

Memberships

Overview

Introduction

This section provides the procedures for viewing, adding, correcting and deleting Memberships in Direct Access.

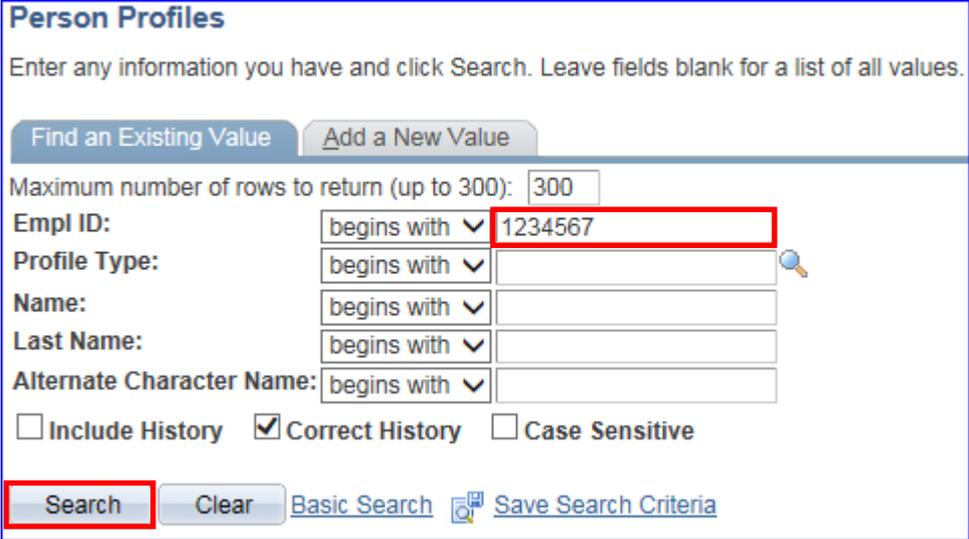
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Viewing a Membership

Introduction This guide provides the procedures for Viewing a Membership in Direct Access. The user must have the CG_MEMBERSHIPS_V to access this component.

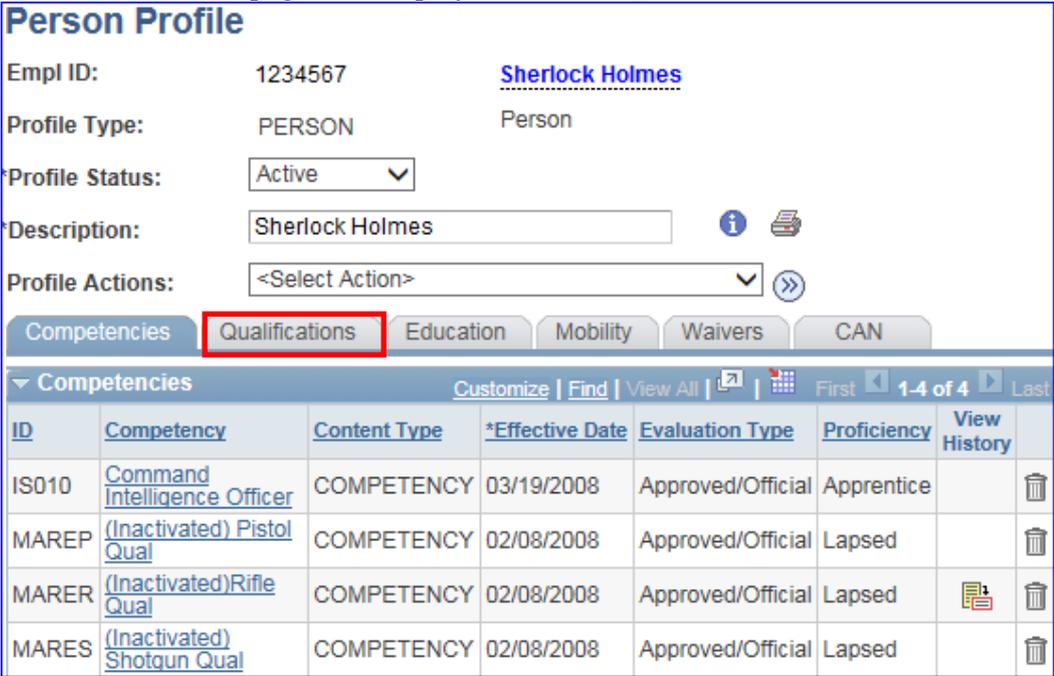
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and hit Search . 

Continued on next page

Viewing a Membership, Continued

Procedures,
continued

Step	Action																																			
3	<p>The Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Sherlock Holmes</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active</p> <p>Description: Sherlock Holmes</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>IS010</td> <td>Command Intelligence Officer</td> <td>COMPETENCY</td> <td>03/19/2008</td> <td>Approved/Official</td> <td>Apprentice</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> <tr> <td>MARES</td> <td>(Inactivated) Shotgun Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> </tbody> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	IS010	Command Intelligence Officer	COMPETENCY	03/19/2008	Approved/Official	Apprentice		MAREP	(Inactivated) Pistol Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed		MARER	(Inactivated) Rifle Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed		MARES	(Inactivated) Shotgun Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed	
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4	<p>The member's Memberships will display. Click the Membership to view additional information.</p>  <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Honors and Awards</p> <p>Language Skills</p> <p>Licenses & Certifications</p> <p>Memberships</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td>SRDC</td> <td>Select Reserve Direct Commissi</td> <td>MEM</td> </tr> <tr> <td>W3</td> <td>CWO3 Promo Board Member</td> <td>MEM</td> </tr> <tr> <td>W4</td> <td>CWO4 Promotion Board Member</td> <td>MEM</td> </tr> </tbody> </table>	ID	Membership	Content Type	SRDC	Select Reserve Direct Commissi	MEM	W3	CWO3 Promo Board Member	MEM	W4	CWO4 Promotion Board Member	MEM																							
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Viewing a Membership, Continued

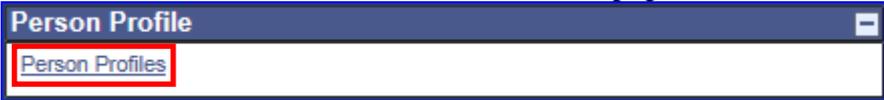
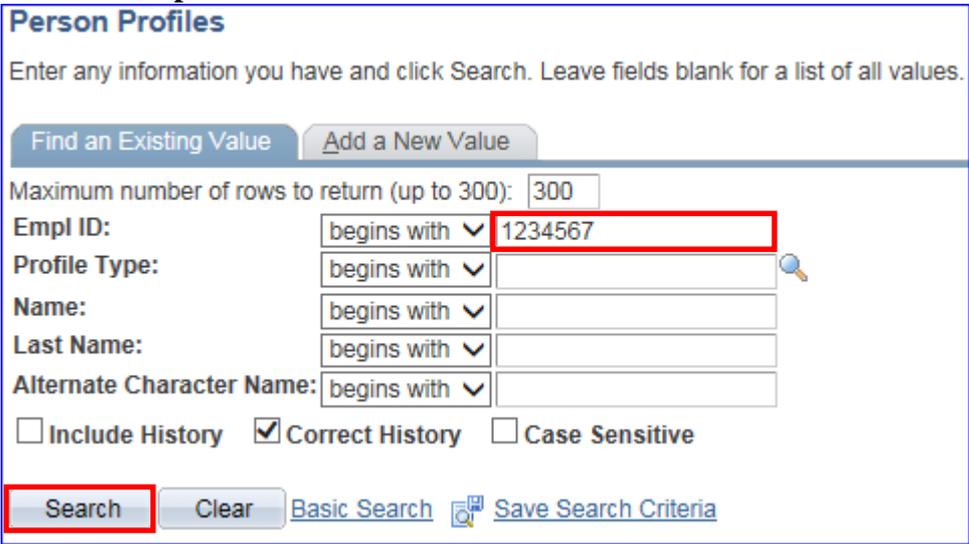
Procedures,
continued

Step	Action
5	<p>The member's Update Memberships page will display. Click OK to return to the Person Profile screen.</p> <div data-bbox="323 562 1369 1301" style="border: 1px solid blue; padding: 5px;"><p>Person Profile</p><h3>Update Memberships</h3><p>Empl ID: 1234567 Sherlock Holmes</p><p>Profile Type: PERSON Person</p><p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p><p>Details Find View All First 1 of 1 Last</p><p>*Membership Date: 03/01/2010 +</p><p>Membership: SRDC Select Reserve Direct Commissi i</p><p>*Status: Active</p><p>Mandate Begin Date: <input type="text"/> 31</p><p>Mandate End Date: <input type="text"/> 31</p><p>Mandate: PANEL ↵</p><p>Mandate Position: MBR ↵</p><p>OK Cancel</p></div>

Adding a New Membership

Introduction This guide provides the procedures for Adding a New Membership in Direct Access. The user must have the CG_MEMBERSHIPS_U to access this component.

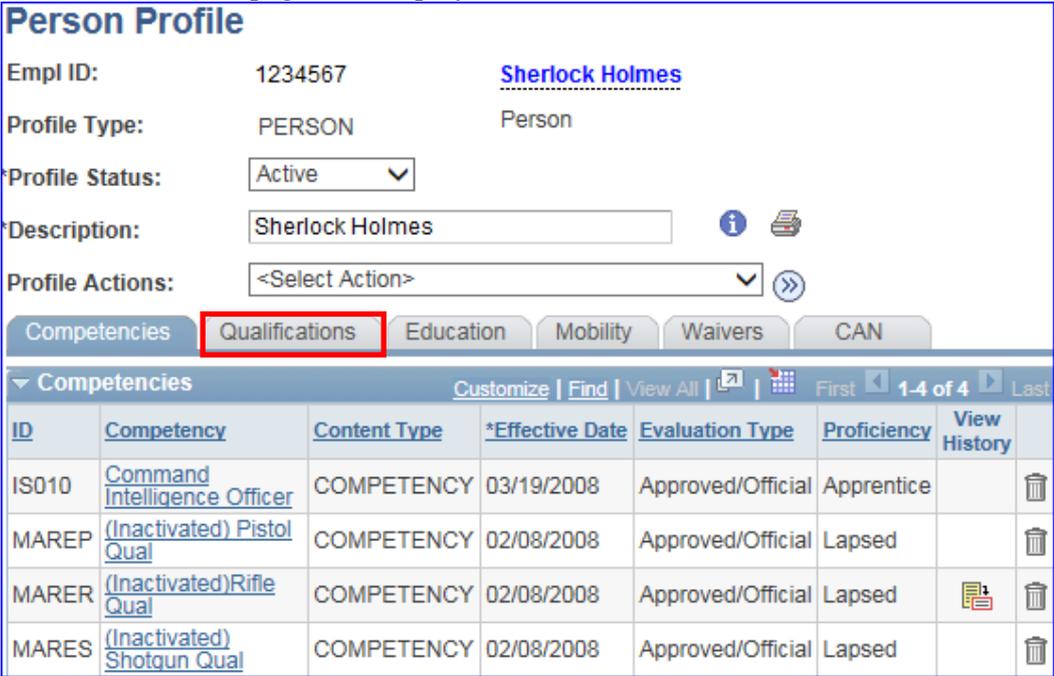
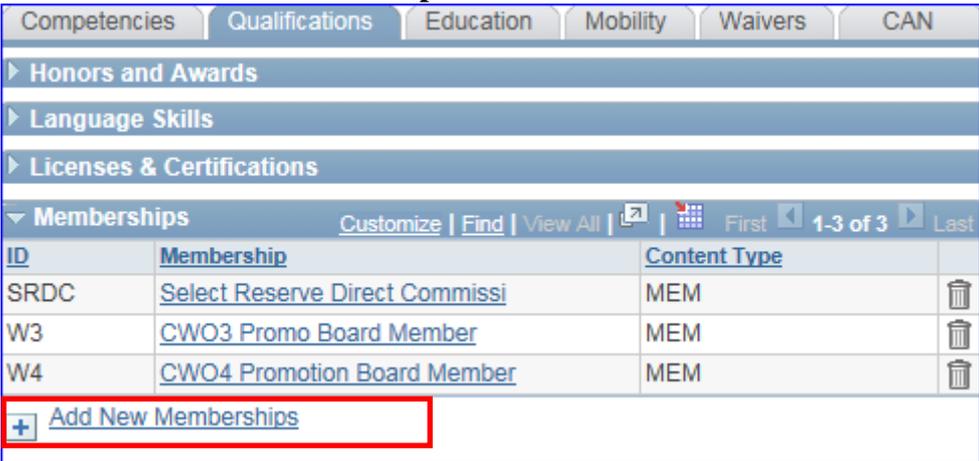
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and hit Search . 

Continued on next page

Adding a New Membership, Continued

Procedures,
continued

Step	Action																																			
3	<p>The Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Sherlock Holmes</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active</p> <p>Description: Sherlock Holmes</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>IS010</td> <td>Command Intelligence Officer</td> <td>COMPETENCY</td> <td>03/19/2008</td> <td>Approved/Official</td> <td>Apprentice</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> <tr> <td>MARES</td> <td>(Inactivated) Shotgun Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> </tbody> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	IS010	Command Intelligence Officer	COMPETENCY	03/19/2008	Approved/Official	Apprentice		MAREP	(Inactivated) Pistol Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed		MARER	(Inactivated) Rifle Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed		MARES	(Inactivated) Shotgun Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed	
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4	<p>Click the Add New Memberships link.</p>  <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▶ Honors and Awards</p> <p>▶ Language Skills</p> <p>▶ Licenses & Certifications</p> <p>▼ Memberships</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td>SRDC</td> <td>Select Reserve Direct Commissi</td> <td>MEM</td> </tr> <tr> <td>W3</td> <td>CWO3 Promo Board Member</td> <td>MEM</td> </tr> <tr> <td>W4</td> <td>CWO4 Promotion Board Member</td> <td>MEM</td> </tr> </tbody> </table> <p>+ Add New Memberships</p>	ID	Membership	Content Type	SRDC	Select Reserve Direct Commissi	MEM	W3	CWO3 Promo Board Member	MEM	W4	CWO4 Promotion Board Member	MEM																							
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Adding a New Membership, Continued

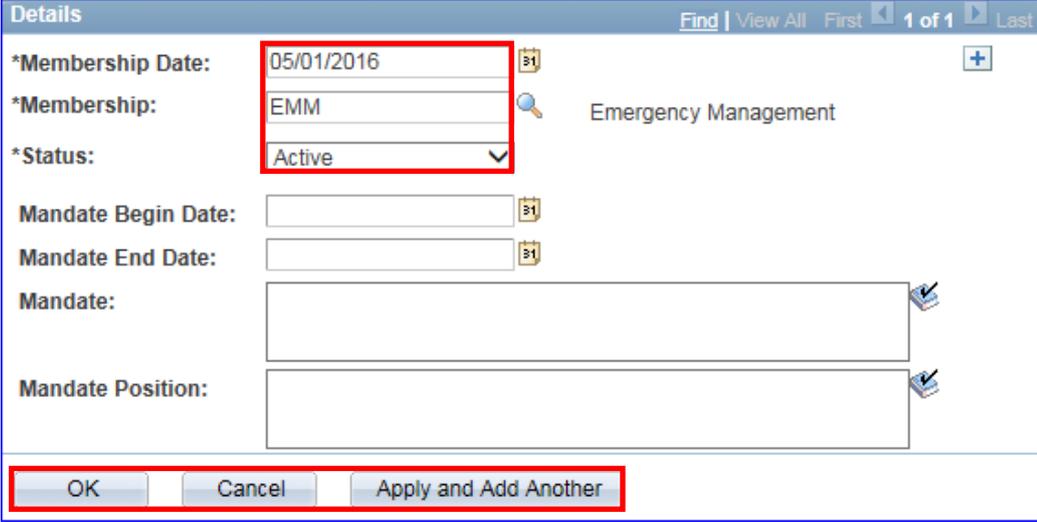
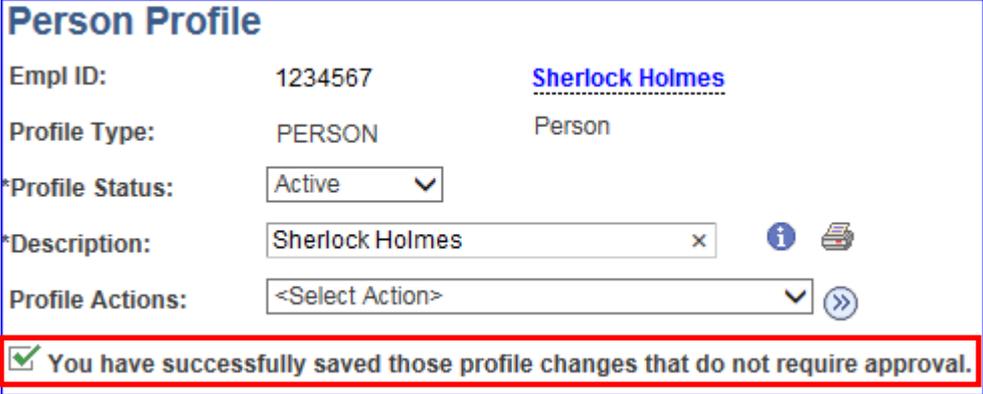
Procedures,
continued

Step	Action																		
5	<p>The Add New Memberships page will display. Enter the required fields using the Field/Description table below.</p> <div data-bbox="320 551 1369 1261" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Add New Memberships</p> <p>Empl ID: 1234567 Sherlock Holmes</p> <p>Profile Type: PERSON Person</p> <p>Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Membership Date: 05/20/2016 <input type="text"/> <input type="button" value="x"/> <input type="button" value="31"/> <input type="button" value="+"/></p> <p>*Membership: <input type="text"/> <input type="button" value="🔍"/></p> <p>*Status: Active <input type="button" value="v"/></p> <p>Mandate Begin Date: <input type="text"/> <input type="button" value="31"/></p> <p>Mandate End Date: <input type="text"/> <input type="button" value="31"/></p> <p>Mandate: <input type="text"/> <input type="button" value="📌"/></p> <p>Mandate Position: <input type="text"/> <input type="button" value="📌"/></p> </div> <table border="1" data-bbox="320 1288 1369 1874"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>*Membership Date (Required)</td> <td>Enter the date the membership was effective (also known as the Effective Date).</td> </tr> <tr> <td>*Membership (Required)</td> <td>Enter the Membership or use the lookup to select one.</td> </tr> <tr> <td>*Status (Required)</td> <td>This field defaults to Active. Do not change this field.</td> </tr> <tr> <td>Membership Begin Date</td> <td>Enter the beginning date of the membership period or position/role. May be left blank.</td> </tr> <tr> <td>Membership End Date</td> <td>Enter the end date of the membership period or position/role period. May be left blank.</td> </tr> <tr> <td>Mandate</td> <td>Enter the mandate or activity. May be left blank.</td> </tr> <tr> <td>Mandate Position</td> <td>Enter the Position/Role (e.g., Vice President, Member, Secretary/Treasurer). May be left blank.</td> </tr> <tr> <td>OK</td> <td>Click OK to Save the page. NOTE: The entry will not be saved until you click SAVE at bottom of the Person Profile page.</td> </tr> </tbody> </table>	Field	Description	*Membership Date (Required)	Enter the date the membership was effective (also known as the Effective Date).	*Membership (Required)	Enter the Membership or use the lookup to select one.	*Status (Required)	This field defaults to Active . Do not change this field.	Membership Begin Date	Enter the beginning date of the membership period or position/role. May be left blank.	Membership End Date	Enter the end date of the membership period or position/role period. May be left blank.	Mandate	Enter the mandate or activity. May be left blank.	Mandate Position	Enter the Position/Role (e.g., Vice President, Member, Secretary/Treasurer). May be left blank.	OK	Click OK to Save the page. NOTE: The entry will not be saved until you click SAVE at bottom of the Person Profile page.
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OK	Click OK to Save the page. NOTE: The entry will not be saved until you click SAVE at bottom of the Person Profile page.																		

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Adding a New Membership, Continued

Procedures,
continued

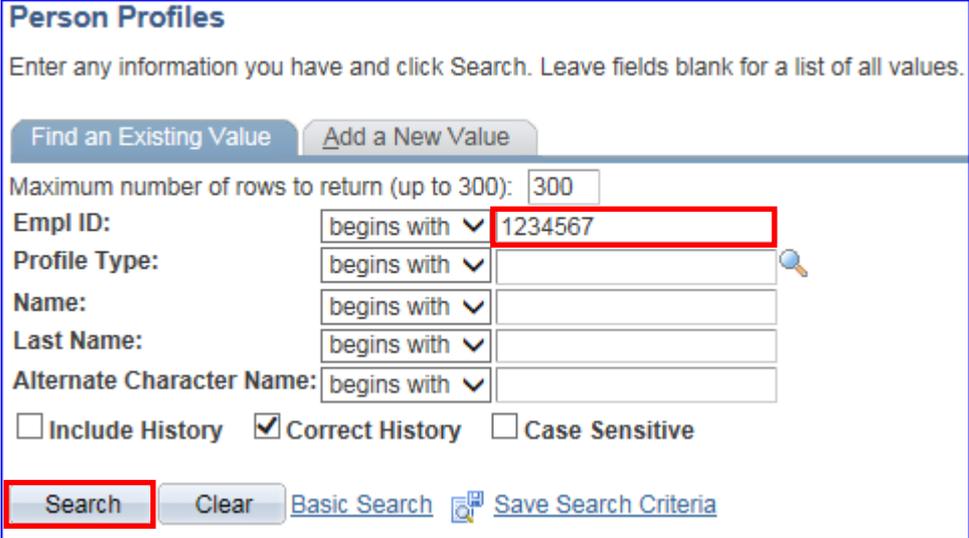
Step	Action
6	<p>Complete the required fields, then click OK or Apply and Add Another if adding additional Memberships.</p>  <p>The screenshot shows a 'Details' form with the following fields and values:</p> <ul style="list-style-type: none"> *Membership Date: 05/01/2016 *Membership: EMM *Status: Active Mandate Begin Date: (empty) Mandate End Date: (empty) Mandate: (empty) Mandate Position: (empty) <p>Buttons at the bottom: OK, Cancel, Apply and Add Another (highlighted).</p>
7	<p>Once all Memberships have been added, click the Save button at the bottom of the Person Profile page.</p>
8	<p>Once saved, this message will display.</p>  <p>The screenshot shows the 'Person Profile' page with the following information:</p> <ul style="list-style-type: none"> Empl ID: 1234567 Profile Type: PERSON *Profile Status: Active *Description: Sherlock Holmes Profile Actions: <Select Action> <p>A success message at the bottom is highlighted: ✓ You have successfully saved those profile changes that do not require approval.</p>

Adding an Additional Membership of the Same Type

Introduction This guide provides the procedures for adding an additional Membership of the same type in Direct Access. The user must have the CG_MEMBERSHIPS_U to access this component.

IMPORTANT: The system does not allow the entry of duplicate entries in a member's profile. If a license or certification is entered with an Issue Date that already exists in the member's profile, an error message will appear. A different Issue Date must be entered to resolve the error.

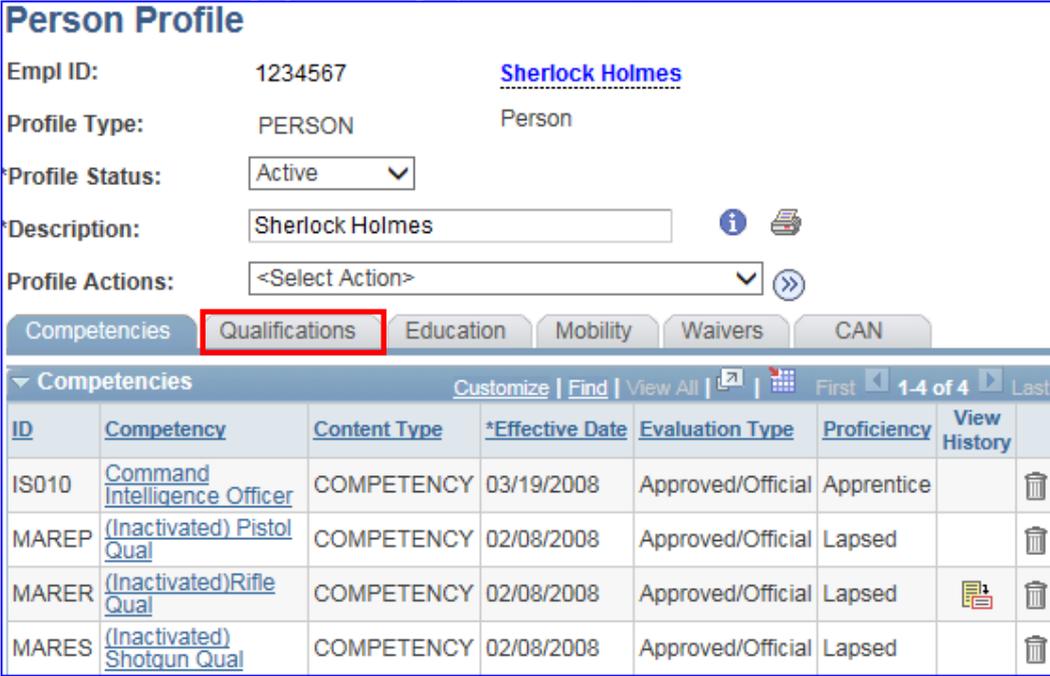
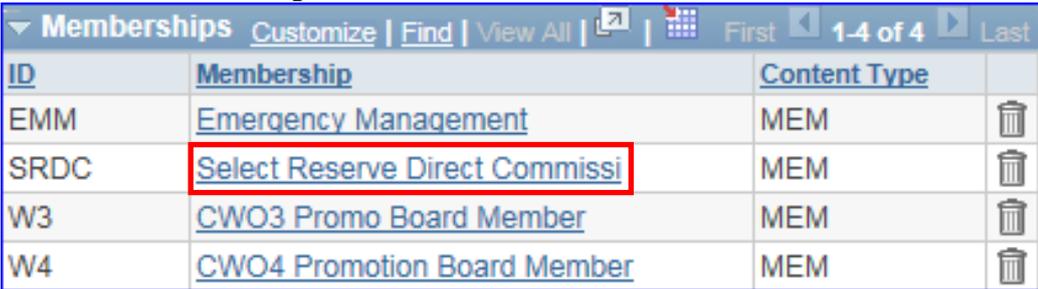
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and hit Search . 

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Adding an Additional Membership of the Same Type, Continued

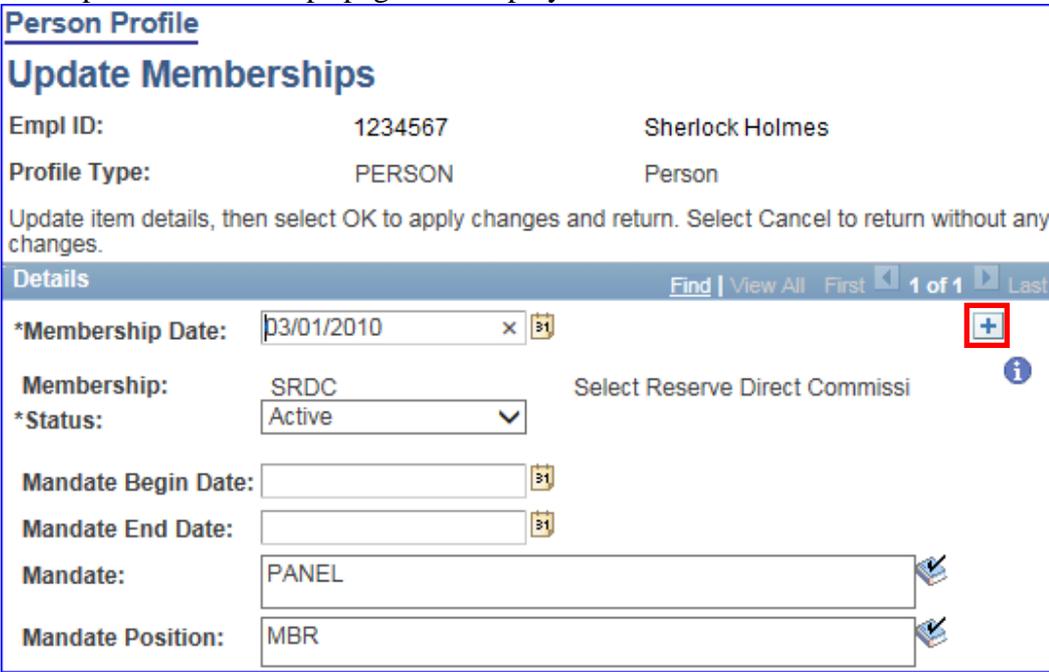
Procedures,
continued

Step	Action																																			
3	<p>The Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Sherlock Holmes</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active</p> <p>Description: Sherlock Holmes</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>IS010</td> <td>Command Intelligence Officer</td> <td>COMPETENCY</td> <td>03/19/2008</td> <td>Approved/Official</td> <td>Apprentice</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> <tr> <td>MARES</td> <td>(Inactivated) Shotgun Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> </tbody> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	IS010	Command Intelligence Officer	COMPETENCY	03/19/2008	Approved/Official	Apprentice		MAREP	(Inactivated) Pistol Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed		MARER	(Inactivated) Rifle Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed		MARES	(Inactivated) Shotgun Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed	
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Adding an Additional Membership of the Same Type, Continued

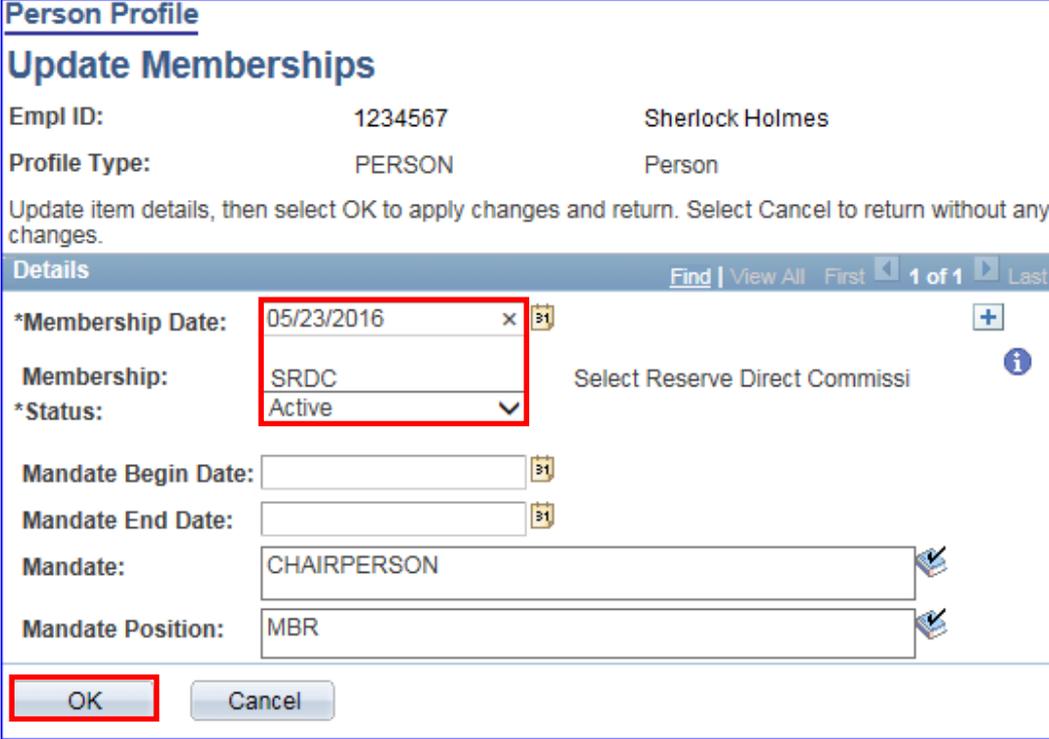
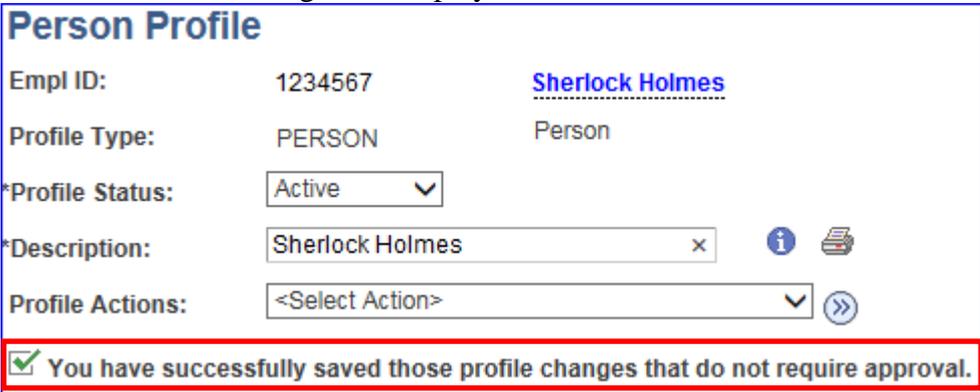
Procedures,
continued

Step	Action
5	<p>The Update Memberships page will display. Click the Plus button.</p>  <p>Person Profile</p> <h3>Update Memberships</h3> <p>Empl ID: 1234567 Sherlock Holmes</p> <p>Profile Type: PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First ◀ 1 of 1 ▶ Last</p> <p>*Membership Date: 03/01/2010 </p> <p>Membership: SRDC Select Reserve Direct Commissi </p> <p>*Status: Active</p> <p>Mandate Begin Date: <input type="text"/> </p> <p>Mandate End Date: <input type="text"/> </p> <p>Mandate: PANEL </p> <p>Mandate Position: MBR </p>

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Adding an Additional Membership of the Same Type, Continued

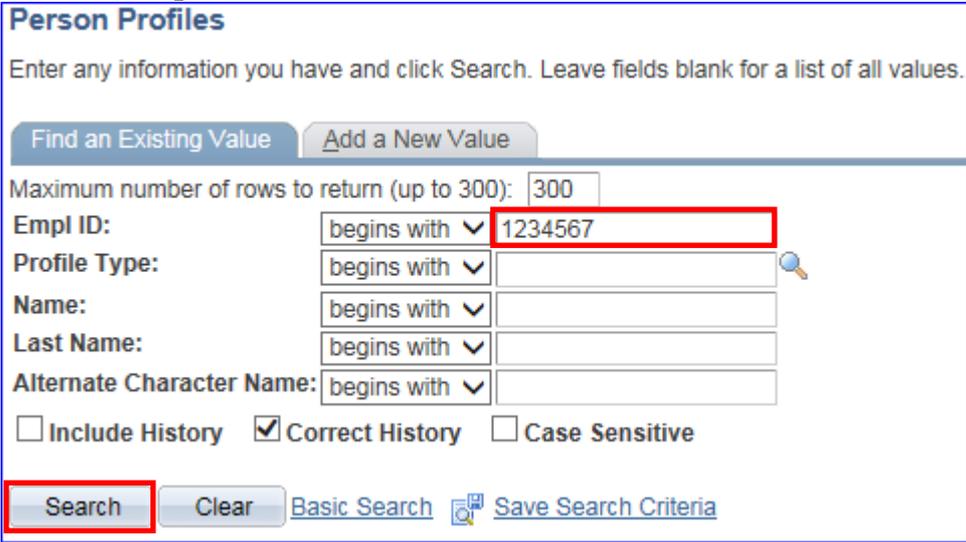
Procedures,
continued

Step	Action
6	<p>Some of the fields will carry over from the previous row. Update the required fields, then click OK.</p>  <p>Person Profile</p> <h3>Update Memberships</h3> <p>Empl ID: 1234567 Sherlock Holmes</p> <p>Profile Type: PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Membership Date: 05/23/2016</p> <p>Membership: SRDC Select Reserve Direct Commissi</p> <p>*Status: Active</p> <p>Mandate Begin Date: []</p> <p>Mandate End Date: []</p> <p>Mandate: CHAIRPERSON</p> <p>Mandate Position: MBR</p> <p>OK Cancel</p>
7	Click the Save button at the bottom of the Person Profile page.
8	<p>Once saved, this message will display.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Sherlock Holmes</p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Sherlock Holmes</p> <p>Profile Actions: <Select Action></p> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p>

Correcting a Membership

Introduction This guide provides the procedures for Correcting a Membership in Direct Access. The user must have the CG_MEMBERSHIPS_U to access this component.

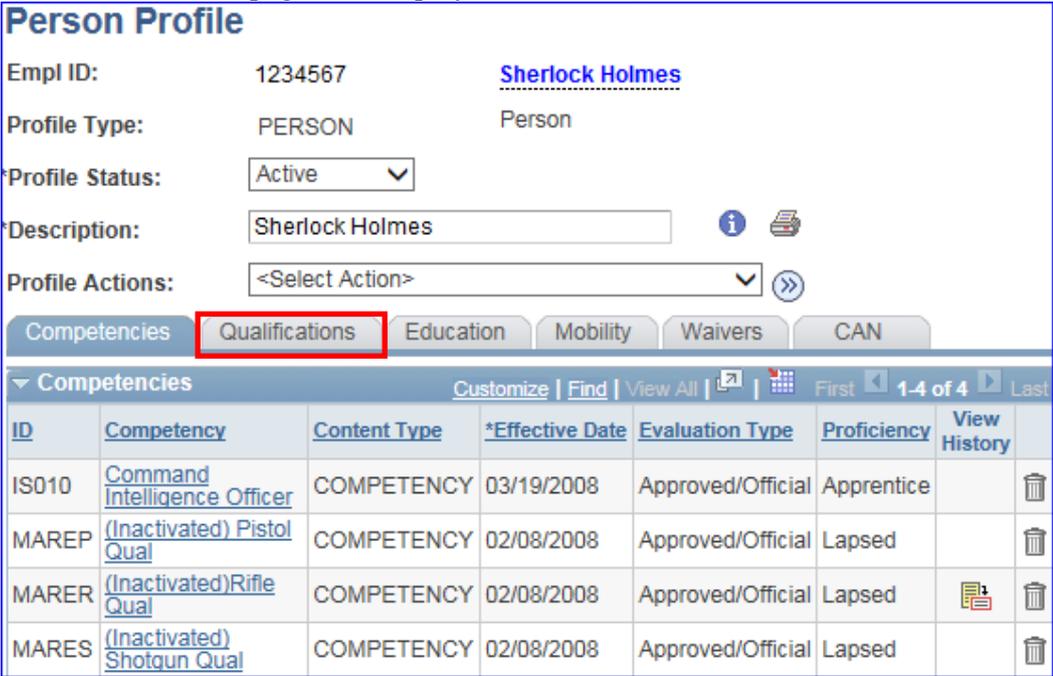
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and hit Search . 

Continued on next page

Correcting a Membership, Continued

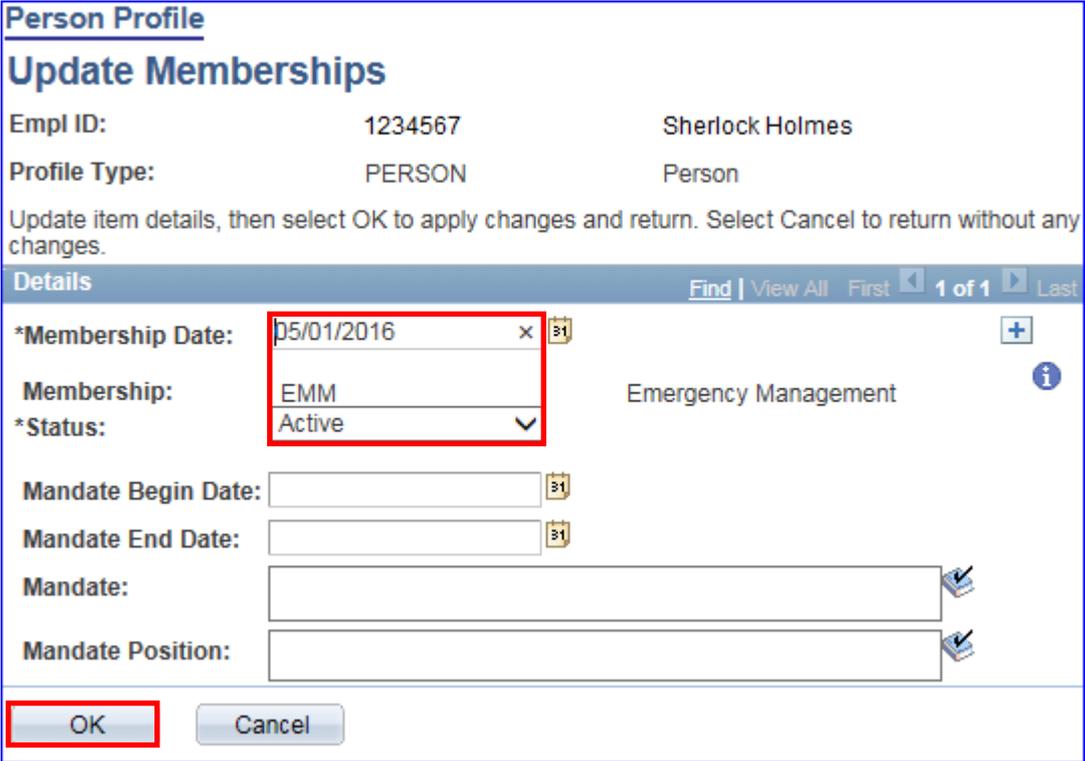
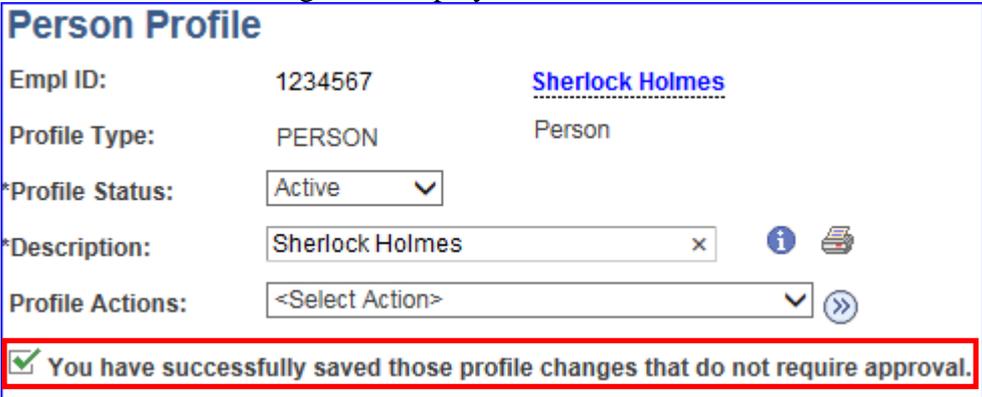
Procedures,
continued

Step	Action																																			
3	<p>The Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Sherlock Holmes</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active</p> <p>Description: Sherlock Holmes</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>IS010</td> <td>Command Intelligence Officer</td> <td>COMPETENCY</td> <td>03/19/2008</td> <td>Approved/Official</td> <td>Apprentice</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> <tr> <td>MARES</td> <td>(Inactivated) Shotgun Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> </tbody> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	IS010	Command Intelligence Officer	COMPETENCY	03/19/2008	Approved/Official	Apprentice		MAREP	(Inactivated) Pistol Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed		MARER	(Inactivated) Rifle Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed		MARES	(Inactivated) Shotgun Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed	
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4	<p>From the Memberships section, select the Membership to be updated or corrected. If the member has received the Membership multiple times, be sure to select the correct record.</p>  <p>Memberships</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>Content Type</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>EMM</td> <td>Emergency Management</td> <td>MEM</td> <td></td> </tr> <tr> <td>SRDC</td> <td>Select Reserve Direct Commissi</td> <td>MEM</td> <td></td> </tr> <tr> <td>W3</td> <td>CWO3 Promo Board Member</td> <td>MEM</td> <td></td> </tr> <tr> <td>W4</td> <td>CWO4 Promotion Board Member</td> <td>MEM</td> <td></td> </tr> </tbody> </table>	ID	Membership	Content Type	View History	EMM	Emergency Management	MEM		SRDC	Select Reserve Direct Commissi	MEM		W3	CWO3 Promo Board Member	MEM		W4	CWO4 Promotion Board Member	MEM																
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Continued on next page

Correcting a Membership, Continued

Procedures,
continued

Step	Action
5	<p>The Update Memberships page will display. Correct the appropriate fields, then click OK.</p>  <p>Person Profile</p> <h3>Update Memberships</h3> <p>Empl ID: 1234567 Sherlock Holmes</p> <p>Profile Type: PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Membership Date: 05/01/2016</p> <p>Membership: EMM Emergency Management</p> <p>*Status: Active</p> <p>Mandate Begin Date: []</p> <p>Mandate End Date: []</p> <p>Mandate: []</p> <p>Mandate Position: []</p> <p>OK Cancel</p>
6	Click Save at the bottom of the Person Profile page.
7	<p>Once saved, this message will display.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Sherlock Holmes</p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Sherlock Holmes</p> <p>Profile Actions: <Select Action></p> <p>✓ You have successfully saved those profile changes that do not require approval.</p>

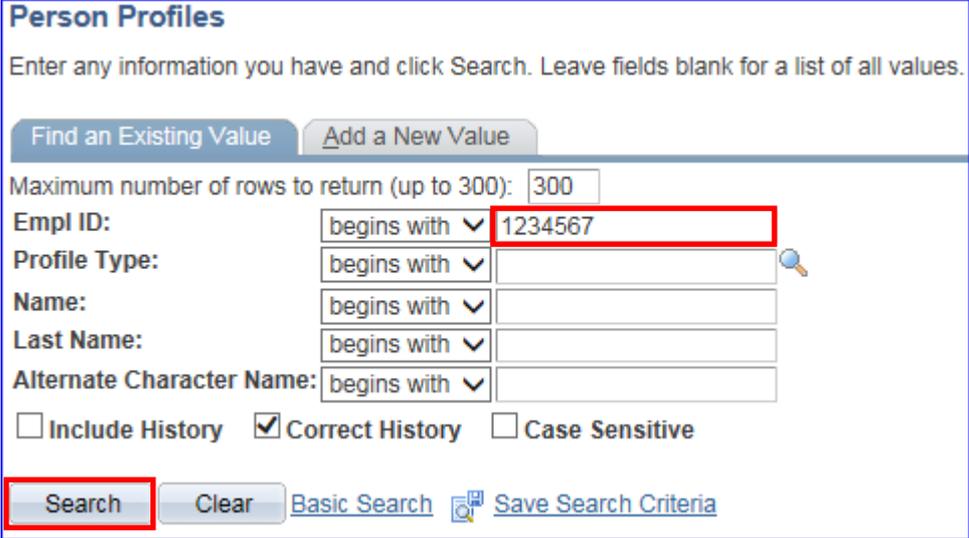
Deleting a Single Membership

Introduction This guide provides the procedures for Deleting a Single Membership in Direct Access. The user must have the CG_MEMBERSHIPS_U to access this component.

As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the same Membership. If a record is erroneously deleted, it will have to be recreated.

Note: If this is a Membership that has just been added, the minus button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click **Return to Search** and then re-enter the member's profile.

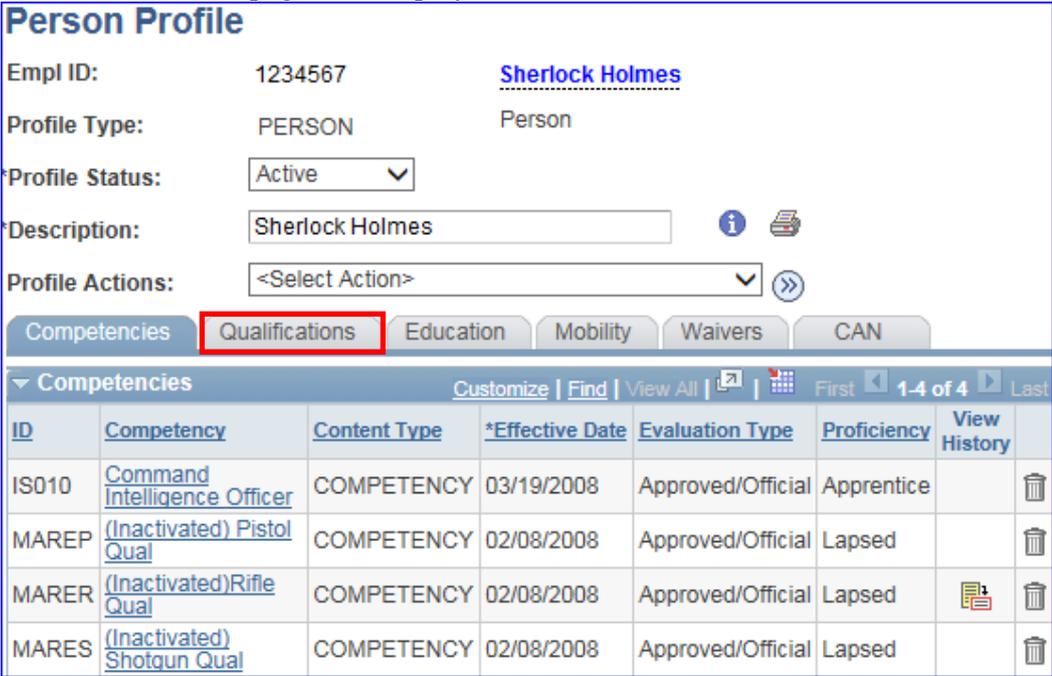
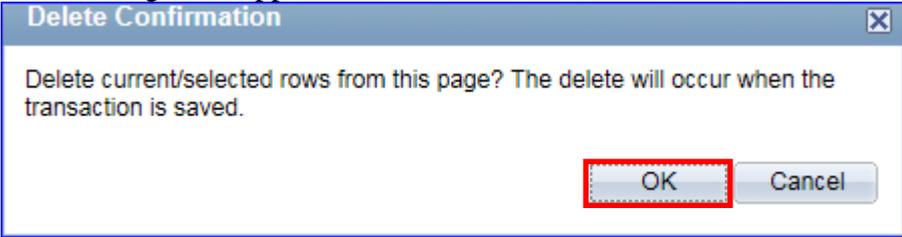
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and hit Search . 

Continued on next page

Deleting a Single Membership, Continued

Procedures,
continued

Step	Action																																			
3	<p>The Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Sherlock Holmes</p> <p>Profile Type: PERSON Person</p> <p>Profile Status: Active</p> <p>Description: Sherlock Holmes</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>IS010</td> <td>Command Intelligence Officer</td> <td>COMPETENCY</td> <td>03/19/2008</td> <td>Approved/Official</td> <td>Apprentice</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> <tr> <td>MARES</td> <td>(Inactivated) Shotgun Qual</td> <td>COMPETENCY</td> <td>02/08/2008</td> <td>Approved/Official</td> <td>Lapsed</td> <td></td> </tr> </tbody> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	IS010	Command Intelligence Officer	COMPETENCY	03/19/2008	Approved/Official	Apprentice		MAREP	(Inactivated) Pistol Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed		MARER	(Inactivated) Rifle Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed		MARES	(Inactivated) Shotgun Qual	COMPETENCY	02/08/2008	Approved/Official	Lapsed	
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4	<p>To delete a Membership that a member has received only once, click the trash can on the appropriate row.</p>  <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>Content Type</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>EMM</td> <td>Emergency Management</td> <td>MEM</td> <td></td> </tr> <tr> <td>SRDC</td> <td>Select Reserve Direct Commissi</td> <td>MEM</td> <td></td> </tr> <tr> <td>W3</td> <td>CWO3 Promo Board Member</td> <td>MEM</td> <td></td> </tr> <tr> <td>W4</td> <td>CWO4 Promotion Board Member</td> <td>MEM</td> <td></td> </tr> </tbody> </table>	ID	Membership	Content Type	View History	EMM	Emergency Management	MEM		SRDC	Select Reserve Direct Commissi	MEM		W3	CWO3 Promo Board Member	MEM		W4	CWO4 Promotion Board Member	MEM																
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5	<p>This message will appear. Click OK.</p>  <p>Delete Confirmation</p> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p>OK Cancel</p>																																			
6	<p>Click Save at the bottom of the Person Profile page.</p>																																			

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Deleting a Single Membership, Continued

Procedures,
continued

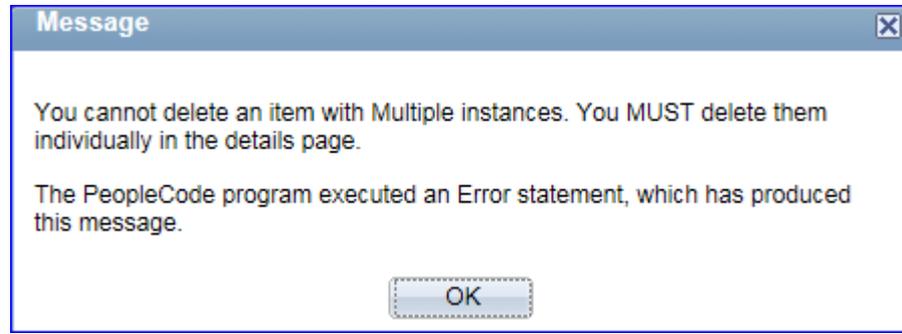
Step	Action
7	<p data-bbox="323 495 815 528">Once saved, this message will display.</p> <div data-bbox="323 528 1302 920" style="border: 1px solid blue; padding: 5px;"><p data-bbox="323 528 580 566">Person Profile</p><p data-bbox="323 589 1043 622">Empl ID: 1234567 Sherlock Holmes</p><p data-bbox="323 645 927 678">Profile Type: PERSON Person</p><p data-bbox="323 701 759 734">*Profile Status: Active <input type="button" value="v"/></p><p data-bbox="323 757 1174 790">*Description: Sherlock Holmes <input type="button" value="x"/>  </p><p data-bbox="323 813 1174 846">Profile Actions: <Select Action> <input type="button" value="v"/> </p><p data-bbox="323 869 1294 902">✓ You have successfully saved those profile changes that do not require approval.</p></div>

Deleting One Membership when Multiple Instances Exist

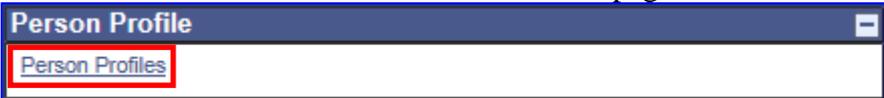
Introduction This guide provides the procedures for Deleting One Membership when Multiple Instances Exist in Direct Access. The user must have the CG_MEMBERSHIPS_U to access this component.

As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the same Membership. If a record is erroneously deleted, it will have to be recreated.

Note: To prevent unintentional deletions of Memberships, the **trash can** functionality for multiple Memberships of one type has been disabled. The following message will appear if you attempt to delete multiple Memberships at one time:



Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 

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Deleting One Membership when Multiple Instances Exist, Continued

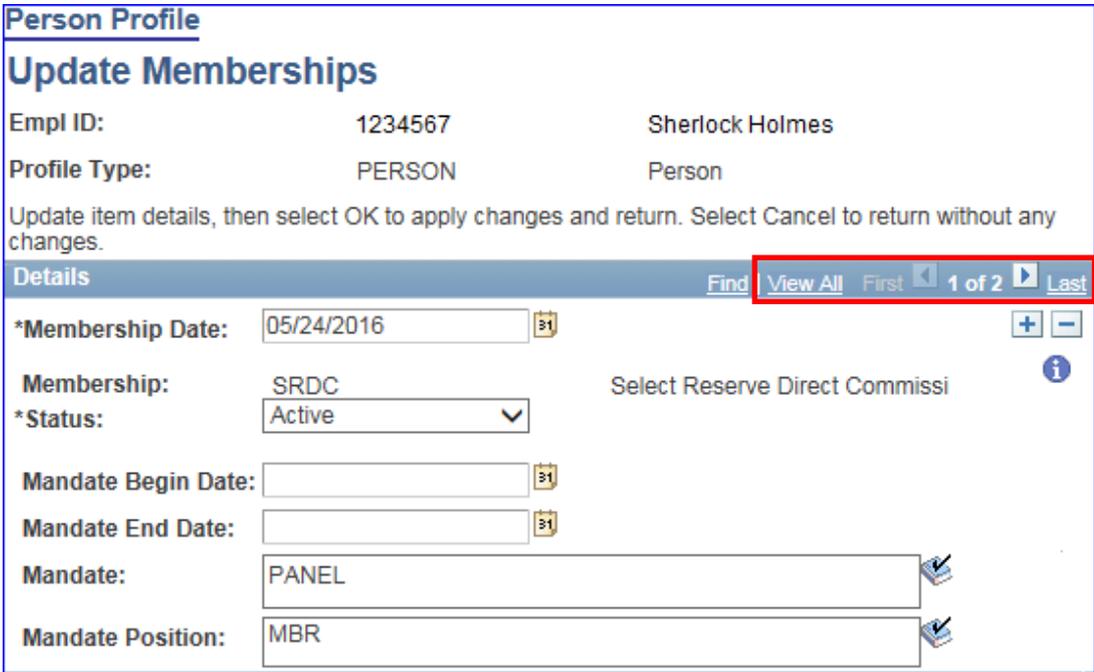
Procedures, continued

Step	Action
2	<p>Enter the Empl ID and hit Search.</p> <div data-bbox="325 562 1294 1104" style="border: 1px solid blue; padding: 5px;"> <p>Person Profiles</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Profile Type: <input type="text" value="begins with"/> <input type="text"/></p> <p>Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>

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Deleting One Membership when Multiple Instances Exist, Continued

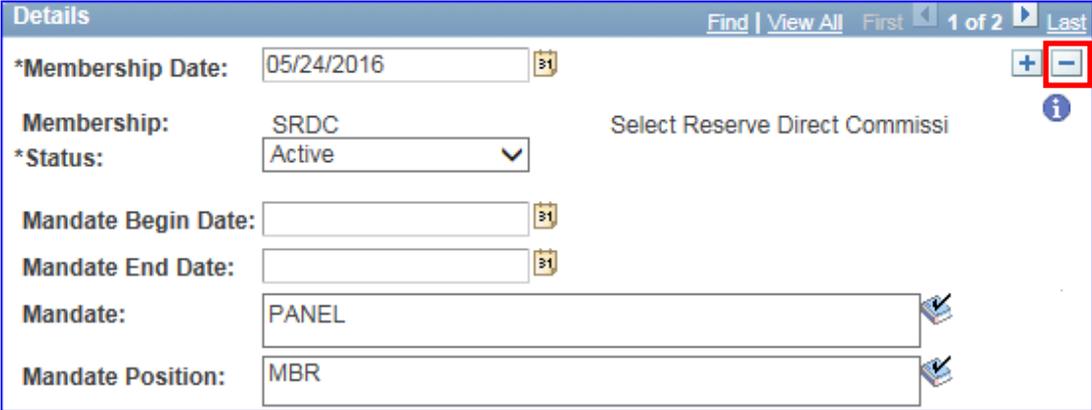
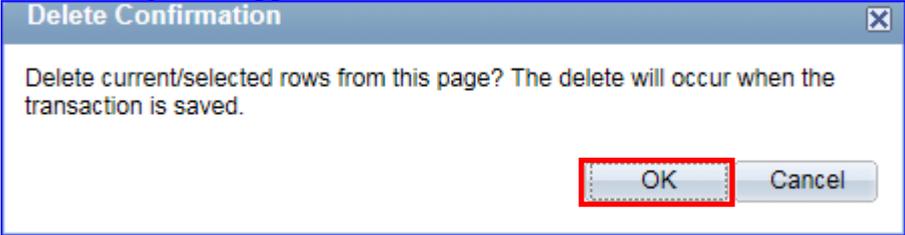
Procedures,
continued

Step	Action																				
4	<p>Select the License or Certification that needs to be deleted.</p>  <table border="1"> <thead> <tr> <th>ID</th> <th>Membership</th> <th>Content Type</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>EMM</td> <td>Emergency Management</td> <td>MEM</td> <td></td> </tr> <tr> <td>SRDC</td> <td>Select Reserve Direct Commissi</td> <td>MEM</td> <td></td> </tr> <tr> <td>W3</td> <td>CWO3 Promo Board Member</td> <td>MEM</td> <td></td> </tr> <tr> <td>W4</td> <td>CWO4 Promotion Board Member</td> <td>MEM</td> <td></td> </tr> </tbody> </table>	ID	Membership	Content Type	View History	EMM	Emergency Management	MEM		SRDC	Select Reserve Direct Commissi	MEM		W3	CWO3 Promo Board Member	MEM		W4	CWO4 Promotion Board Member	MEM	
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5	<p>The Update Memberships page will display. Scroll through the records using the Arrows or click View All to find the correct record to delete.</p>  <p>Person Profile</p> <h3>Update Memberships</h3> <p>Empl ID: 1234567 Sherlock Holmes Profile Type: PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 2 Last</p> <p>*Membership Date: 05/24/2016</p> <p>Membership: SRDC Select Reserve Direct Commissi</p> <p>*Status: Active</p> <p>Mandate Begin Date: 31</p> <p>Mandate End Date: 31</p> <p>Mandate: PANEL</p> <p>Mandate Position: MBR</p>																				

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Deleting One Membership when Multiple Instances Exist, Continued

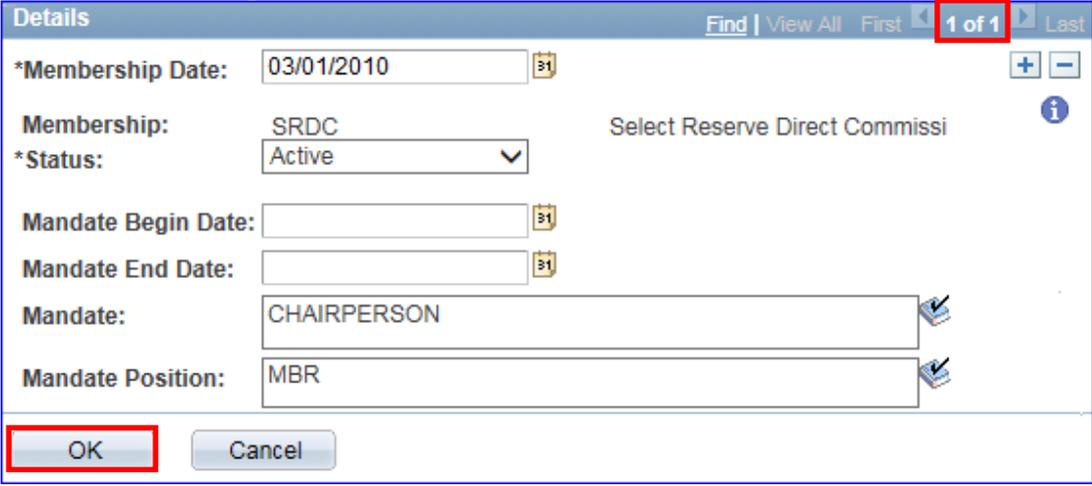
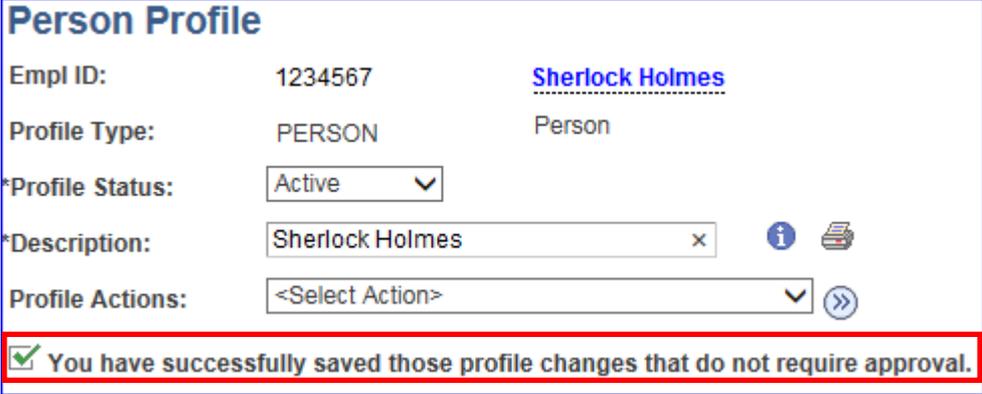
Procedures,
continued

Step	Action
6	<p>Once the correct record has been located, click the Minus button to delete it.</p>  <p>The screenshot shows a 'Details' window with the following fields: *Membership Date: 05/24/2016; Membership: SRDC; *Status: Active; Mandate Begin Date: (empty); Mandate End Date: (empty); Mandate: PANEL; Mandate Position: MBR. The minus button in the top right corner is highlighted with a red box.</p>
7	<p>This message will appear. Click OK.</p>  <p>The screenshot shows a 'Delete Confirmation' dialog box with the text: 'Delete current/selected rows from this page? The delete will occur when the transaction is saved.' The OK button is highlighted with a red box.</p>

Continued on next page

Deleting One Membership when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
8	<p>Notice the record updated to 1 of 1. Click OK.</p>  <p>The screenshot shows a 'Details' form with the following fields: *Membership Date: 03/01/2010; Membership: SRDC; *Status: Active; Mandate Begin Date: (empty); Mandate End Date: (empty); Mandate: CHAIRPERSON; Mandate Position: MBR. The '1 of 1' indicator is highlighted in red. The 'OK' button is also highlighted in red.</p>
9	Click Save at the bottom of the Person Profile page.
10	<p>Once saved, this message will display.</p>  <p>The screenshot shows a 'Person Profile' page with the following fields: Empl ID: 1234567; Profile Type: PERSON; *Profile Status: Active; *Description: Sherlock Holmes; Profile Actions: <Select Action>. A success message is displayed at the bottom: 'You have successfully saved those profile changes that do not require approval.' The message is highlighted in red.</p>