT							
WCN	CC PY	CASEID	IA	TA Name	ITO Number	ITO Date	Print ITO
1015	BN	02	B	1 HASIN, Chadi	BN02B11015	16-Oct-03	<input checked="" type="checkbox"/>
1002	BN	02	B	1 HAMET, Mohamed	BN02B11002	16-Oct-03	<input checked="" type="checkbox"/>
1004	BN	02	B	1 VULKE, Hadin	BN02B11004	15-Oct-03	<input checked="" type="checkbox"/>

CAUTION!
This will print the "Official ITO". All ITOs that you select to print will be locked and changes will have to be made with an ITO Amendment.

Then click on **Print**. (Go to lunch.....)

Click on **Quit** after the printing is complete.

Printing a Blank ITO

Click on **Forms** from the TMS main menu.

Click on **Print Blank ITO** on the **Forms Menu** screen.

International Military Student Information (IMSI) Form

This function provides an automated format for completion of the **International Military Student Information (IMSI)** form. The JSAT currently requires the preparation of IMSI forms for all officer students and the U.S. Army Sergeant Majors Academy. Submission of the form for other enlisted IMS is optional.

Click on **Forms** from the TMS main menu.

Click on **IMSI** from the **Forms** menu.

Again, as you have done previously in selecting the student, *select* the appropriate **student record**.

Click on **IMSI** from the **Student Information** screen that appears.

Then, in the **International Military Student Information (IMSI)** screen that appears, *complete* the required **biographical data** entries. Use the **scroll bar** to move to the rest of the form.

Click on **Undo** to clear any entries you have made.

Click on **Delete** to delete any IMSI form (data) you have previously created.

Click on **Save/Quit** to save all entries for the specific WCN training line (student).

INTERNATIONAL MILITARY STUDENT INFORMATION			
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington Va 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0064), Washington DC 20503.			
1. NAME OF NATIVE COUNTRY:	2. DATE PREPARED:	3. ARRIVAL DATE U.S.:	
BANDARIA	12-Feb-02	08-May-02	
4. NAME OF STUDENT			
a. FULL NAME (In Roman letters in order normally used, with surname in capital letters; provide accent for last name, or phonetic pronunciation, as appropriate)			
VULKE, Hadin			
b. NAME(S) BY WHICH INDIVIDUAL PREFERENCES TO BE ADDRESSED			
(1) OFFICIAL CORRESPONDANCE		(2) ORALLY AT OFFICIAL GATHERINGS	
Hadin		Hadin	
c. FULL NAME IN NATIVE ALPHABET (including Standard Telegraphic Code or other transcription code)			
Hadin Vulke			
d. VARIANTS, ALIASES OR NICKNAMES			
Had			
Undo	Delete	Print	Save/Quit

Click on **Print** to print the form.

The IMSI form can be sent as an **E-mail attachment** just as you can for an ITO. Use the same procedures as given to send the ITO as an attachment.

IMET Program Waiver Request

This function allows you to create an **IMET waiver request** when required in accordance with the **SAMM, Chapter 10**.

Click on **Forms** from the TMS main menu.

Click on **IMET Waiver Request** from the **Forms** menu.

Click on the desired country **IMET** (or possibly FMS) **program** using selection menu on left of screen.

Click on the desired **Implementing Agency**.

Double-click on the desired **training sequence**.

Click on the **desired line** for which you need to request a **Waiver**.

Country	PY/Caseid	IA	Training Item	Program
Bandaria	00	B	1012	BN 02 D 1 .. BN02
	01	D	1021	BN 02 D 1 .. BN02
	02	P	1070	BN 02 D 1 .. BN02
			2002	BN 02 D 1 .. BN02
			2003	BN 02 D 1 .. BN02
			2004	BN 02 D 1 .. BN02
			2005	BN 02 D 1 .. BN02
			2006	BN 02 D 1 .. BN02
			2007	BN 02 D 1 .. BN02
			2002A	D177018 ADY LANG PROFICIENCY SKILL B
			2002B	D172013 COMB STRAT INTEL TNG PRGM B

Click on **OK**.

In the **IMET Waiver Request** screen type in all **information** pertinent to the specific IMET waiver request in accordance with the SAMM reference. Use the **scroll bar** to access the remainder of the form.

Click on **Undo** to delete any entries made in current session.

Click on **Delete** to delete a previously generated waiver request.

Click on **Create/Print** to print the waiver request.

Click on **Save/Exit** to save any work accomplished and return to the **Forms** menu.

Click on **Quit** to exit without saving.

IMET Waiver Request

Country: BANDARIA Program: Air Force 02

Type of Waiver: (State the specific waiver being requested, such as, Mobile Training Team, High Cost Flight Training, or Post Graduate School.)
 High Cost Contractor Minimum Duration Post Graduate/Degree English Labs
 Flight Civilians Orientation Tour Mobile Training Teams Other

Requested Training: (Provide a precise description of the training, such as a mobile training team to instruct on requisition preparation and receipt, storage, and issue of supplies; two weeks duration; one enlisted member, grade E-7 or E-8)
Combined Strategic Intelligence Training Program

Title of Course: COMB STRAT INTEL TNG PRGM MASL ID: D172013

Quantity: 1 Program Year: 02 Unit Cost: \$3,210.00
Duration: 0007 WCII: 2002B TLA: \$0.00
Quarter: 2 Priority Code: A Total Cost: \$3,210.00

Justification: Include a detailed justification, to show why IMET funds must be used. Justification should answer the following questions:
Requirements: (Why is training needed? What capability will it develop? What is the urgency in providing

Buttons: Undo, Delete, Create/Print, Save/Exit, Quit

Two Year Training Plan For Annual TPMR Submission

Click on **Forms** from the TMS main menu.

Click on **Two Year Training Plan** from the **Forms** menu.

Click on **Add** to create a two year training plan. You can also **Copy**, **Delete** and **Edit** a previously prepared Two Year Training Plan.

Type in your **Country Code**, **Year of TPMR Conference**, and click on the **Name** block (default name appears).

Click on **OK**.



Type in all pertinent **information** on both **Page 1** and **Page 2** of the Two Year Training Plan.

Note: For specific informational content of the Two Year Training Plan, you must refer to the annual Training Program Management Review messages and other guidance put out by your Unified Command training manager. All TPMR messages can be found on the **SAN Main Training Menu**.

Click on **Undo** to delete any entries you have made to the current record.

Click on **Page 2** to go to page 2 (click on **Page 1** to return).

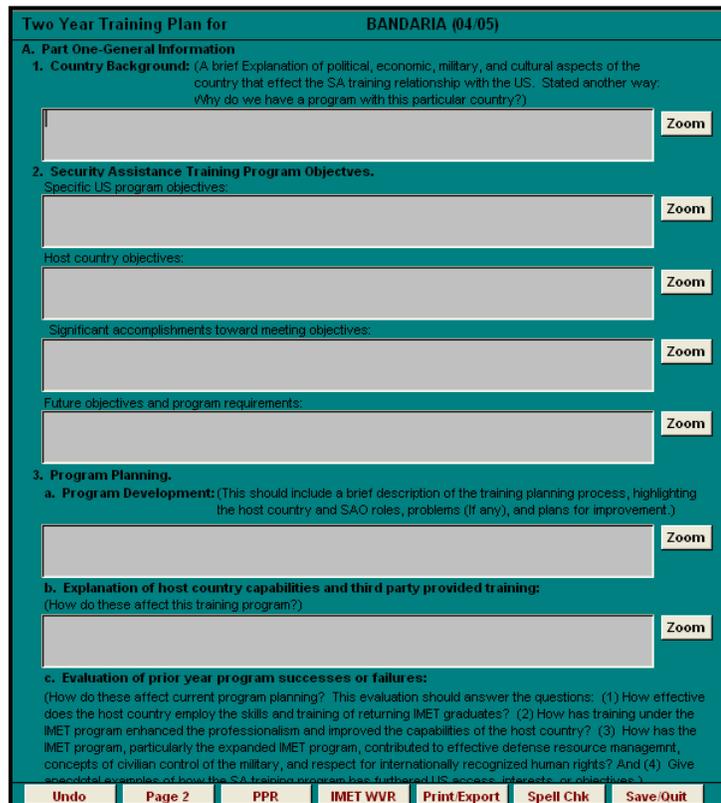
Click on **PPR** to enter **Positions of Prominence** data into TMS. Refer to the **History** function in this Chapter and follow the **Positions of Prominence** instructions.

Click on **IMET WVR** to go directly to an IMET waiver request. Refer to the **IMET Waiver** instructions above.

Click on **Print/Export** to print the training plan or export the training plan and save as a separate file.

Click on **Spell Chk** to do a spell check.

Click on **Save/Quit** to save and quit.



I. MAIL

This function is used to **create, address, store, and send** messages dealing with your training program. Normally, this function is used to keep track of messages dealing with **additions, deletions, and changes** to your country training program. It is not used to keep track of messages you have sent with Email attachments such as the ITO, etc.

Whenever you *make a change* (addition, change, deletion) to your training program using the **View/Edit STL** function, and you select **Send** after saving the change, a **change message** is automatically generated reflecting the requested change.

Current STL Changes											
Save Edits in Pending Change File?											
Action	Save	Send/Save	Discard	Date	CC	IA	PY/Caseid	WCN	RCN	MASL ID	Title
DEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15-Oct-03	BN	B	02	1028A	KC91	B171772	SIG OFF ADV PREP-INTER OFF
DEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15-Oct-03	BN	B	02	1028B	KC92	B171771	SIGNAL CAPTAINS CAREER CRS
DEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15-Oct-03	BN	B	02	1083@	KD01	B177008	SPECIALIZED ENG LANG TNG
DEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15-Oct-03	BN	B	02	1083A	KD02	B159001	INTERNATIONAL OFF LOG PREP
DEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15-Oct-03	BN	B	02	1083B	KD03	B151779	LOG EXEC DEV
ADD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15-Oct-03	BN	D	02	7000		D178088	SEC ASST MGT-FOREIGN PURCH
CHG	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15-Oct-03	BN	P	02	1014		P179250	BASIC OFFICER CRS USMC

Click on the **Mail** function on the TMS **main menu** and you will see those change messages and can work with them.

Click on:

New to do a new message,
Copy to copy a message,
Del to delete a message,
Edit to edit a message,
Quit to quit.

Click on a **message** and then *click Edit*.

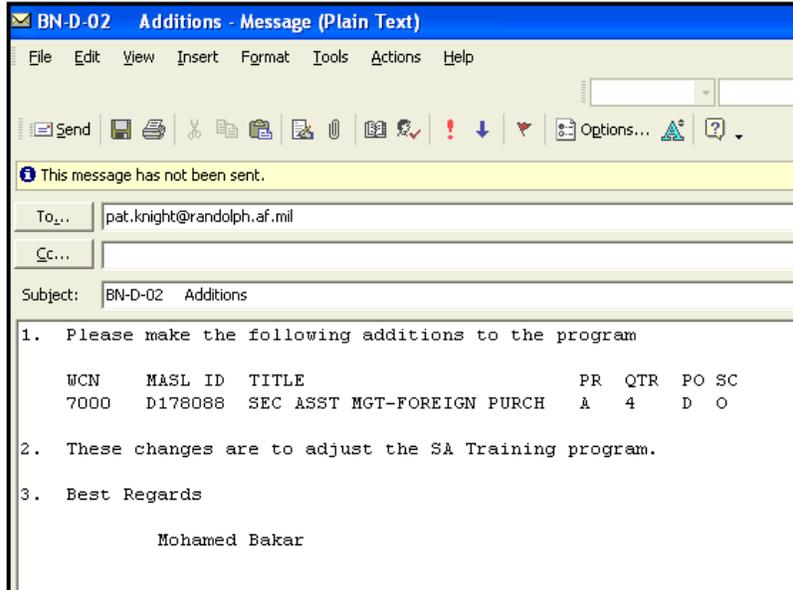
Mail Messages				
Status	Sender	Receiver	Subject	Date
Hold	newuser		BN-B-02 Deletions	15-Oct-03
Hold	newuser		BN-D-02 Additions	15-Oct-03
Hold	newuser		BN-P-02 Changes	15-Oct-03

You can *address the message* and *make any changes* to the message body, as desired.

You *can* then **Send, Hold, Discard** or **Print** the message.

Mail Message															
RECEIVER(s):	pat.knight@randolph.af.mil														
SUBJECT:	BN-D-02 Additions														
<p>1. Please make the following additions to the program</p> <table border="1"> <thead> <tr> <th>WCN</th> <th>MASL ID</th> <th>TITLE</th> <th>PR</th> <th>QTR</th> <th>PO</th> <th>SC</th> </tr> </thead> <tbody> <tr> <td>7000</td> <td>D178088</td> <td>SEC ASST MGT-FOREIGN PURCH</td> <td>A</td> <td>4</td> <td>D</td> <td>O</td> </tr> </tbody> </table> <p>2. These changes are to adjust the SA Training program.</p> <p>3. Best Regards</p> <p style="text-align: center;">Mohamed Bakar</p>		WCN	MASL ID	TITLE	PR	QTR	PO	SC	7000	D178088	SEC ASST MGT-FOREIGN PURCH	A	4	D	O
WCN	MASL ID	TITLE	PR	QTR	PO	SC									
7000	D178088	SEC ASST MGT-FOREIGN PURCH	A	4	D	O									
<input type="button" value="Send"/> <input type="button" value="Hold"/> <input type="button" value="Discard"/> <input type="button" value="Print"/> <input type="button" value="Quit"/>															

Click on *Send* and the message will be automatically transferred to your established E-mail system, in the following example, MS Outlook.



Now, the **status** of the above message is **Sent**.



J. REPORTS

This function provides a series of **Detailed**, **Summary**, and **Calendar Reports** on both an *individual* or *multi-country* basis that have been designed to assist in the management of IMET and FMS training programs. There is also a **Custom Report** function for the **STL** (country program) data. The established (canned) reports should meet the needs of most users. Should a user desire to prepare his/her own *unique* reports, this can be done using the Custom Report function.

Note: The DISAM SAM-TA course is conducted annually at DISAM to teach experienced TMS users advanced TMS usage and the use of Microsoft Access. Obviously, using MS Access will result in any manner of custom report. See http://www.disam.dsca.mil/pubs/web_Catalog/SAM-TA.htm for a complete course description.

Note: Refer to **Appendix A, Part III** of this **Handbook** for all **STL Data** elements.

Click on **Reports** from the TMS **Main Menu**.

Click on **Single** or **Multi-Country Reports**, or **Custom STL Reports** as desired.

Single-Country Reports are the reports used by an SAO to manage that country's training program.

Multi-Country Reports are intended for the use of training managers at the Unified Command or other command levels who have responsibility for *multiple* country programs.

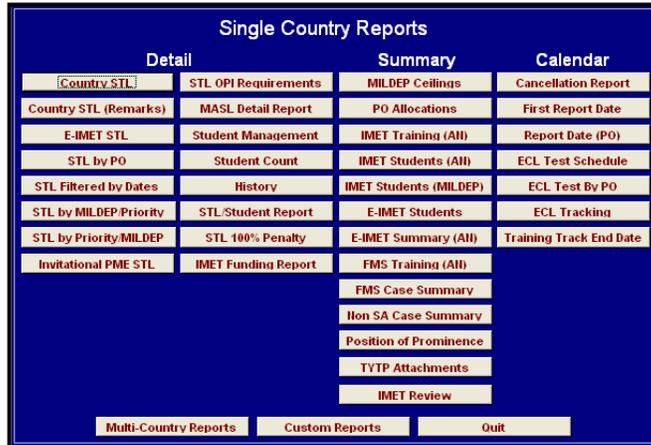
Custom Reports provides a function where the user can *select* specific **data fields** to run a report on. Thus, the user can *design* his/her own report.



Note: A representative selection of available reports and how to initiate them follows. Not all reports will be discussed. Examples of the reports are provided in Appendix B. TMS users should run all reports applicable to that user's training program and examine them.

Single Country Reports

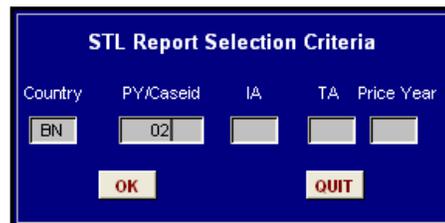
Click on **Reports** on the TMS Main Menu and click on **Single Country Reports**.



Detail Single Country Reports

Click on **Country STL**. This is the standard Country STL (Standardized Training List) report. It provides a report on all training that is contained in the MILDEP computer systems for a given Country IMET program or FMS case.

Enter your **data selection criteria**. Normally, you will want to do the report on a specific FY IMET program or a specific FMS case. You need only *enter* that **IMET PY** or the **FMS Case ID**. Click on **OK**.



This **STL Report** can be *printed, saved as a Word document, or sent as an E-mail attachment as discussed in the previous Forms section about ITOs. Click on the applicable tool bar buttons.*

To view the different pages of the report, *click on the page arrows at bottom left corner.*

Click on the report to reduce to fit screen or to enlarge.

This STL report is *sorted by MILDEP*

implementing agency and by **Worksheet Control Number (WCN)**. It provides totals for the **Course Cost, TLA Cost, and Total Cost.**

Data Date: 15-10-107		BANDARIA STL																		
Report Date: 16-06-2013																				
IA	WCN	MASL	TITLE	IC	LOC	CUR	ECL	CRS	COST	TLA	TOTAL REPORT	START	END	QTR	PRE	PI	AN	PO	WW	
P11.02																				
B	0001	8365003	MEDICAL COST-COINUS		IG	0000			\$0,310	\$0	\$0,310									
B	10016	8171009	ENGLISH LANGUAGE CRSE		DLI	0004	800A		\$1,337	\$0	\$1,337									
B	10016	8171009	ENGLISH LANGUAGE CRSE		BCT	0003	800A		\$17,153	\$0	\$17,153									
B	10026	8171009	ENGLISH LANGUAGE CRSE		DLI	0004	80		\$1,337	\$0	\$1,337									
B	10024	8171801	INDU INTERNATIONAL FELLOW		BFF	0051	80		\$39,161	\$0	\$39,161									
B	10046	8171009	ENGLISH LANGUAGE CRSE		DLI	0004	800A		\$1,337	\$0	\$1,337	5/8/2002	5/13/2002	6/7/2002	3	A			EO	B
B	10046	8171766	INTERNATIONAL OFFICER PREP		BCT	0003	800A		\$905	\$0	\$905	6/14/2002	6/17/2002	7/12/2002	3	A			AA	B
B	10048	8171782	USC-CASCO OFF PREPARATOR		BCT	0003	800A		\$401	\$0	\$401	7/12/2002	7/15/2002	8/2/2002	4	A			AA	B
B	1004C	8171768	COMMAND & GEN STAFF OFF		BCT	0041	800A		\$8,443	\$0	\$8,443	8/2/2002	8/5/2002	8/6/2003	4	A			AA	B
B	1014A	8121465	ADA OFF BASIC		BCR	0010	70		\$1,930	\$0	\$1,930	6/3/2002	6/10/2002	8/19/2002	3	A			AC	B
B	1014B	8121471	ADA OFF SOC-FAAD WPND TC		BCR	0010	70		\$1,939	\$0	\$1,939	8/13/2002	8/20/2002	10/29/2002	4	A			AC	B
B	1015A	8121465	ADA OFF BASIC		BCR	0010	70		\$1,930	\$0	\$1,930	6/3/2002	6/10/2002	8/19/2002	3	A			AC	B
B	1015B	8121471	ADA OFF SOC-FAAD WPND TC		BCR	0010	70		\$1,939	\$0	\$1,939	8/19/2002	8/23/2002	10/29/2002	4	A			AC	B
B	1019	8171630	AVIATION CAPTAINS CAREER		BCA	0021	800A		\$2,854	\$0	\$2,854	4/18/2002	5/2/2002	9/10/2002	3	A			AB	B
B	1020	8171630	AVIATION CAPTAINS CAREER		BCA	0021	800A		\$2,854	\$0	\$2,854									
B	1023A	8174014	OAC INTL STUDENT ENGR PREP		BCC	0001	750A		\$2,37	\$0	\$2,37									
B	1023B	8171670	ENGINEER OFF OPT CAREER		BCC	0018	750A		\$5,341	\$0	\$5,341									
B	1024A	8174014	OAC INTL STUDENT ENGR PREP		BCC	0001	750A		\$2,37	\$0	\$2,37									
B	1024B	8171670	ENGINEER OFF OPT CAREER		BCC	0018	750A		\$5,341	\$0	\$5,341									
B	1025A	8174014	OAC INTL STUDENT ENGR PREP		BCC	0001	750A		\$2,37	\$0	\$2,37									
B	1025B	8171670	ENGINEER OFF OPT CAREER		BCC	0018	750A		\$5,341	\$0	\$5,341									
B	1026A	8171772	SIG OFF ADV PREP-INTER OFF		BCF	0003	700A		\$1,289	\$0	\$1,289									
B	1026B	8171771	SIGNAL CAPTAINS CAREER CRS		BCF	0018	700A		\$4,504	\$0	\$4,504									
B	1027A	8171772	SIG OFF ADV PREP-INTER OFF		BCF	0003	700A		\$1,289	\$0	\$1,289	4/15/2002	4/22/2002	5/7/2002	3	A			AB	B
B	1027B	8171771	SIGNAL CAPTAINS CAREER CRS		BCF	0018	700A		\$4,504	\$0	\$4,504	5/7/2002	5/8/2002	9/13/2002	3	A			AB	B
B	1028A	8171772	SIG OFF ADV PREP-INTER OFF		BCF	0003	700A		\$1,289	\$0	\$1,289									
B	1028B	8171771	SIGNAL CAPTAINS CAREER CRS		BCF	0018	700A		\$4,504	\$0	\$4,504									
B	1032A	8174013	OAC INTERNATIONAL ENR PREP		BCC	0001	750A		\$2,37	\$0	\$2,37	3/4/2002	3/18/2002	3/29/2002	2	A			AB	B
B	1032B	8121065	ENGINEER OFFICER BASIC		BCC	0017	750A		\$4,493	\$0	\$4,493	3/29/2002	4/1/2002	7/30/2002	2	A			AC	B
B	1033A	8174013	OAC INTERNATIONAL ENR PREP		BCC	0001	750A		\$2,37	\$0	\$2,37	4/15/2002	4/29/2002	5/10/2002	3	A			AB	B
B	1033B	8121065	ENGINEER OFFICER BASIC		BCC	0017	750A		\$4,493	\$0	\$4,493	5/10/2002	5/13/2002	9/11/2002	3	A			AB	B
B	10316	8171008	SPECIALIZED ENG LANG TNG		DLI	0009	800R		\$2,332	\$0	\$2,332	5/15/2002	5/20/2002	7/19/2002	3	A			EP	B
B	1031A	8159001	INTERNATIONAL OFF LOG PREP		BC4	0002	800R		\$1,164	\$0	\$1,164	7/22/2002	7/29/2002	8/6/2002	4	A			AB	B
B	1031B	8151719	LOG EXEC DEV		BC4	0030	800R		\$4,906	\$0	\$4,906	6/6/2002	6/12/2002	12/6/2002	4	A			AB	B
B	10326	8171008	SPECIALIZED ENG LANG TNG		DLI	0009	800R		\$2,332	\$0	\$2,332									
B	1032A	8159001	INTERNATIONAL OFF LOG PREP		BC4	0002	800R		\$1,050	\$0	\$1,050									
B	1032B	8151719	LOG EXEC DEV		BC4	0017	800R		\$4,103	\$0	\$4,103									
B	10336	8171008	SPECIALIZED ENG LANG TNG		DLI	0009	800R		\$2,332	\$0	\$2,332									
B	1033A	8159001	INTERNATIONAL OFF LOG PREP		BC4	0002	800R		\$1,050	\$0	\$1,050									

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Other Detail Reports

- Country STL
- Country STL (Remarks)
- E-IMET STL
- STL by PO
- STL Filtered by Dates
- STL by MILDEP/Priority
- STL by Priority/MILDEP
- Invitational PME STL
- STL OPI Requirements
- MASL Detail Report
- Student Management
- Student Count
- History
- STL/Student Report
- STL 100% Penalty
- IMET Funding Report

- Standard country report sorted by MILDEP and WCN
- Country STL report with the MILDEP remarks field added.
- STL report for Expanded IMET training only.
- STL report by the country's service.
- STL report for a specific time span.
- STL report by MILDEP and priority code.
- STL by priority and then by MILDEP.
- STL report for PME training only.
- Report on training requiring oral proficiency Interview.
- Standard training MASL report.
- Student departure date, ECL test date, and other
- Number of training lines, students, and value for given time
- Standard report from history data file.
- Report with student detail data.
- Report on possible 100% penalties.
- Report on status of IMET funding of program.

Summary Single Country Reports

Click on **E-IMET Students**

Enter the desired **IMET PY** and click on **OK**.

Obviously this is a **summary report** that *shows* the **number of students and dollar value** of same by **Priority Code** and by **MILDEP**.

COUNTRY IMET PROGRAM SUMMARY (E-IMET STUDENTS)					
BANDARIA					
Program Year 02					
Data Date: 15-Nov-01		Allocation \$2,000,000			
Report Date: 16-Oct-03		E-IMET Earmark \$400,000			
MILDEP	Mil Students	Civ Students	Total Students	Total Cost	% of Earmark
Priority A					
SATFA	8	0	8	\$52,300	13.08%
NETSAFA	14	0	14	\$259,872	64.97%
Totals:	22	0	22	\$312,172	78.04%
Priority D					
SATFA	3	0	3	\$3,231	0.81%
Totals:	3	0	3	\$3,231	0.81%
Totals:	25	0	25	\$315,403	78.85%

Student data to include costs, do not include Medical, Orientation Tours, METS/DLI Language Training Detachments and English Language equipment/materials.

Other Summary Single Country Reports

- | | |
|------------------------|--|
| MILDEP Ceilings | Report on value of training by Mildep. |
| PO Allocations | Report on value of training by Country service. |
| IMET Training (AN) | Report on value of training by Analysis category. |
| IMET Students (AN) | Report on number/value of students by Analysis category. |
| IMET Students (Mildep) | Report on number/value of students by Mildep. |
| E-IMET Students | Report on number/value of E-IMET students |
| E-IMET Summary (AN) | Report on number/value of E-IMET by Analysis category |
| FMS Training (AN) | Report on FMS training by Analysis category |
| FMS Case Summary | Report on value of FMS funded training. |
| Non SA Case Summary | Report on value of non S.A. funded training. |
| Position of Prominence | Actual Position of Prominence (PPR) report |
| TYTP Attachments | Attachments to PPR |
| IMET Review | Review report as used at TPMR |

Calendar Single Country Reports

Click on **First Report Date**.

Enter a **date time span** for which you wish to know all of the **departing** students.

Do not enter anything in the **PY/Case Id** box so that you will see *all students*, regardless of what program they are in.

Date Selection Parameters

Country Code

PY/Case ID

Beginning Date

Ending Date

Data Date: 15-Jan-02 Report Date: 16-Oct-03		First Report Date (BAHDARIA) Between 15-Jan-02 and 30-Jan-02									
First Report Dt	WCN	Pri/Case	PO TA	MASL ID	TITLE	LOC	DUR	Total Cost	Report Date	Name	
15-Jan-02											
	0705A	ODG001	B F	6121182	AIRBORNE	BCG	0003	\$816	15-Jan-02		
	0705B	ODG001	B F	6126624	SF QUAL (INDIVIDUAL TRNG)	BCZ	0010	\$2,685	06-Feb-02		
	0705C	ODG001	B F	6126630	SF QUAL (SF WPNS SGT)	BCZ	0013	\$7,694	07-Apr-02		
	0705D	ODG001	B F	6126628	SF QUAL (COLLECTIVE TRNG)	BCZ	0009	\$2,269	12-Jul-02		
	0727A	ODG001	B F	6175211	MEDICAL SPECIALIST	BGS	0016	\$3,557	15-Jan-02		
	0727B	ODG001	B F	6121182	AIRBORNE	BCG	0003	\$816	06-May-02		
	0727C	ODG001	B F	6126633	SPECIAL OPNS COMBAT MEDIC	BCZ	0024	\$6,353	02-Jul-02		
18-Jan-02											
	2005	02	B I	6151778	ARMY MAINT MGT	BC4	0004	\$824	18-Jan-02		
25-Jan-02											
	2095	02	D I	D175066	AEROSPACE PHYSIOLOGY(SAT	BPO	0005	\$5,730	25-Jan-02	..	
28-Jan-02											
	6165	T81	P F	P195115	STD MISS I THEORY OF OPER	WSE	0001	\$0	28-Jan-02	Unknown	
	6166	T81	P F	P195115	STD MISS I THEORY OF OPER	WSE	0001	\$0	28-Jan-02	Unknown	
	6167	T81	P F	P195115	STD MISS I THEORY OF OPER	WSE	0001	\$0	28-Jan-02	Unknown	
30-Jan-02											
	2010A	02	P I	P123653	INTL ASW JROFF CRS	ASP	0004	\$5,420	30-Jan-02	Unknown	
	2010B	02	P I	P139336	EW OFFICER INTL	PCN	0003	\$1,911	17-Mar-02	Unknown	
	2010C	02	P I	P123073	INTL ASW AIR CONTROL	TC L	0004	\$2,372	06-Apr-02	Unknown	
	2010D	02	P I	P121118	INTL CIC WATCH OFFICER	BNP	0003	\$2,422	05-May-02	Unknown	
	2011A	02	P I	P123653	INTL ASW JROFF CRS	ASP	0004	\$5,420	30-Jan-02	Unknown	
	2011B	02	P I	P139336	EW OFFICER INTL	PCN	0003	\$1,911	17-Mar-02	Unknown	
	2011C	02	P I	P123073	INTL ASW AIR CONTROL	TC L	0004	\$2,372	06-Apr-02	Unknown	
	2011D	02	P I	P121118	INTL CIC WATCH OFFICER	BNP	0003	\$2,422	05-May-02	Unknown	

Other Calendar Single Country Reports

Cancellation Report	Student scheduling report for cancellation dates
First Report Date	Student scheduling report by departure date
Report Date (PO)	Student scheduling report by Country service
ECL Test Schedule	Student scheduling report for ECL tests
ECL Test By PO	Student scheduling report ECL tests by Country svc
ECL Tracking	Student mgt report with ECL test results
Training Track End Date	Student schedule by end date of training/return to country

Multi-Country Reports

Click on **Reports** on the TMS Main Menu and click on **Multi-Country Reports**.

Multi-Country Reports

Detail	Country Summary	Summary
Country STL	MILDEP Ceilings	IMET Trng Summary (CC)
Country STL (Remarks)	PO Allocations	IMET Trng Summary (All)
E-IMET STL	IMET Training (All)	IMET Student Summary (CC)
STL by PO	IMET Students (All)	IMET Student Summary (All)
STL by MILDEP/Priority	IMET Students (MILDEP)	E-IMET Student Summary (CC)
STL by Priority/MILDEP	E-IMET Students	E-IMET (All)
Invitational PME STL	E-IMET Summary (All)	

Single Country Reports	Custom Reports	Quit
--	--------------------------------	----------------------

Detail Multi-Country Reports

Country STL	Standard STL data report for multiple countries
Country STL (Remarks)	Standard STL w/ MILDEP remarks for multi-country
E-IMET STL	Standard STL report for E-IMET, multi-country
STL by PO	Standard STL report by Priority code, multi-country
STL by MILDEP/Priority	Standard STL by MILDEP and Priority, multi-country
STL by Priority/MILDEP	Standard STL by Priority, then MILDEP, multi-country
Invitational PME STL	Standard STL invitational PME tng, multi-country

Country Summary Multi-Country Reports

MILDEP Ceilings	Multi-country summary rpt on value of training by Mildep
PO Allocations	Multi-country summary rpt on value of tng by Country service
IMET Training (AN)	Multi-country summary rpt on value of tng by Anal code
IMET Students (AN)	Multi-country summary rpt on no. of students by Anal code
IMET Students (Mildep)	Multi-country summary rpt on no. of students by Mildep
E-IMET Students	Multi-country summary rpt on no. of E-IMET students
E-IMET Summary (AN)	Multi-country summary rpt on value of E-IMET tng by AN code

Summary Multi-Country Reports

IMET Tng Summary (CC)	Program value summary report by Country.
IMET Tng Summary (AN)	Program value summary report by Analysis code.
IMET Stud Summary (CC)	Program size by no. students by Country.
IMET Stud Summary (AN)	Program size by no. students by Analysis code.
E-IMET Stud Summary (CC)	Program size by no. students for E-IMET tng.
E-IMET (AN)	E-IMET summary by Unified Command or All.

Custom STL Reports

This function allows you to create a custom **STL Report**. When you click on **Custom STL Reports** a pop-up screen is displayed that allows you to create a *new* report or *edit* one previously created. The Custom STL Report function works as follows. Basically, what this function allows you to do is to specify the specific data *content* that you wish the report to have. For instance, if you wanted to see a report on just **Enlisted** personnel training in your program, you would enter an **E** in the **Student Code** block. You can then choose to **Sort** the report however you wish. When you **Print** the report, it will always contain *all* of the data fields reflected in the following screen. You cannot change the actual report format or layout. However, if you *click* on the **View** button, you can choose to print the MS Access data *table*, and there you can limit the table to just the fields you wish to see.

Click on **Reports** from the TMS main menu.

Click on **Custom STL Reports** from the **Reports** menu.

Click on **New** to create a new report.

In addition to creating a New report, you can:

Click on **Copy** to copy a report.

Click on **Edit** to edit a report.

Click on **Del** to delete a report.

Click on **Print** to print a report.



Click on the **data field** block you wish to specify.

Example: A report showing all Enlisted training for the current year (regardless of funding).....**BN** for Bandaria, **02** for the Price Year (current FY, all training), and an **E** in the **Student Code** block.

Note: Refer to **App A, Part III** of this **Handbook** for all **STL Data elements**,

Click on the **Sort Sequence** button and simply *click* where a *zero* appears and *enter numerals* specifying the order in which you want the data sorted.

Example: Sorts by **Mildep** first and **WCN** second.

Click on **Save/Quit** after sort selection is made.

Click on **Save Report** in the previous **Custom STL Report Selection Criteria** screen, and *type* in a **Custom Report Name**.

Click on **View Data** to view the data in a tabular format.

Click on **Print Report** to print in a report format.

Click on **E-IMET Report** to do a report on just E-IMET training lines.

Click on **Save Report** and **Quit**.

The created report will then be listed in the **Custom Reports Menu** screen.

Printing a Modified Data Table in Custom Reports

To print a MS Access **data table** display, do the following:

Select the desired report in the **Custom Reports Menu**.

Click on **Edit**.

Click on **View Data** in the **Custom STL Report Selection Criteria** screen.

On the MS Access **data table** display, you can *hide* the data fields you don't want to see by *clicking* and *dragging* the **vertical line** to the right of each data field name.

Click on **File** (menu in upper left) and **Print** to print the data table that you have modified. This is not, of course, the finely finished MS Access report you printed earlier.

When you *close* the data table display, *click* on **Yes** to save the *layout changes* you have made. This *will not* alter the actual **Report** document.

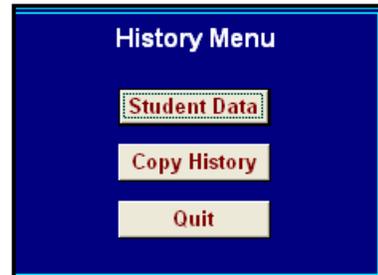
K. HISTORY

Active student records are *automatically moved* to the **History** data archive function, approximately 30 days after the ITO has been executed. The exact time period depends on that specified in the **Country Profile** screen. Student records can be moved manually to the **History** archive by clicking on **Move to History** in the **Student Data** function.

Click on **History** from the TMS **Main Menu**.

Click on **Student Data** from the **History Menu**.

Student Data that has been added to the **History Database** will be listed as seen below.



Click on: **Add** to add a new record.

Del to *delete* a record.

Edit to *change* a record.

Find to *find* a record.

Move to Student to *move* the record from the **archived History** database to the **active Student** database.

Pos	Prom	WCN	CC	PY	Caseid	IA	TA	Name	ITO Number	ITO Issued
1405		BN	02	B	1				BN02B11405	
1309	<input checked="" type="checkbox"/>	BN	02	B	1				BN02B11309	
1091		BN	02	B	1				BN02B11091	
1025		BN	02	B	1				BN02B11025	
1020		BN	02	B	1				BN02B11020	
6096		BN	02	B	1				BN02B16096	
6575		BN	02	B	1				BN02B16575	
6576		BN	02	B	1				BN02B16576	
6701		BN	02	B	1				BN02B16701	
1904		BN	02	D	1				BN02D11904	
1900		BN	02	D	1				BN02D11900	
2001		BN	02	D	1				BN02D12001	

Track to view the entire WCN training track.

Positions of Prominence

Click on the *box* under **Pos Prom** on the **Historical Student Data** screen to *add* the student to the **Positions of Prominence Report** in your **Two Year Training Plan**.

Double-click on the record to **Edit** the information (or click on record and then *click* on **Edit**).

Enter **Position of Prominence** information in the **Historical Student Information** screen.

Click on **Print** to print and **Undo** to remove all entries.

Click on **Save/Quit** to exit.

Historical Student Information

CC	Pw/Caseid	IA	TA	WCN	Name	<input checked="" type="checkbox"/> Male
BN	02	B	1	1004	VULKE, Hadin	<input type="checkbox"/> Female
Date of Birth	Place of Birth	Service	Service No	Grade	US Grade	
10-Jan-58	Harare Bandaria	B	OF100096	GEN	MG	
Passport Number	Med Screen	Date	Sec Cert	Date		
382956	<input checked="" type="checkbox"/>	01 Mar 2002	<input checked="" type="checkbox"/>	06 Mar 2002		
Unit	3d Infantry Division					
ECL Information	Test Number	Date Taken	Score	Required		
	36B	24-Jan-02	78	80SA		
Clearance/Req	Flight Crew	Current Position	Instructor	ITO Date		
S	S	N/A	Division Commander	N/A		
PPR	Prominent Position	Academic Degree	How Attained			
<input checked="" type="checkbox"/>	Army Chief of Staff	Masters Degree	Sandhurst			
Remarks	be one of the best and most forward thinking military members of Bandarian Army. Also, considered to be a product of US military.					

Buttons: Track, Accompanied Dependents, Flight Info, Print, Undo, Save/Quit

Moving a Record from History File to Active Student Database

Sometimes, if an **ITO** is done very far in advance of the student's departure, the **active Student** record will be moved automatically to **History**. If this happens, and you need to *amend* the ITO to make a change, simply go into the **History** function and *move* the record back to the **active** or current Student database. This must be done before the ITO can be accessed.

Click on **History** on the TMS main menu.

Click on **Student Data** on the **History** Menu.

Click on the **record** to be returned and *click* on **Move to Student**.

Copying History Data

This function allows the user to **copy information** on a student who went to training in the *past*, into the active student database. An example of this would be for a student in history who went to school 3 or 4 years ago, is now going back for another course. This function allows you to "recapture" the information on the student again.

Click on **Copy History** on the **History** Menu.

Click on the left hand box of desired **historical** student record in the **Historical Student Data** (top portion of screen).

Then *click* on the desired **current** student record in the **Student Data** (bottom portion of screen).

Click on **Copy Selected History to Student** to copy the personal information on that student to the current, active

Copy History to Current Student

Historical Student Data

WCN	CC	PY Caseid	IA	TA	Name	ITO Number	ITO Issued
6004	BN	02	P	1	Unknown	BN02P16004	
2109	BN	02	P	1	Unknown	BN02P12109	
6043	BN	02	P	1	Unknown	BN02P16043	
1051	BN	02	P	1	Urgen, Fath	BN02P11051	
1004	BN	02	B	1	VULKE, Hadin	BN02B11004	

Student Data

WCN	CC	PY Caseid	IA	TA	Name	ITO Number	ITO Issued
6066	BN	02	P	1	Unknown	BN02P16066	
1001	BN	03	B	1		BN03B11001	
1002	BN	03	B	1		BN03B11002	
1003	BN	03	B	1		BN03B11003	
1004	BN	03	B	1		BN03B11004	

Copy 1004 VULKE, Hadin to 1004

Buttons: Copy Selected History to Student, Undo, Find History, Find Student, Save/Quit

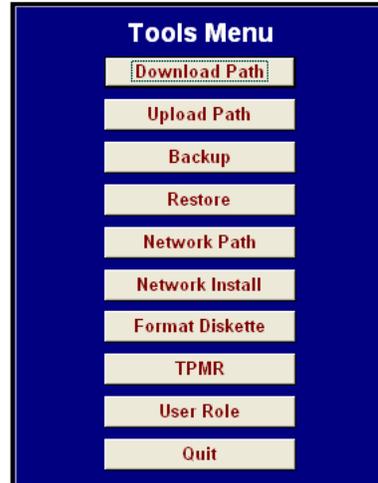
program.

Click on **Undo** to undo and **Find History** or **Find Student** to find a record in those data tables.

L. TOOLS

This *utility* function provides a means to *change* the **upload/download paths**, **backup/restore** TMS databases, and **format** disks.

Click on the **Tools** function in the TMS **Main Menu**.



Changing Download and Upload File Path

Click on **Download Path** or **Upload Path** in the **Tools Menu**.

Type in the correct **file path** for the **C:** drive that will point to the directory that contains the download or upload files for the SAN (Security Assistance Network).



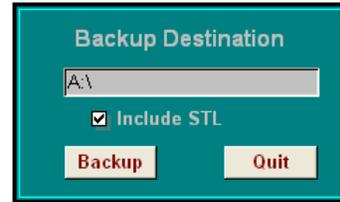
Note: The file path for the SAN Web download is **C:\TMS\DOWNLOAD**.
The file path for the SAN Web upload is **C:\TMS\UPLOAD**.

Backup/Restore

The **Backup** and **Restore** functions in TMS **Tools** provide the means of backing up TMS data that could be lost if there was, for instance, a power interruption. TMS data should be backed up on a daily basis. While MASL and STL data can be reestablished by simply doing a new download from the SAN and corresponding updates in TMS, think about the possibility of *losing* all of the **Student Data** that has been entered over time. So do your updates in a frequency that suits your particular usage of TMS.

Click on **Backup** in the **Tools Menu**.

Insert a formatted high density **disk**, type in the correct disk drive, **A:** and *click* on **Backup**. *Include STL* if desired.



Click on the **Restore** function in the **Tools Menu**.

Insert a previously prepared TMS **Backup disk**, type in the correct disk drive, **A:** and *click* on **Restore**.



Network Installation

To install TMS on a **network**, do the following:

- a. *Install* TMS on the **network drive**.
- b. *Install* TMS on each **work station** PC.
- c. At the **work station** PC, *open* TMS and *ensure* that the **Network Path** is set to the proper location (i.e. **G:\TMS4**).
- d. Once you have *verified* that the path is correct, *click* on the **Network Install** button.

Note: Make sure you *do* this at *each work station* PC. If you don't, that PC will still be working off the data on its C:\ drive.

Network Path

Click on **Network Path** in the **Tools Menu**.

Type in the correct **file path** for the *network* (i.e. **G:\TMS**).

Network Install

After verifying that the **Network Path** is correct, *click* on the **Network Install** button in the **Tools Menu** at each work station PC. This will effect the network installation.

Formatting a Disk

Click on the **Format Diskette** function in the **Tools Menu**.

Insert a disk and select the **A:** drive.

TPMR Use

Click on **TPMR** on the **Tools Menu** to set TMS up for use during a TPMP. SAO specific functions are turned off.

This is a toggle function, simply *click* again to turn the **SAO functions** back on.

User Role

Click on **User Role** on the **Tools Menu** and *select* the appropriate **user role**.



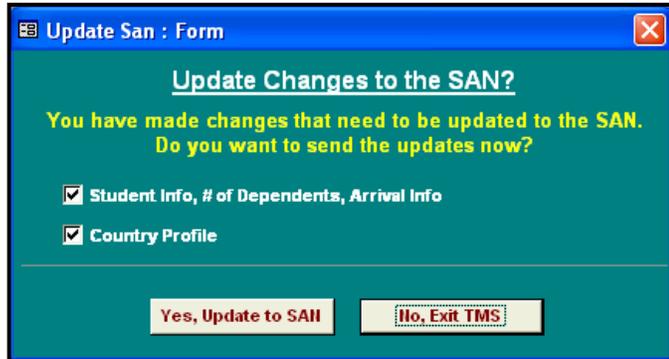
M. SEND TO SAN

When you have made changes to any data field in TMS that appears with the title of that field *underlined*, TMS will then upload that new or changed data to the SAN either upon your *exiting TMS* or upon your *selecting Send to SAN*. Thus, if you have: *changed* your **Point of Contact** information in the Country Profile screen, *entered* new **Student Data** in the Student Information screen, or *entered* **Arrival Information** in the Student Arrival Information screen, then TMS will ask you if you wish to upload that data to the SAN.

When you *click* on **Exit TMS**, the following appears.

Click on **Yes, Update to SAN** in order to *upload* the **data changes** to the **SAN**.

Click on **No, Exit TMS** if you do not wish to do the upload at this time. TMS will keep track of the fact that you have *not uploaded* the changed data. You will be asked *again*, the next time you attempt to exit TMS.

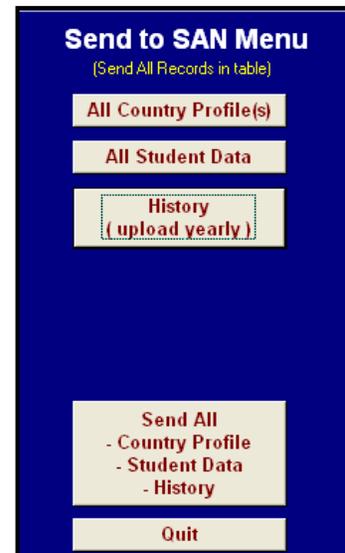


Or, you can *initiate* the **SAN Update** by *clicking* on **Send to SAN** on the **TMS main menu**.

Click on **All Country Profile(s)**, or **All Student Data**, or **History (upload yearly)** to accomplish those individual updates.

Or, *click* on **Send All–Country Profile–Student Data–History** to update all of those data tables.

Click on **Quit** to exit.



You will then receive the following message:

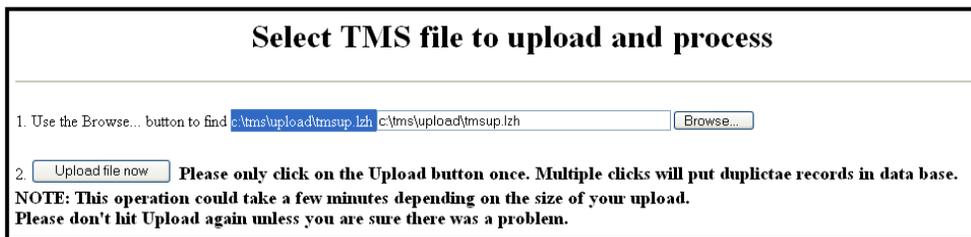
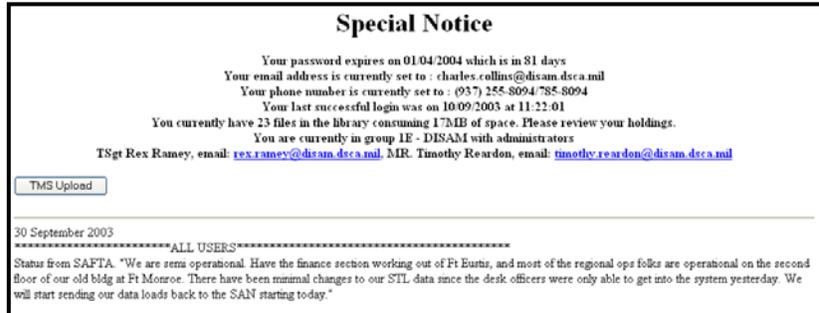


Your browser will *connect* automatically to the **SAN**. If not, *click* on the **SAN hyperlink** provided.

Click on **Yes** if queried by the Security Alert screen.

Log on to the **SAN**.

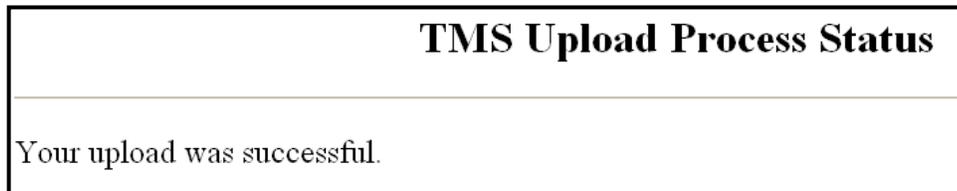
After *logging on* to the **SAN**, *click* on the **TMS Upload** button to initiate the upload



Highlight the file **c:\tms\upload\tmsup.lzh** , *copy* (press Ctrl and C keys) and *paste* (press Ctrl and V keys) that file into box. Or, use the **Browse** button to select the preceding file.

Click on **Upload file now** in the SAN screen above to *initiate* the **Upload**.

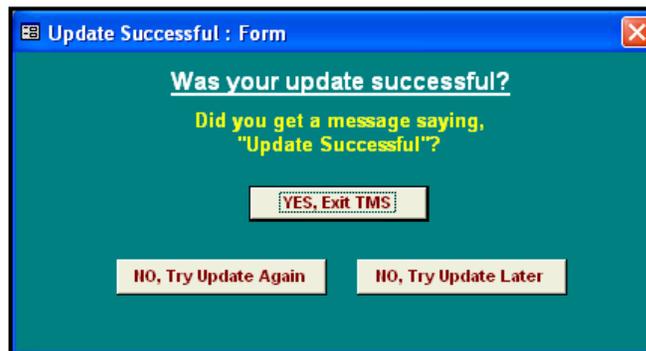
The following message is *received* if your upload was **successful**.



Close the **SAN** internet connection and *return* to **TMS**.

If your upload was successful, *click* on **YES, Exit TMS**.

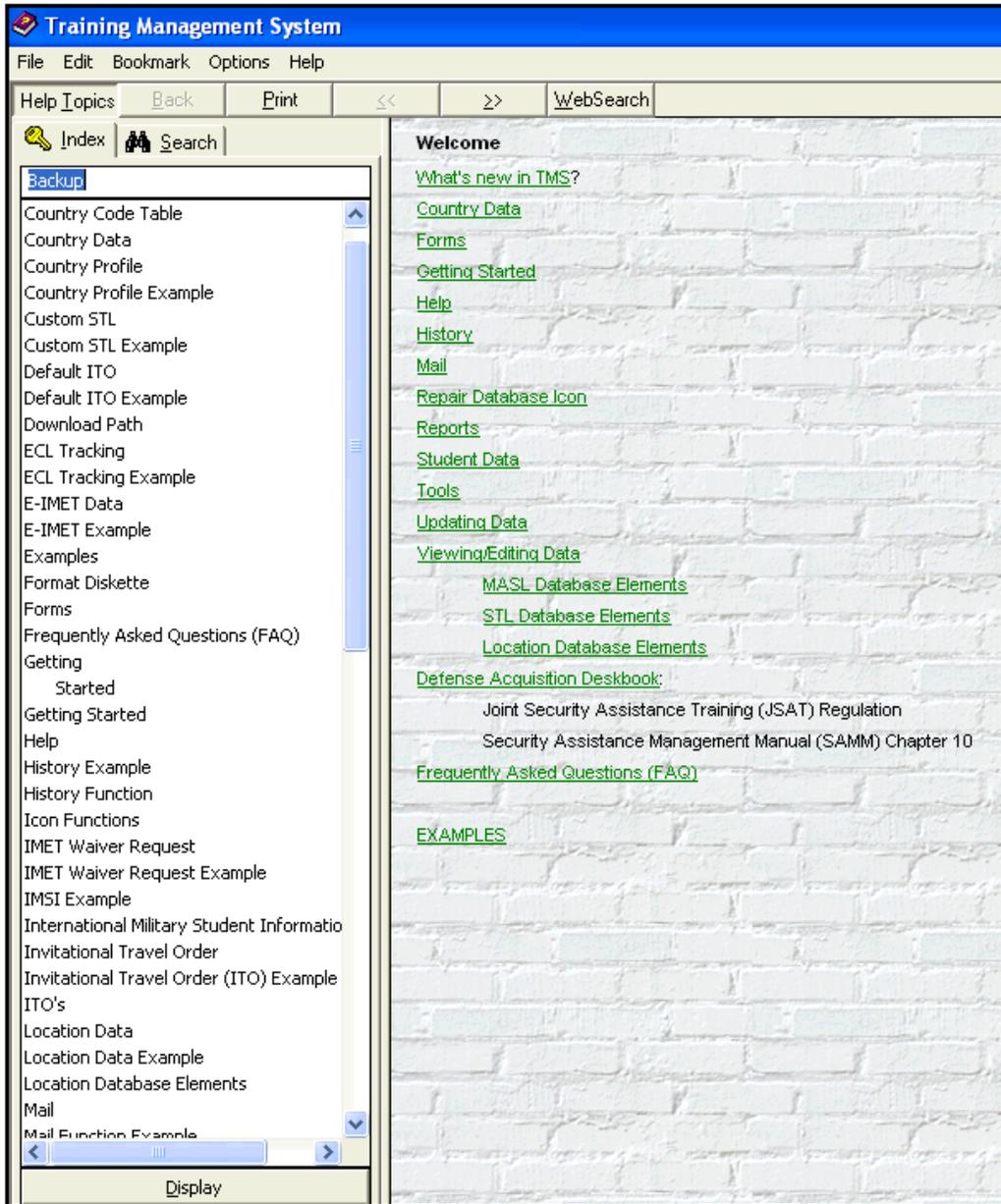
Otherwise, *click* on **NO, Try Update Again** or **NO, Try Update Later**.



N. HELP

The Help function provides an on-line help facility that can be obtained by simply *selecting Help* from the **Main Menu** or by *pressing the F1* key from any menu.

Click on Help from the TMS Main Menu.



You have a **choice** of either *selecting* a specific **detailed item** from the **alphabetical listing** on the **left** or *choosing* a **TMS main menu item** on the **right** and then choosing a **subordinate item** under that main menu heading.

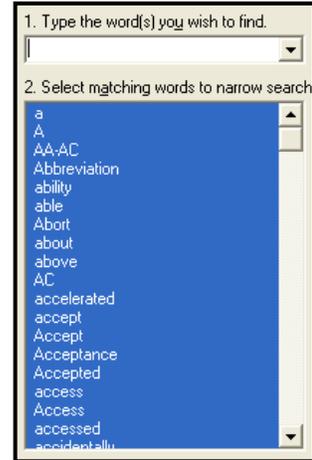
You may *select* any **item** in the left hand column and you may *select* any item printed in **green** by *clicking* on that item. All **TMS Menu** functions can be chosen on the right portion of the **Help** screen (listed in Green). **Subordinate** menu items can also be chosen.

Scroll down the alphabetical listing on the left and *click* on the **desired item**. Remember to *click* on any item that appears in **green** for further information.

Or, *click* on any **menu item** that appears in **green** on the right.
Click on the **Back** button in top menu to return to the previous screen(s).

Click on the **Print** button in top menu to print your **Help** instructions.

At any time in the **Help** function, *click* on **Search**, and *type* in the **topic** desired. The first time you click on Search, follow the dialogs to set up your Search function.



Click on the **forward** and **back arrows** to move chronologically through the Help function. Remember that the **Back button** takes you back to the *previous* screen you were at.

Remember that you can access the **TMS Help** function from any **specific** TMS function by simply *pressing* the **F1** key while you are in the TMS function. A **Help** screen will appear for that specific TMS function.

O. EXITING TMS

Click on **Exit TMS** to exit TMS.

As stated above, if you have *made changes* to your data that need to be uploaded to the SAN, you will be so advised.

Upload your **changes** daily to the SAN. Uploading at the end of the day makes a lot of sense.

Click on **Yes, Update to SAN** and *accomplish* the **upload**.

Otherwise, *click* on **No, Exit TMS**.



