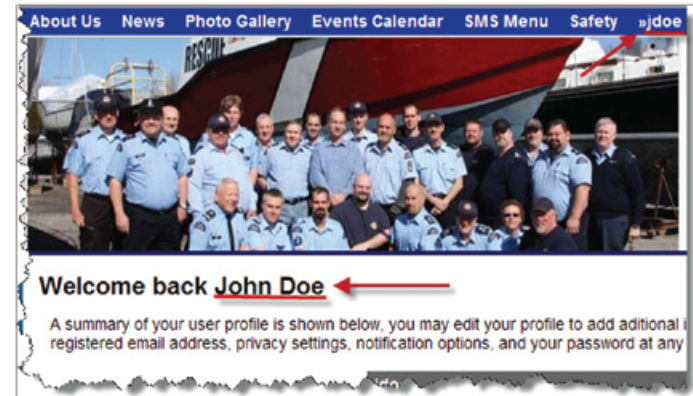


Personal Profile

1. Now that you are logged into the system, you will see your user name in the menu options at the top of the page, as well as in the welcome back message. Here, you will also see a summary of your profile information.



2. Click the [view my profile](#) button, found at the bottom of the page, to change or view your profile information. It is a good idea to view and update this information periodically to ensure it is correct and up to date.



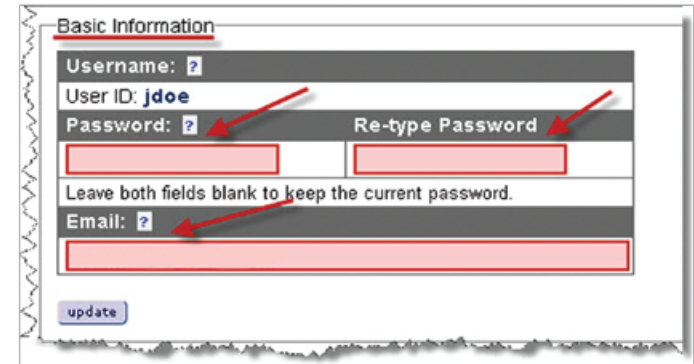
3. Once inside the [view my profile](#) page, you will see a detailed summary screen of your information. To add information as a new member or to edit the information you have already entered into the system, click [edit](#).



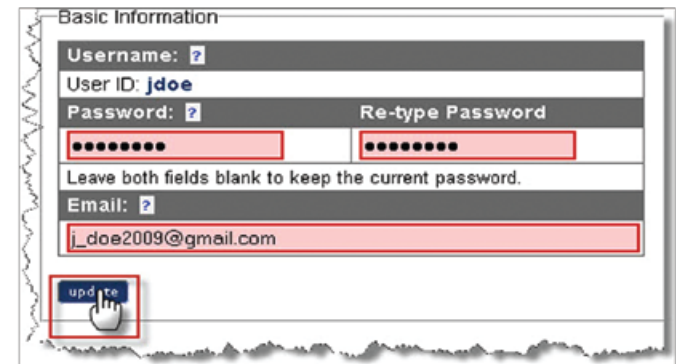
4. In the **User Profile Management** page you can verify and edit the information associated with your profile.



a) If this is your first time logging in, we recommend you change your password from the one you were assigned to ensure the security of your account. In the **Basic Information** section, type your new password in both the **Password** and **Re-type Password** text fields. Pick something that you will remember and make sure you type the same password into both boxes.



b) Next, ensure the email address in the **Email** field is the address where you wish to receive notifications from the system. This email can be any address you would like and does not have to be a CCGA address.



c) Once you have filled in the password and email information, press the **update** button to save the information you have entered into the system. Each given area on this page can be updated individually in the same way.

5. The next section of the page deals with personal **Contact Information**. Most of the information in this section is optional and it is up to you how much or how little you put into the system

Contact Information
Name (first, middle, last)
[Dropdown] John [Dropdown] Doe
Company Title
Mailing Address
Address

a) Enter information by typing it into the appropriate boxes. You can fill in phone numbers, mailing address, company, fax number, etc. Here you can also select with whom you share your personal contact information. Check the applicable boxes to indicate who is authorized to view your profile.

Contact Information
Name (first, middle, last)
[Dropdown] John [Dropdown] Doe
Company Title
Mailing Address
Address
577 Kingston Rd
City
Toronto
Province/State
ON
Country
Canada
Postal Code/ZIP
M4E 1R3

b) Press **update** at the bottom of this section when you have finished entering your information.

4 Fax	[Dropdown]		Private
5 URL	[Dropdown]		Private
6 Email	[Dropdown]		Private

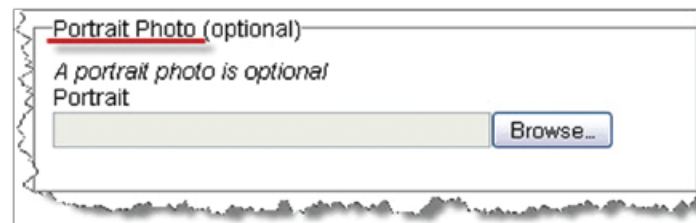
Selected Privacy Categories: 2

<input checked="" type="checkbox"/> Arctic	<input type="checkbox"/> Board Member	<input type="checkbox"/> CCGA Member
<input type="checkbox"/> District 1	<input type="checkbox"/> District 2	<input type="checkbox"/> District 3
<input type="checkbox"/> District 4	<input checked="" type="checkbox"/> District 5	<input type="checkbox"/> District 6
<input type="checkbox"/> District 7	<input type="checkbox"/> District 8	<input type="checkbox"/> DTC
<input checked="" type="checkbox"/> General Public	<input type="checkbox"/> Staff	<input type="checkbox"/> Unit Leaders

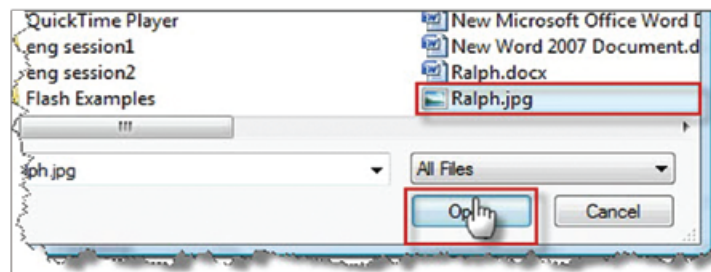
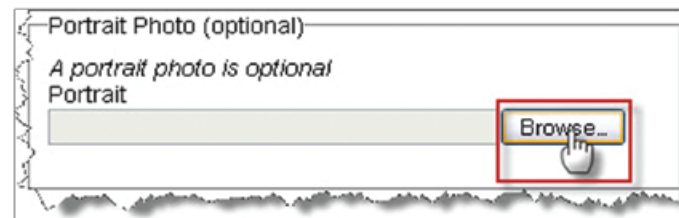
[update]

6. In the optional [Portrait Photo](#) section, you can input a photo to appear on your profile. Many people use their CCGA ID photos, but you may use any photo you like.

a) Press the [Browse](#) button to open your computer browser



b) Locate and select the photo file you would like to upload onto your profile. Photo files with the designation [.jpg](#) are best. Once you have selected a picture, press [Open](#).



c) Next press one of the [update](#) buttons located on the page. Pressing any of the [update](#) buttons will update and save all the information you have entered into the [User Profile Management](#) page.



7. Once the page has updated, select your username (e.g. [jdoe](#)) from the menu bar at the top of the page and then select [my profile](#) from the drop-down menu



8. This will take you back to the [summary screen](#) where you can view your newly updated photo and profile information.



SAR Profile / Photo ID

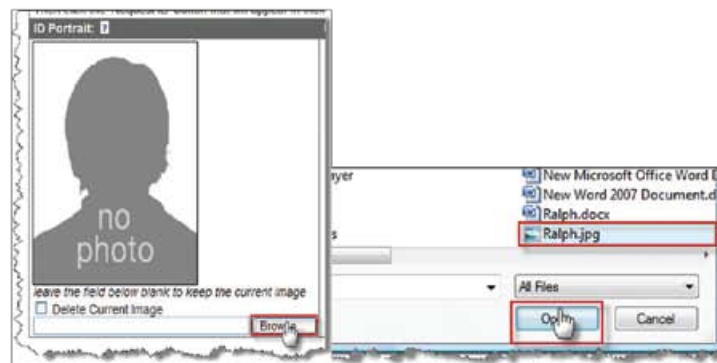
1. To add a photo to your SAR profile, click on your name beside SAR Personnel. This will bring you to your SAR Profile.



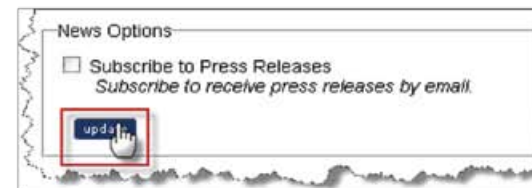
2. Select the name tab (e.g. [John Doe](#)) from the menu at the top of the page and select [edit](#) under [Personnel Profile](#) heading



3. Under the [ID Portrait](#) heading press the [Browse](#) button to open your computer browser. Select the appropriate file from within your computer. Please note this picture will be used for your CCGA ID, therefore it must be a clear head shot.



4. Press [update](#) at the bottom of the page.



5. Once the page loads, your picture will appear in your SAR Personnel profile. To request a Membership ID card click the [Request ID](#) button under the photo. This will send an automatic request to the office to issue a CCGA ID card.

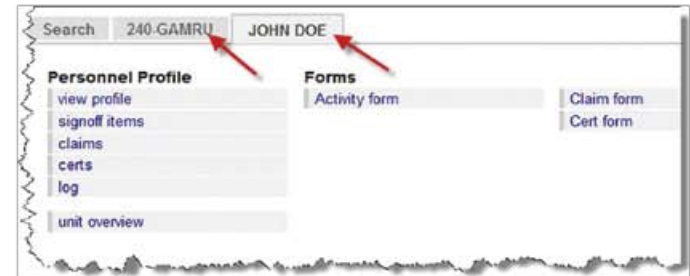


Menus & Help

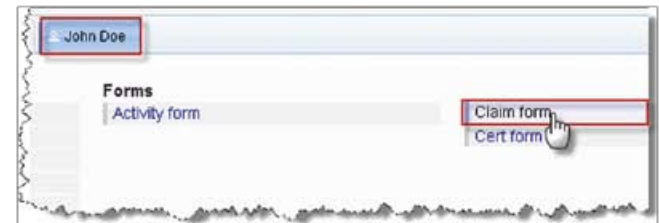
1. If you move your cursor over [SMS Menu](#) at the top of the page, you will see a drop-down menu. This and other drop-down menus found in the system will help you quickly access various things, for example the [claim form](#), the [cert form](#) and the [main menu](#). Selecting the [main menu](#) option will bring you to the [main menu](#) page.



2. Once in the [main menu](#) page you will see a number of headings. These include your name (e.g. [John Doe](#)) and your unit name (eg. [240 GAMRU](#)). From these headings you can access many different sections of the system. We will deal more closely with these menus in another section.



3. To demonstrate some of the [help menus](#) found in the system, we will go into the [Claim form](#) section by clicking [Claim form](#) under the name heading (e.g. [John Doe](#)).



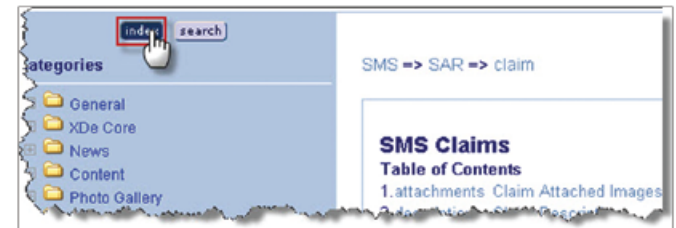
4. For this example we will use the [travel claim form](#). From the list of claim form types, select the type of travel claim you would like to make.

Claim Type	Description
Admin/Service Supplies	Administrative Supplies Claim (Managers & Staff)
ALBERTA TRAVEL	Claim for Travel & Expenses for province of Alberta
MANITOBA TRAVEL	Claim for Travel & Expenses for province of Manitoba
NUNAVUT TRAVEL	Claim for Travel & Expenses for province of Nunavut
ONTARIO TRAVEL	Claim for Travel & Expenses for province of ONTARIO

5. Once inside the travel claim form you will notice a [help](#) heading. Additional information about this form can be accessed by clicking on the [help](#) button located throughout all the forms found in the system.



6. Selecting [help](#) will bring you into the [help menu](#). Similar to the help menus found in most computer software, this menu can help you find information for all aspects of the system.



a) Use the [index](#) button at the top left of the page to access a variety of topics related to the system.

b) Use the [search](#) button also located at the top left of this page to search for information relating to the topic you wish to know more about.



7. Back at the claim form page, you can also access help information specific to each section by clicking on the **blue question marks** that appear throughout the form. These question marks will bring you to information pertinent to the given section of the form. These **blue question marks** can be found on every form in the system.

The screenshot shows a web-based claim form interface. At the top, there is a 'Claim Title' field with a red question mark icon next to it, and a hand cursor pointing to it. To the right of the 'Claim Title' is a 'Number' field with a red question mark icon. Below these are two columns of information: 'Request: New' and 'Approval: Not Approved'. The 'Unit' is '240-GAMRU' and the 'Person' is 'JOHN DOE'. The 'Start Date/Time' is 'February 7, 2009 8:00' and the 'End Date/Time' is 'February 7, 2009'. At the bottom, there is a 'Requested Information' field with a red question mark icon.

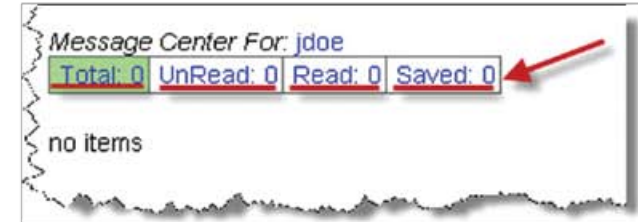
Claim Title: ?	Number: ?
	Request: New Approval: Not Approved
Unit: ?	Person: ?
240-GAMRU	JOHN DOE
Start Date/Time: ?	End Date/Time: ?
Session Start February 7, 2009 8:00	Session End February 7, 2009
Requested Information: ?	

Message Centre

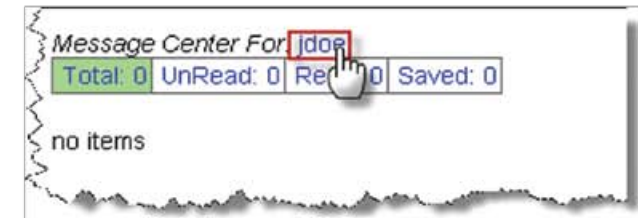
1. Within the drop-down menu under the **username** tab (e.g. [jdoe](#)) at the top of the page is the **message centre** button. Click this button to get to your **message centre** page.



2. Once inside your **Message Centre** page, you will see numbers representing the **Total** number of messages, number of messages **Read**, **UnRead**, and **Saved**. As you receive messages from the SMS system they will appear here. You will also be notified about new messages on the **Welcome Back** page when you first login.

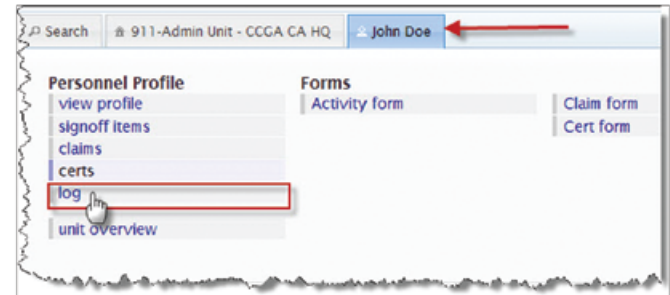


3. When you are going through the system, you will notice that there are generally two types of coloured text. Black text and **blue text**. When there are words written in blue it means that they are a **live link** to another section of the system. Clicking on your username (e.g. [jdoe](#)) will bring you to your **profile**. You will encounter these **live links** throughout the system.



Personal Log

1. From the [Main Menu](#) page, select log from the options within the [name tab](#) (e.g. [John Doe](#)). The Log is a place where activities are recorded, much like a vessel log. Whenever there is a tasking-related form submitted by your Coxswain or Training Officer, it will appear in your [Log](#).



2. Looking at this [log](#), you will see [Date](#), [Source](#), [Description](#) and [Hours](#) information displayed for each entry. The activities represented in your log cover a wide variety of tasks from training to incidents. Much of this log is populated automatically through forms submitted by your Unit Leader and Training officer.

A screenshot of a log entry for RALPH FITZGERALD - 3773. The table below shows the log entries with columns for Date, Source, Description, and Hours. Red arrows point to the column headers.

Date:	Source:	Description:	Hours:
February 3rd, 2009	del log	Complete Training Item: 02 05 Cold Water Survival Signoff: PETER GRAHAM	
February 3rd, 2009	del log	Complete Training Item: 02 04 Visibility and Signaling Signoff: PETER GRAHAM	
February 3rd, 2009	del log	Complete Training Item: 02 03 Protection Signoff: PETER GRAHAM	
February 3rd, 2009	del log	Complete Training Item: 02 02 Warmth Signoff: PETER GRAHAM	
November 20th, 2008	view activity	POCOMAR, AGM November 2008 (3.25h)	3.25
August 16th, 2008	view incident	Flare Sighting off Grimsby Ontario	2.90
July 24th, 2008	view incident	Disabled vessel off Forans Marina	0.28
July 19th, 2008	view activity	Inspect HBRU 161 (2h)	2.00

3. To create a log entry yourself, click the [new entry](#) button located at the bottom of the Log page. This will take you to the [Training Log Entry](#) form.

A screenshot of a log entry for SAR Operations Course #08TSK65. The table below shows the log entries with columns for Date, Source, Description, and Hours. A red box highlights the 'new entry' button at the bottom.

22nd, 2008	view training	SAR Operations Course #08TSK65 (3h)	
21st, 2008	view training	SAR Operations Course #08TSK65 (10.75h)	
1st, 2008	view activity	SAR Ex OCC (5h)	
ary 15th,	view cert	SAR Instructor Course #n/a	
ary 10th,	view cert	First Aid with CPR #n/a	

4. In the [Training Log Entry](#) form, fill in the Date and give a brief description in the Description field. The [Achievement](#), [Item Completed](#) and [Level Attained](#) fields are updated by your Unit Leader or Training Officer when an applicable activity is completed. You cannot use these options when entering a personal log as a member. When you are finished entering your information, press [update](#) to view your newly updated log.

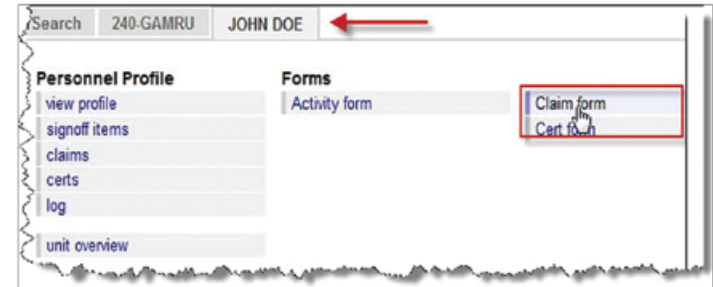
The screenshot shows the 'Training Log Entry' form. It has a title bar 'Training Log Entry'. Below the title bar, there are three main sections. The first section is 'Date', which includes a calendar icon, a dropdown menu showing 'February', a text input field with '7', and another dropdown menu showing '2009'. A red arrow points to the 'Date:' label. The second section is 'Description', which is a large text input field. A red arrow points to the 'Description' label. The third section is a table with three columns: 'Achievement', 'Item Completed', and 'Level Attained'. Each column has a dropdown menu. The 'Achievement' dropdown shows 'n/a'. The 'Item Completed' dropdown shows 'no self sign-off'. The 'Level Attained' dropdown shows 'no self sign-off'. At the bottom left of the form, there is a blue button labeled 'update' with a white mouse cursor icon over it, which is enclosed in a red rectangular box.

Date:	Description:	
February 7 2009		
Achievement:	Item Completed:	Level Attained:
n/a	no self sign-off	no self sign-off

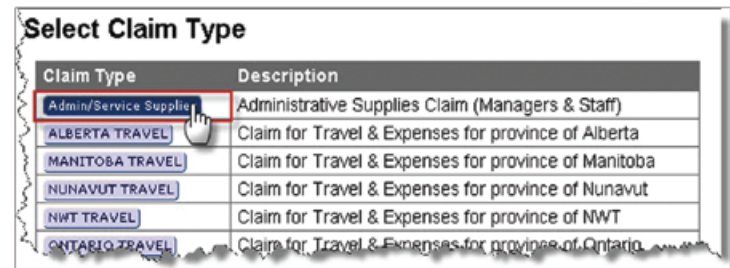
[update](#)

Claim Form

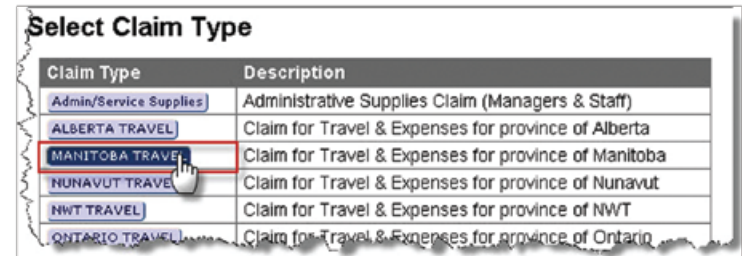
1. From the [main menu](#) select [Claim form](#) from the options within the name tab (e.g. [John Doe](#)). This is the form to use when claiming expenses that come from activities outside of your unit's operations, travel expenses, meal expenses, hotel expenses, etc.



2. Within the Claim form section of the system, there are different types of forms you can choose from. You will find many similarities between the various types of forms in the system.



a) The [Administrative Supplies Claim form](#) is used most frequently by people operating at the district level. For example, if the District Director or the Training Coordinator had expenses related to their district such as training materials, they would select this type of form.



b) Typically, as a general member, you will use the [Travel claim form](#). Click the [Travel](#) button to access this form. If you have the option of selecting a Province specific form, do so.

3. Start by filling in the **Claim Title**. Type the title into the provided text box. It is up to you to find an appropriate title for the claim you are filling out.

4. Some information on this form is automatically generated based on your profile information. Your **Name** and **Unit** for example. If this information is already correct, you do not need to make any changes.

a) If the information automatically generated is not correct, you can change the **Unit** and name of the **Person** for whom this claim is being entered using the drop-down menus. This feature can also be used if you are entering a claim on behalf of another member. Select the unit to which the person belongs to from the **Unit** drop-down menu on the left.

b) Next, select their name from the **Person** drop-down menu on the right. You will notice that once you have selected a unit, the names in the **Name** drop-down menu will all be members from the selected Unit.

A screenshot of the SAR Management System form. The 'Claim Title' field is highlighted with a red box and a red arrow pointing to it. Below it, the 'Unit' dropdown menu is set to '240-GAMRU'. To the right, the 'Person' dropdown menu is set to 'JOHN DOE'. Other fields include 'Number', 'Request: New', 'Approval: Not', 'Session Start', and 'Session End'.

A screenshot of the SAR Management System form. The 'Unit' dropdown is '240-GAMRU' and the 'Person' dropdown is 'JOHN DOE'. The 'Start Date/Time' is set to February 7, 2009, 9:00. The 'End Date/Time' is set to February 7, 2009, 9:00. The 'Requested Information' field is labeled 'PATROL/TASKING #'. There is also a 'Travel & Expenses' field.

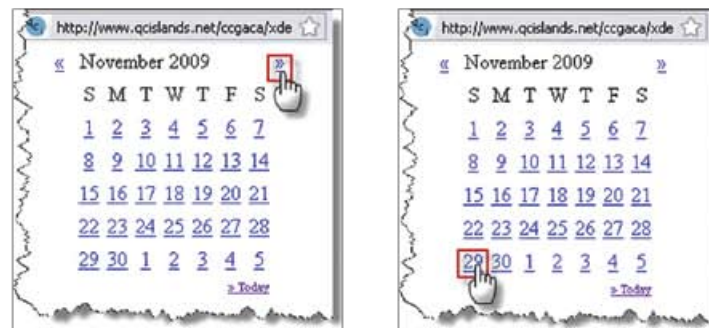
A screenshot of the SAR Management System form. The 'Unit' dropdown menu is open, showing a list of units: 240-GAMRU, 120-The Escape, 131-Fancy Canoe, 139-Dirt Water Fox, 149-MS Viking, 161-HBRU, 164-Sparky J, 167-Morning Star, 172-Morrisburg, and 200-Not Behind Zebra. A red arrow points to the '240-GAMRU' option. The 'Person' dropdown menu is also open, showing 'JOHN DOE' and other names. The 'End Date/Time' is set to February 7, 2009, 9:00. There is also a 'PATROL/TASKING #' field and a 'Mileage' field set to 'Km'.

A screenshot of the SAR Management System form. The 'Unit' dropdown menu is set to '240-GAMRU'. The 'Person' dropdown menu is open, showing a list of names: JOHN DOE, BENJAMIN UPPER, KAREN ASPDEN, ROBERT BERRY, ELLA MYERS, SEAN COFFEY, MIKE SPENCER, DEREK LEMSTRA, SCOTT ST. GEORGE, and ANDREW KITNEY. A red arrow points to the 'JOHN DOE' option. The 'Start Date/Time' is set to February 7, 2009, 9:00. There is also a 'PATROL/TASKING #' field and a 'Travel & Expenses' field with sub-fields for '(actual) Total Mileage' and 'Accommodations'.

5. To enter the **Start Date/Time** and **End Date/Time** of the session, use either the drop-down menus or press the **Calendar** button located at the top left of the **Start Date/Time** and **End Date/Time** boxes.



a) The **calendar** button will open a new **calendar** window where you can select the **month** and **day** by scrolling through the months with the arrows and clicking on the appropriate date.



6. The **PATROL/TASKING #** will be given to you. It will correspond to the activity in which you took part. If, for example, you took a training course, you would be given a number that is associated with that course. Enter this number into the text field.



7. In the **Travel & Expenses** section of the form you will enter your **Total Mileage**, **Accommodations** and **Accommodations Rate** into the text fields. Leave any fields that don't apply blank.

Travel and Expenses: ?	
(actual) Total Mileage	<input type="text"/> km
Accommodations	<input type="text"/> rooms for <input type="text"/> nights.
(actual) Accommodations Rate	<input type="text"/> room/night

8. In the **Meals** section, enter the number of times you ate **Breakfast**, **Lunch** and **Dinner**.

Meals	
Breakfast	# of <input type="text"/>
Lunch	# of <input type="text"/>
Dinner	# of <input type="text"/>

9. In the **Other Expenses** section, enter any other fees you incurred. You can, for example, enter the **Event Fee** and any other fees. Be sure to include the type of expense in the field on the left and the total cost in the field on the right.

Other Expenses	
Event Fee(s)	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

10. In the **Attachments** section you must upload scanned copies of receipts for other expenses you incurred.

Attachments: ?

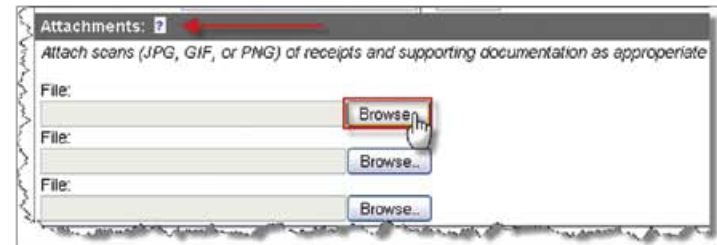
Attach scans (JPG, GIF, or PNG) of receipts and supporting documentation as appropriate

File:	<input type="text"/>	Browse...
File:	<input type="text"/>	Browse...
File:	<input type="text"/>	Browse...

a) Scan your receipts or other supporting documentation from your travels.

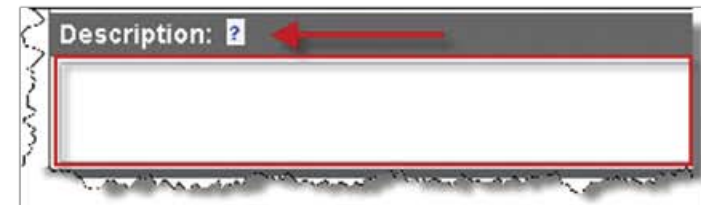
b) Similarly to uploading a picture to your profile, select [Browse](#) and locate the file you wish to upload within your computer. Photo files with the designation [.jpg](#) are best.

c) Once you have located the file you wish to upload click [Open](#).



11. Use the [Description](#) section to include any other information pertaining to your claim. This could include what you were attending and why. There is no limit on the amount of information you can put in this field.

12. To learn how to submit this form and all types of forms in this system, please read the next section: [Saving / Updating / Submitting Forms](#).

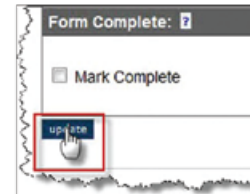
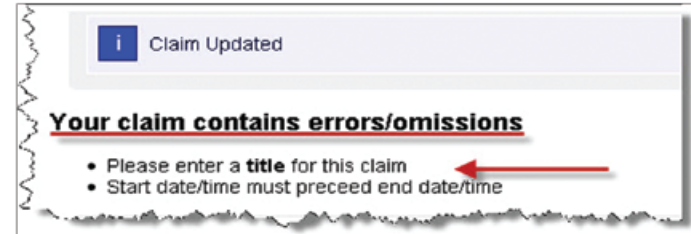
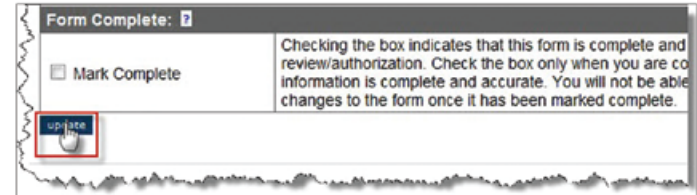


Saving / Updating / Submitting Forms

1. If you have entered all possible information into the given form, but there are still outstanding pieces of information you have yet to put into the form, you can save the current form by clicking on the **Update** button. This will save the form, but it will not be submitted as long as you have not checked the **Mark Complete** box.

2. When you select the **Update** button the system will automatically check to make sure that all the information you provided is logical and properly entered. If there are any errors found in the form, you will not be able to save or submit it. The system will however notify you of the errors it recognized. The errors you made will be listed at the top of the form giving you the chance to go back and make corrections as necessary.

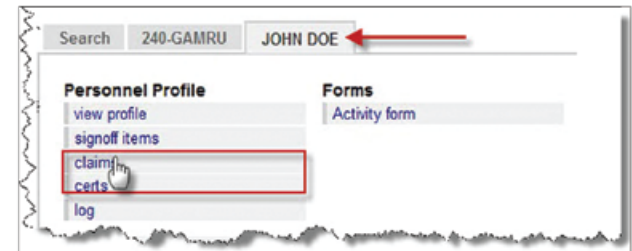
3. Adjust the information accordingly on the form and then scroll to the bottom of the page and select **Update** once again. If the errors have been corrected, you will see that your form has successfully been updated in the system. The information you entered will be listed once again, as well as any calculations involved in the form.



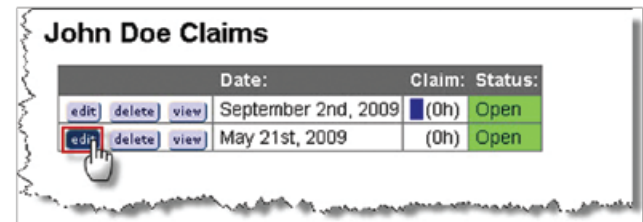
4. To view all your claims, from the Main Menu select **My Profile** and click.



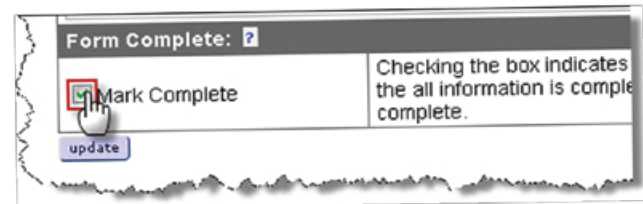
5. When the **My Profile** screen comes up, select **Claims** from the first column.



6. This will allow you to see all the claims you have submitted or that you are working on. If your claim has yet to be completed and submitted you will have the option of editing it. To enter the form select **edit**.



7. Once you have fully completed the form and there are no found errors, you can check the **Mark Complete** box. Clicking this box indicates that you have completed the form to the best of your ability and that all the information is complete and accurate.



8. Once again, select [Update](#) to update and submit this form to the system. This will bring you to a summary of the information entered. Scrolling down the page you will find the [Signoff](#) section of the form.

Form Complete: ?

Mark Complete

Checking the box indicates the all information is complete.

update

9. To sign off on this form press the [Authorize](#) button to digitally sign the form and verify its accuracy.

Authorize As: ?

CCGA Member

Flags: ?

None None

Authorize Re-open

10. You will now see yet another updated version of the information including an updated [Signoff](#) section. Once you have digitally signed the form, it will be passed onto the SAR activity Coordinator and then to your District Director for their digital authorization. Then it will come to the office for final authorization.

Signoff: Pending: District Director

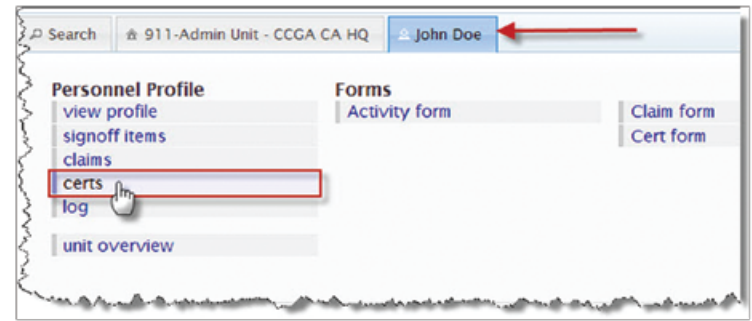
Created by: JOHN DOE

Date	Level	Action	Person	Flags	Notes
February 7th, 2009	CCGA Member	Signed	JOHN DOE		
Pending	District Director				
Pending	Auth/Payment				

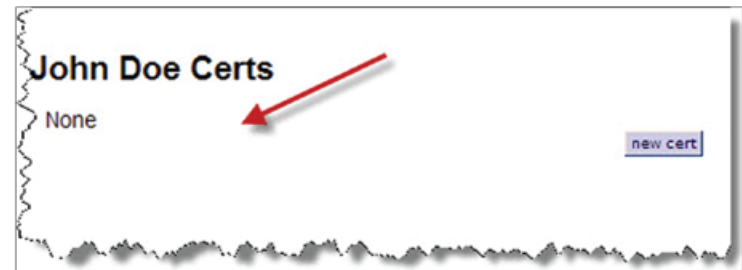
Pending Authorization: District Director

Certification Form

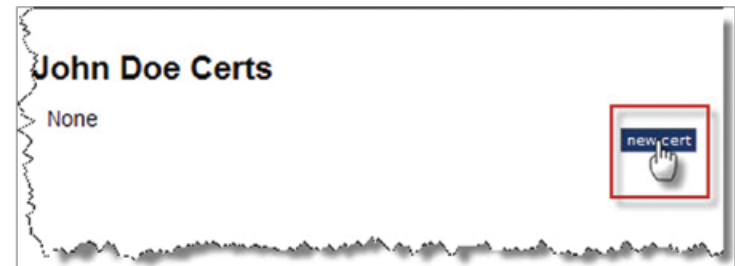
1. To access the certification form and to upload certifications into the system, go to your name tab (e.g. [John Doe](#)) in the [Main Menu](#) and select [certs](#).



2. If this is your first time logging in, or you have yet to receive any certifications, you will not see any listed on this page. Once you have uploaded a certification into the system it will appear here.



3. To upload a new certification into the SMS system, click the [new cert](#) button.



4. Here you will see a list of various **Cert Types**. Select the type of certification you would like to enter. For example if you received a Pleasure Craft Operator Certificate, you would select the **PCOC** button. This will bring you to the **PCOC Certification Form**.

Cert Type	Description
DEC	
First Aid Course	
First Aid Instructor Course	
First Aid with AED	person has AED must re-cert and do one exercise every 3 months
First Aid with CPR	First Aid that includes CPR must be recertified every year.
Jet Boat Qualification	
Jet Boat Qualification	
Master Limited Cert	
MEDA2	
MEDA3	
Media PR Course	
OBS 1	
OBS 2	
OBS 3	
OBS Instructor Course	
OBS Trailer Course	
OCC Evaluator Course	
PCOC	
PCOC Instructor Course	

5. First fill in the **Issued By** information. This is a group or organization that provided the course and/or testing for your certificate.

PCOC Cert

[help](#) Get general help about how to fill out this form correctly. Help for the individual fields on the form is available by clicking on the [?](#) links located near the titles of each field.

Issued By: [?](#) Number:

Person: [?](#) Recorded By:

6. If there is an identification number associated with the course you took, enter it into the **Number** field.

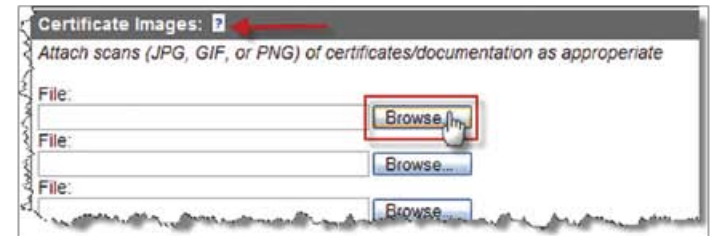
Number: [?](#)

Recorded By: [?](#)
John Doe

7. Enter the date you were issued the certification in the **Effective Date** field. You can use either the drop down menus or the calendar methods to enter this date. (See **Claim Form**, Step 5 for more information.)

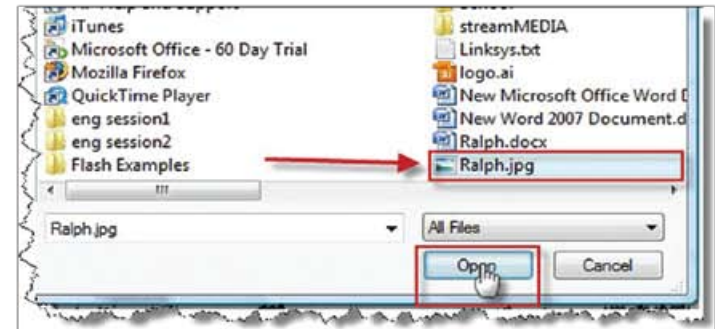


8. In the **Attachments** section you must upload a scanned version of your certificate into the system through the **Certificate Images** section of this form.

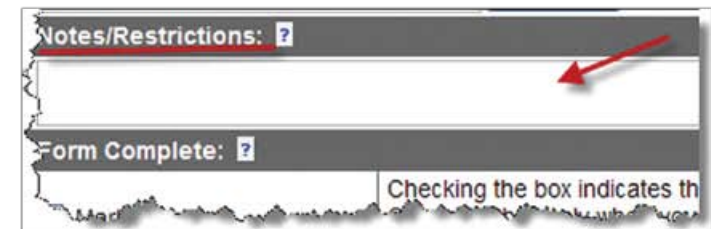


a) Once you have scanned the certificate into the computer, select **Browse** and locate the image file. Photo files with the designation **.jpg** are best.

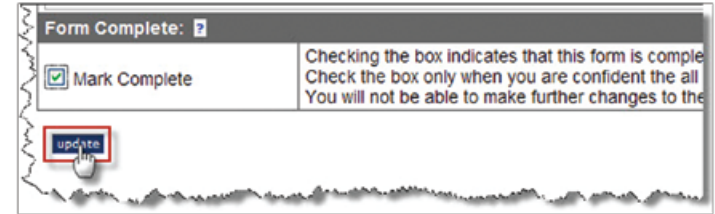
b) Once you have located and selected the file, click **Open**. You may do this numerous times if there are multiple pages or documents.



9. Include any additional information about this certification in the **Notes/Restrictions** section of the form. You may type as much as you like into the text field.



10. To complete this form follow the standard steps involved in submitting a form. These steps are outlined in the [Submitting Forms](#) section and are standard to all forms in the system.



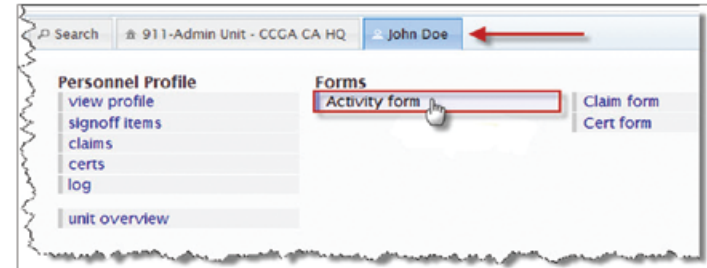
11. Once certifications have been properly uploaded and approved by all necessary levels, they will appear on the main [certs](#) page, accessible from the [Main Menu](#).

Cert Administration

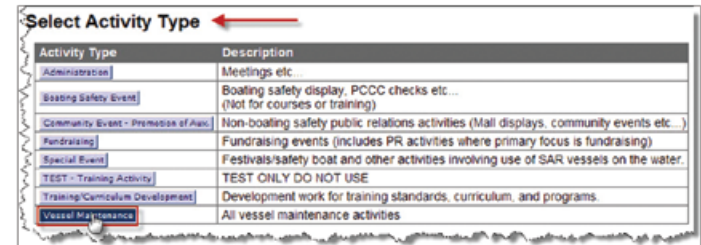
	Date:	Expiry:	Cert:	Status:
edit view	February 15th, 2008	never	SAR Instructor Course #n/a	Current
edit view	February 10th, 2008	February 10th, 2011	First Aid with CPR #n/a	Current
edit view	January 26th, 2008	January 26th, 2013	SAR Ops Course	Current
edit view	November 4th, 2007	never	DSC #150 441 FIT	Pending Approval
edit view	April 11th, 2007	never	ROC #004 412 FIT	Current
edit view	April 1st, 2007	never	OCC Evaluator Course	Current

Activity Form

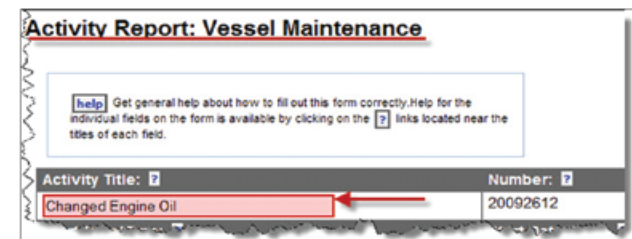
1. Many of the activities you are involved in (incident report, training sessions, etc.) will be recorded in the system by your unit leaders. You may also submit an activity form yourself for something you have accomplished. To access this form, select [activity form](#), listed under your name tab (e.g. [John Doe](#)) on the [Main Menu](#) page.



2. You will now see a list of possible [Activity Types](#). Select the type of activity you wish to submit into the system. For example if you wish to submit time you did performing vessel maintenance, select the [Vessel Maintenance](#) button.



3. Activity forms, similar to other forms you will encounter in the system, are divided into sections. Start by filling in the [Activity Title](#) field with the type of activity you performed. (e.g. [Changed Engine Oil](#).)



4. Enter the **Session Start** and **Session End** into the **Start Time/Date** and **End Time/Date** sections using either the drop-down menus or the calendar method. (See **Claim Form** step 5 for more information.)

This screenshot shows two side-by-side input sections for 'Session Start' and 'Session End'. Each section has a 'Start Date/Time' label with a red arrow pointing to a date and time selector. The 'Session Start' section shows 'September 3, 2009 18:00' selected. Below each date selector is a 'Unit(s):' dropdown menu with '911-Admin Unit - CCGA CA HQ' selected. To the right of the 'Session End' section is a 'Vessel(s):' dropdown menu with 'No Asset Involved' selected. At the bottom of each section is a 'Requested Information:' label.

5. The **Unit(s)** and **Vessel(s)** information will be automatically generated by the system. If you need to change this information for any reason, you may do so.

a) Select the Unit for which you performed the **Vessel Maintenance** from the drop-down menu on the left.

This screenshot shows the 'Unit(s):' dropdown menu on the left, which is highlighted in red and contains the text '911-Admin Unit - CCGA CA HQ'. A mouse cursor is pointing at the dropdown arrow. To the right is the 'Vessel(s):' dropdown menu, which is also highlighted in red and contains the text 'No Asse', 'Other As', 'Other As', and 'Other As'. Below these menus is a 'Requested Information:' label and a 'Description:' label.

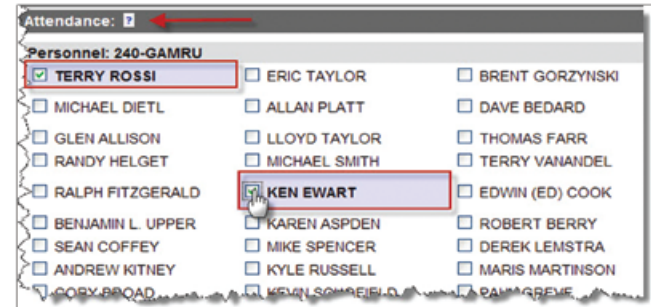
b) You will now notice all the vessels that belong to the unit you selected will appear in the drop-down menu on the right. Select the **vessel(s)** involved in the maintenance you performed.

This screenshot shows the 'Vessel(s):' dropdown menu on the right, which is highlighted in red and contains the text 'GAMRU I', 'Other Asset Involve', 'Other Asset Involved', and 'Other Asset Involved'. A mouse cursor is pointing at the dropdown arrow.

6. In the **Description** section you may include information that pertains to the activity you are logging. In this case perhaps the specifics of the maintenance you performed.

This screenshot shows the 'Requested Information:' label at the top, followed by the 'Description:' label with a red arrow pointing to a large text input field. Below the input field is the 'Attendance:' label, and at the bottom is the 'Personnel: 240-GAMRU' label.

7. In the **Attendance** section of the form you will see the names of the members from the unit that you selected above. Here you can select the names of the people involved in the activity. You do not need to select any other names if you were the only person involved.

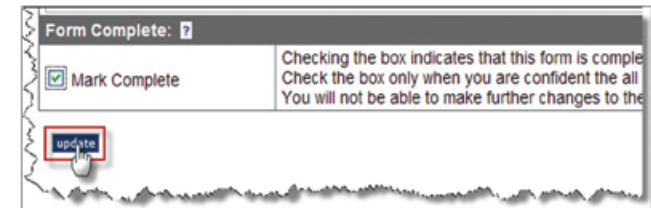


Attendance: [?] [←]

Personnel: 240-GAMRU

<input checked="" type="checkbox"/> TERRY ROSSI	<input type="checkbox"/> ERIC TAYLOR	<input type="checkbox"/> BRENT GORZYNSKI
<input type="checkbox"/> MICHAEL DIETL	<input type="checkbox"/> ALLAN PLATT	<input type="checkbox"/> DAVE BEDARD
<input type="checkbox"/> GLEN ALLISON	<input type="checkbox"/> LLOYD TAYLOR	<input type="checkbox"/> THOMAS FARR
<input type="checkbox"/> RANDY HELGET	<input type="checkbox"/> MICHAEL SMITH	<input type="checkbox"/> TERRY VANANDEL
<input type="checkbox"/> RALPH FITZGERALD	<input checked="" type="checkbox"/> KEN EWART	<input type="checkbox"/> EDWIN (ED) COOK
<input type="checkbox"/> BENJAMIN L. UPPER	<input type="checkbox"/> KAREN ASPDEN	<input type="checkbox"/> ROBERT BERRY
<input type="checkbox"/> SEAN COFFEY	<input type="checkbox"/> MIKE SPENCER	<input type="checkbox"/> DEREK LEMSTRA
<input type="checkbox"/> ANDREW KITNEY	<input type="checkbox"/> KYLE RUSSELL	<input type="checkbox"/> MARIS MARTINSON
<input type="checkbox"/> GOPY BROAD	<input type="checkbox"/> KEMEL SCHAEFFEL	<input type="checkbox"/> PAUL GREVE

8. Follow the standard form submission steps to complete this form. These steps are outlined in the **Saving / Updating / Submitting Forms** section and are standard to all forms in the system.



Form Complete: [?]

<input checked="" type="checkbox"/> Mark Complete	Checking the box indicates that this form is complete. Check the box only when you are confident the all. You will not be able to make further changes to the
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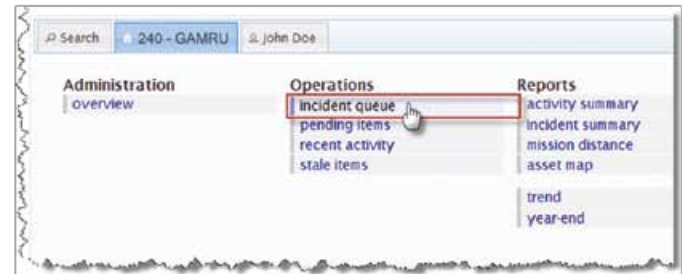
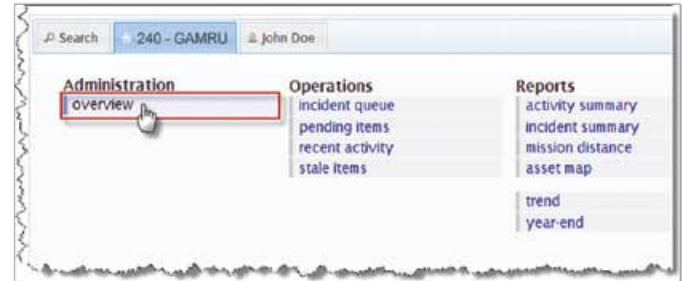
[update]

Unit Overview

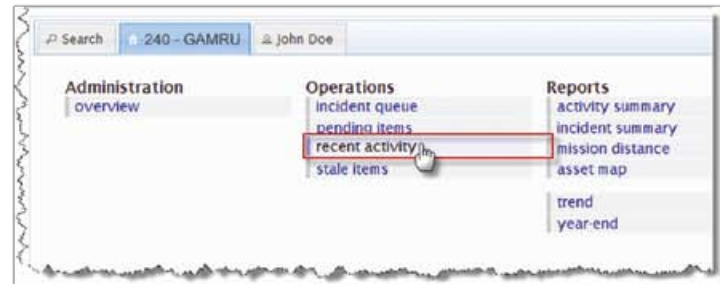
1. To find information relating to your unit, access your unit tab (eg. 240-GAMRU) from the [Main Menu](#). There are a number of selections you can make in this menu.

2. Selecting [overview](#) will bring you to an overview of your unit. You will find information such as contact information, statistics about the unit, assets, incident queue and personnel. Clicking on any blue text will bring you to more detailed information on the given topic.

3. The [incident queue](#) is where you can access up-to-date information about taskings and missions that your unit has been on.



4. If you select [recent activity](#), you can access a large amount of information. This includes information about Training Exercises, Classroom Sessions, Courses, Missions, Requests and Activities.



5. In the [Recent Activity](#) page you can also see the status of these events. The designation **Closed** indicates that the logged information has gone through all the necessary stages of authorization in the system. The designation **Open** indicates that the authorization process has not yet started.

			Date:	Activity:	Status:
edit	delete	view	January 5th, 2009	Scanning documents for SMS (12h)	Open
edit	delete	view	December 6th, 2008	SMS image processing for HQ (District 1) (2h)	Open
edit	delete	view	December 6th, 2008	SMS Updating Activity Reports from SMS log. (2.5h)	Closed
edit	delete	view	November 25th, 2008	SMS image processing for HQ (District 1) (1h)	Open
edit	delete	view	November 24th, 2008	SMS image processing for HQ (District 1) (2.25h)	Open
edit	delete	view	November 23rd, 2008	SMS image processing for HQ (District 1) (1h)	Open
edit	delete	view	November 22nd, 2008	SMS image processing for HQ (District 1) (0.75h)	Open
edit	delete	view	November 22nd, 2008	SMS image processing for HQ (District 1) (3h)	Open
edit	delete	view	November 21st, 2008	SMS image processing for HQ (District 1) (6h)	Closed
edit	delete	view	November 19th, 2008	SMS image processing for HQ (District 1) (4h)	Open

6. To view detailed information pertaining to any of the activities listed in the [Recent Activity](#) page, select **View** beside any of the listed activities. This will allow you to view the report from the given activity.

			Date:	Activity:	Status:
edit	delete	view	January 5th, 2009	Scanning documents for SMS (12h)	Open
edit	delete	view	December 6th, 2008	SMS image processing for HQ (District 1) (2h)	Open
edit	delete	view	December 6th, 2008	SMS Updating Activity Reports from SMS log. (2.5h)	Closed
edit	delete	view	November 25th, 2008	SMS image processing for HQ (District 1) (1h)	Open
edit	delete	view	November 24th, 2008	SMS image processing for HQ (District 1) (2.25h)	Open
edit	delete	view	November 23rd, 2008	SMS image processing for HQ (District 1) (1h)	Open
edit	delete	view	November 22nd, 2008	SMS image processing for HQ (District 1) (0.75h)	Open
edit	delete	view	November 22nd, 2008	SMS image processing for HQ (District 1) (3h)	Open
edit	delete	view	November 21st, 2008	SMS image processing for HQ (District 1) (6h)	Closed
edit	delete	view	November 19th, 2008	SMS image processing for HQ (District 1) (4h)	Open

7. The [person list](#) is a way to access the contact information for other personnel in your unit.



8. In the [Personal Equipment](#) section you can view any of the unit's equipment that is currently being loaned to other members. Equipment can include manuals, PFDs, Pagers, etc.

