

# SIMS Attendance and Testing Module Documentation

Steps to setup a meeting:

You must create a meeting in SIMS prior to Unit activity

Squadron Information Management System (SIMS) - Record Meeting Attendance

### MEETING ATTENDANCE

**Meeting Title:** Squadron Meeting

**Date:** 02 Sep 08 (Double-click for today's date)

**Time:** 7:00 PM

**Dress:** BDU's

**Location:** Trinity United Methodist Church

**Topics:**

- Moral Leadership?
- Squadron Activity?
- Safety Briefing/Training?
- ES Activity/Training?
- Aerospace Education?
- Community Service?

**Buttons:** Make all Members Present, Clear all Attendance, Activate CAPID scan:  CAPID: \_\_\_\_\_

**Agenda:** Testing

**Print Options:**

- Print all members
- Print only those who were present
- Print only those who were absent
- Add certification signature block to the bottom of each page?

**Roster:**

Member Name	Member	Present?	Excused	Safety	ES	AE
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**Buttons:** Print Report, New Meeting, Save Meeting, Delete Meeting, Close

**Annotations:**

- All these checkboxes show-up in the sign-in module as information. Moral Leadership has added functionality in that when attendance is updated Moral Leadership is also update if this box is checked.
- This date is important in that everything in the sign-in module is based on meeting date.
- You must enter "Testing" in the Agenda to allow cadets to sign-up for testing in the sign-in module. Case does not matter and it can be anywhere in the Agenda.

## SIMS Attendance and Testing Module Documentation

The Attendance and Testing Sign-in/Sign-out Window:

**Squadron Information Management System (SIMS)**

**Meeting Sign-in/Sign-out & Testing Log**

Date and Time: 9/2/2008 7:00:00 PM

Meeting Title: Squadron Meeting

Uniform: BDU's

Meeting Topics:

Emergency Services Yes	Aerospace	<b>Moral Leadership</b> Yes	Safety	Community Service
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Meeting Agenda:  
Testing

CAPID: 123456

Testing

Promotion Boards

Sign-in Sign-out

Visitor Sign-in Visitor Sign-out

West Richmond Cadet Squadron  
MER-VA-089  
Virginia Wing Civil Air Patrol

Attendance & Testing Module  
Version: 0.3

Extractions from SIMS for informational purposes

This switch is used to post a ML date in SIMS when attendance is updated.

The "Testing" keyword in "Meeting Agenda" activates the Testing checkbox. Not case sensitive and can be anywhere in the Agenda.

Presents a test selection window if the cadet is eligible based on promotion criteria.

Presents a PRB window if the cadet is eligible based on promotion criteria. Criteria does not include time-in-grade.

CAPID must be on SIMS.

- You must create a meeting in SIMS prior to each Unit activity to use the Sign-in module.
- When attendance is updated, the system uses the Moral Leadership checkbox to know when to update the Moral Leadership date on SIMS.
- The CAPID MUST exist on the SIMS database to sign-in. The member must not have an expired membership.
- If you have a visiting CAP member then they should sign-in as a visitor and enter their CAPID on that window.
- The word "testing" is required to be in the Meeting Agenda in order to activate the testing checkbox. "Testing" is not case sensitive and can be anywhere in the Meeting Agenda.
- If the Promotion Boards checkbox is selected the system will check for eligibility based on promotion criteria. It does not check for time-in-grade so a cadet can sign-up for Promotion Boards ahead of time.

## SIMS Attendance and Testing Module Documentation

- If the Testing checkbox is selected on the Sign-in window then the following window will appear if the cadet is eligible to take any tests.

**Squadron Information Management System (SIMS)**

**Testing?**

Submit Testing Request      Not Testing

**Leadership Tests**

- Chapter 3 - Feik
- Wright Brothers (Comp) (Drill Test)
- Chapter 4 - Rickenbacker (Drill Test)
- Chapter 5 - Lindbergh
- Chapter 6 - Doolittle
- Chapter 7 - Goddard
- Mitchell (Comp)
- Chapter 8 - Flight Commander
- Chapter 9 - Administrative Officer
- Chapter 10 - Public Affairs
- Earhart(Comp)
- Chapter 11 - Leadership Officer
- Chapter 12 - AE Officer
- Chapter 13 - Operations Officer
- Chapter 14 - Logistics Officer
- Chapter 15 - Cadet Commander

**Aerospace Tests**

- Module 2
- Module 3
- Module 4
- Module 5
- Module 6
- Mitchell (Comp)
- Test 1
- Test 2
- Test 3
- Earhart(Comp)
- Test 4
- Test 5
- Test 6

West Richmond Cadet Squadron  
MER-VA-089  
Virginia Wing Civil Air Patrol

Attendance & Testing Module  
Version: 0.3

Tests that are eligible to be taken are selectable and dark colored.

Previously passed tests disappear

Future tests are grayed-out and not available to be selected

In the "Single" module you can only select 1 test.

In the "Multi" module you can select 1 Leadership and 1 AE test.

If the Promotion Board checkbox is selected on the Sign-in window then the following window will appear if the cadet is eligible for Promotion Boards. I does not require time-in-grade.

**Squadron Information Management System (SIMS)**

**Promotion Boards?**

Yes      No

If this is your first Promotion Board please talk to your Element Leader.

All should be familiar with the following:

- o How to report(Customs and Courtesies)
- o Cadet Oath
- o CAP Motto
- o CAP Core Values
- o CAP Activities and accomplishments since your last promotion
- o Roles/Positions you have held in the Squadron
- o Your goals for future achievement and positions in CAP
- o Various leadership topics gleaned from you leadership text.

West Richmond Cadet Squadron  
MER-VA-089  
Virginia Wing Civil Air Patrol

Attendance & Testing Module  
Version: 0.3

# SIMS Attendance and Testing Module Documentation

If you have a visitor they should click the “Visitor Sign-in” button on the Sign-in/Sign-out window. This also applies to visiting CAP members.

The screenshot shows a window titled "Squadron Information Management System (SIMS)" with a close button in the top right corner. The window is divided into two main sections. On the left is a sidebar containing the West Richmond Cadet Squadron logo, the text "Squadron Information Management System (SIMS) Version 5.0 Beta 3", and "Attendance & Testing Module Version: 0.3". The main area is titled "Meeting Sign-in/Sign-out" and contains the following fields and buttons:

- Date and Time: 9/2/2008 7:00:00 PM
- Name:
- Phone #:
- Email:
- CAPID:  <<<< Applies only to visiting CAP members
- Buttons: "Sign-in", "Exit", and a footer box containing "West Richmond Cadet Squadron", "MER-VA-089", and "Virginia Wing Civil Air Patrol".

Visitors should also sign-out via the “Visitor Sign-out” button on the Sign-in/Sign-out window. It will present the following window where they should select their name from the dropdown box and click on the “Sign-out” button.

The screenshot shows the same "Squadron Information Management System (SIMS)" window, but in the sign-out mode. The sidebar is identical to the previous screenshot. The main area is titled "Meeting Sign-in/Sign-out" and contains the following fields and buttons:


- Date and Time: 9/2/2008 7:00:00 PM
- Visitor's Name:  (with a dropdown arrow on the right)
- Buttons: "Sign-out", "Exit", and a footer box containing "West Richmond Cadet Squadron", "MER-VA-089", and "Virginia Wing Civil Air Patrol".

# SIMS Attendance and Testing Module Documentation

The Attendance and Testing Admin module:

## Main Menu

SIMS - Attendance and Testing Administration



**Squadron Information Management System (SIMS)**  
Version 5.0 Beta 3

### Attendance and Testing Administration

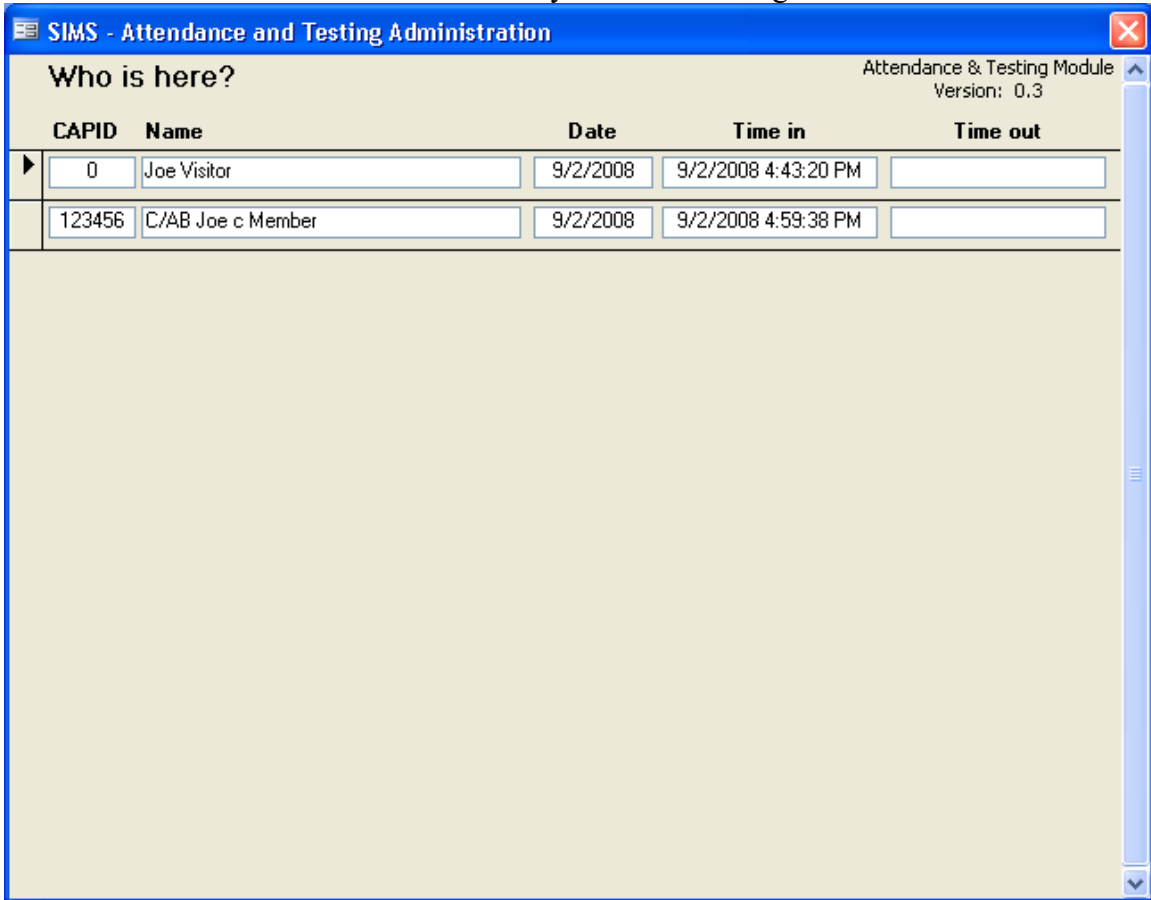
<input type="checkbox"/> <b>Attendance Admin</b> (Current meeting)	<input type="checkbox"/> <b>Update Attendance in SIMS</b>
	<input type="checkbox"/> <b>Update Promotion Boards</b>
<input type="checkbox"/> <b>Who is testing?</b>	<input type="checkbox"/> <b>Print Testing Answer Sheets(CAPF23)</b>
<input type="checkbox"/> <b>Promotion Boards?</b>	
<b>Current Meeting Reports:</b>	<b>Historical Meeting Reports:</b>
<input type="checkbox"/> <b>Member Attendance</b>	<input type="checkbox"/> <b>Member Attendance</b>
<input type="checkbox"/> <b>Visitor Attendance</b>	<input type="checkbox"/> <b>Visitor Attendance</b>
<input type="checkbox"/> <b>Pending Promotion Boards</b>	<input type="checkbox"/> <b>Promotion Board</b>
<input type="checkbox"/> <b>Exit</b>	

West Richmond Cadet Squadron  
MER-VA-089  
Virginia Wing Civil Air Patrol

Attendance & Testing Module  
Version: 0.3

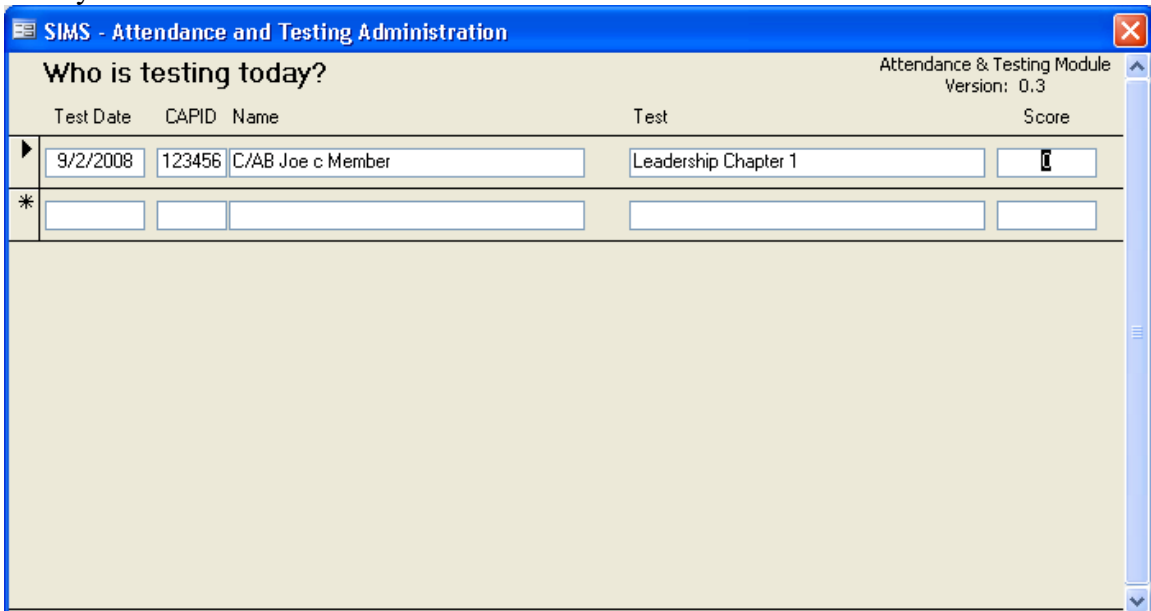
## SIMS Attendance and Testing Module Documentation

The “Who is here?” window allows you to see at a glance who is at the current meeting. Both members and visitors. It also allows you to see who signed-out.



CAPID	Name	Date	Time in	Time out
0	Joe Visitor	9/2/2008	9/2/2008 4:43:20 PM	
123456	C/AB Joe c Member	9/2/2008	9/2/2008 4:59:38 PM	

The “Who is testing?” window allows you to see who is testing at the current meeting. In the future you will be able to enter the test scores for update but that functionality is not there yet.



Test Date	CAPID	Name	Test	Score
9/2/2008	123456	C/AB Joe c Member	Leadership Chapter 1	
*				

## SIMS Attendance and Testing Module Documentation


The Pending Promotion Boards window allows you to see who has applied for Promotion Boards. They may not have met time-in-grade requirements so make sure you look at the “Date Eligible” column to see when they can be promoted.

After a cadet has been to Promotion Boards then you need to click the “Processed” checkbox. If they passed you need to click the “Approved?” checkbox. Make sure you fill-out all appropriate paperwork.

Date Eligible	Request Date	CAPID	Name	Next Achievement	Approved?	Processed?
16-Sep-08	02-Sep-08	123456	C/AB Joe c Member	Curry	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Reports:

### Current Meeting Members Report



### Current Meeting Members Report

*Attendance & Testing Module  
Version: 0.3*

**MeetingDate:** 9/2/2008

<u>Name</u>	<u>Time-in</u>	<u>Time-out</u>
C/AB Joe c Member	9/2/2008 4:59:38 PM	

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Tuesday, September 02, 2008
Page 1 of 1

SIMS Attendance and Testing Module  
Documentation

Current Meeting Visitors Report:



**Current Meeting Visitors Report**

Attendance & Testing Module  
Version: 0.3

MeetingDate: 9/2/2008

<u>Name</u>	<u>Phone</u>	<u>Email</u>	<u>CAPID</u>
Joe Visitor	(804) 639-7979	Joe.Visitor@Yahoo.com	0

Tuesday, September 02, 2008

Page 1 of 1

Pending Promotion Boards: (sorted by Eligibility Date)



**Pending Promotion Boards**

Attendance & Testing Module  
Version: 0.3

<u>Date Eligible</u>	<u>Date Requested</u>	<u>CAPID</u>	<u>Name</u>	<u>Achievement</u>
9/16/2008	9/2/2008	123456	C/AB Joe c Member	Curry

Tuesday, September 02, 2008

Page 1 of 1



SIMS Attendance and Testing Module  
Documentation

Historical Member Meeting Report:

This is a list of all Members who have ever attended. Grouped by Meeting date.



**Historical Meeting Members Report**

Attendance & Testing Module  
Version: 0.3

MeetingDate: 9/2/2008

<u>Name</u>	<u>Time-in</u>	<u>Time-out</u>
C/AB Joe c Member	9/2/2008 4:59:38 PM	

Tuesday, September 02, 2008

Page 1 of 1

Historical Meeting Visitors Report:

This is a list of all Visitors who have ever attended. Grouped by Meeting date.



**Historical Meeting Visitors Report**

Attendance & Testing Module  
Version: 0.3

MeetingDate: 9/2/2008

<u>Name</u>	<u>Phone</u>	<u>Email</u>	<u>CAPID</u>
Joe Visitor	(804) 639-7979	Joe.Visitor@Yahoo.com	0

Tuesday, September 02, 2008

Page 1 of 1

**SIMS Attendance and Testing Module**  
Documentation

Historical Promotion Boards Report:

This is a list of all Promotion Boards. Sorted by Eligibility Date.



***Historical Promotion Boards***

*Attendance & Testing Module*  
*Version: 0.3*

<i>Date Eligible</i>	<i>Date Requested</i>	<i>PRB Date</i>	<i>CAPID</i>	<i>Name</i>	<i>Achievement</i>	<i>Approved?</i>
9/16/2008	9/2/2008		123456	C/AB Joe c. Member	Curry	<input checked="" type="checkbox"/>

*Tuesday, September 02, 2008*

*Page 1 of 1*