

# Honors and Awards

## Overview

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**Introduction** This section provides the procedures for viewing, adding, correcting and deleting Honors and Awards in Direct Access.

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## Contents

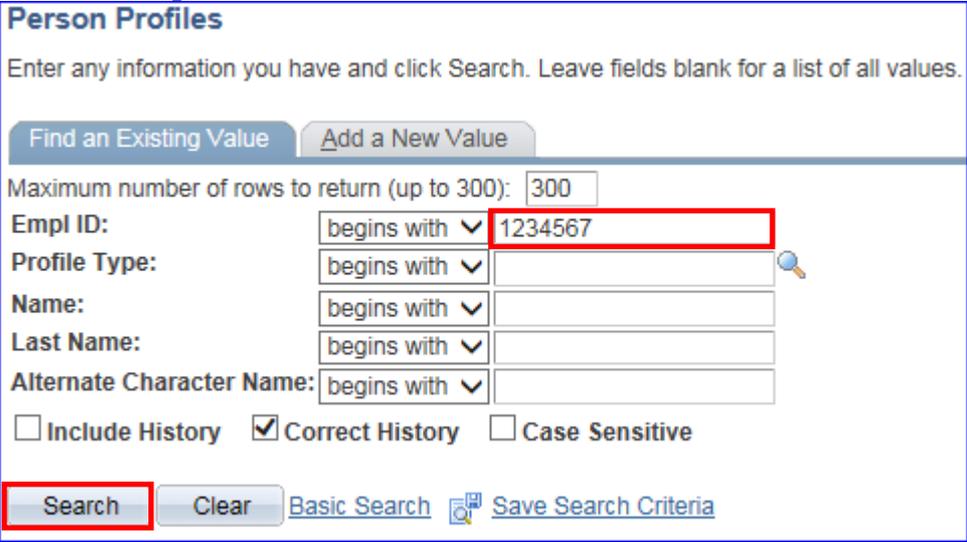
| <b>Topic</b>   | <b>See Page</b> |
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# Viewing an Honor/Award

**Introduction** This guide provides the procedures for Viewing an Honor/Award in Direct Access.

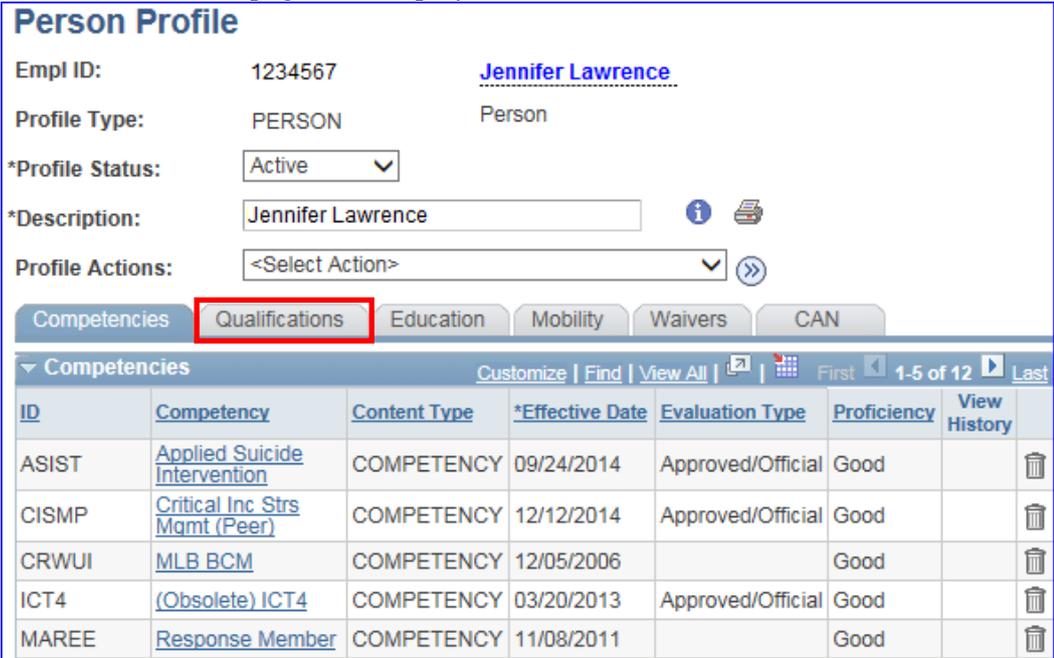
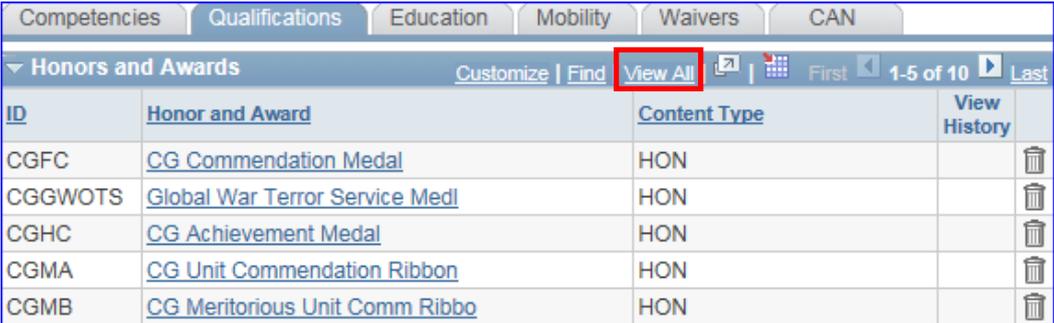
**Procedures** See below.

| Step | Action  |
|------|---|
| 1    | Select <b>Person Profiles</b> from the Person Profile pagelet.  |
| 2    | Enter the <b>Emplid</b> and hit <b>Search</b> .                |

*Continued on next page*

## Viewing an Honor/Award, Continued

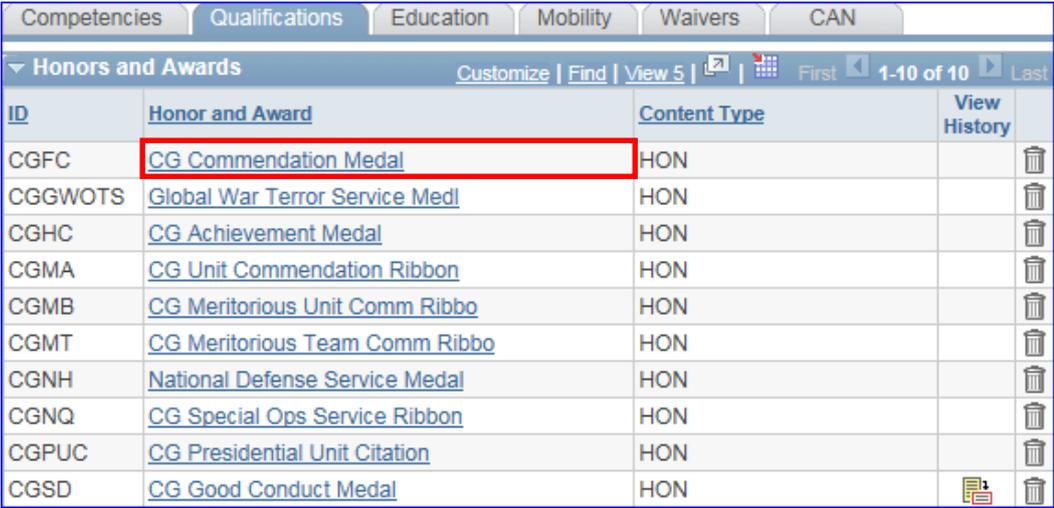
Procedures,  
continued

| Step    | Action  |              |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
|---------|---|--------------|-----------------|-------------------|-----------------|-----------------|---------------------------------------|--------------|-------|--|--|------------|-------------------|------|--------------------------------------|-------|---|------------|---|-------------------|------|------|--|-------------------------|------------|------------|--|------|--|------|---------------------------------|------------|------------|-------------------|------|--|-------|---------------------------------|------------|------------|--|------|--|
| 3       | <p>The Person Profile page will display. Select the <b>Qualifications</b> tab.</p>  <p><b>Person Profile</b></p> <p>Empl ID: 1234567 <a href="#">Jennifer Lawrence</a></p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Jennifer Lawrence</p> <p>Profile Actions: &lt;Select Action&gt;</p> <p>Competencies <b>Qualifications</b> 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>ASIST</td> <td><a href="#">Applied Suicide Intervention</a></td> <td>COMPETENCY</td> <td>09/24/2014</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CISMP</td> <td><a href="#">Critical Inc Strs Mgmt (Peer)</a></td> <td>COMPETENCY</td> <td>12/12/2014</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CRWUI</td> <td><a href="#">MLB BCM</a></td> <td>COMPETENCY</td> <td>12/05/2006</td> <td></td> <td>Good</td> <td></td> </tr> <tr> <td>ICT4</td> <td><a href="#">(Obsolete) ICT4</a></td> <td>COMPETENCY</td> <td>03/20/2013</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>MAREE</td> <td><a href="#">Response Member</a></td> <td>COMPETENCY</td> <td>11/08/2011</td> <td></td> <td>Good</td> <td></td> </tr> </tbody> </table> | ID           | Competency      | Content Type      | *Effective Date | Evaluation Type | Proficiency                           | View History | ASIST | <a href="#">Applied Suicide Intervention</a> | COMPETENCY                                     | 09/24/2014 | Approved/Official | Good |                                      | CISMP | <a href="#">Critical Inc Strs Mgmt (Peer)</a> | COMPETENCY | 12/12/2014                                  | Approved/Official | Good |      | CRWUI  | <a href="#">MLB BCM</a> | COMPETENCY | 12/05/2006 |  | Good |  | ICT4 | <a href="#">(Obsolete) ICT4</a> | COMPETENCY | 03/20/2013 | Approved/Official | Good |  | MAREE | <a href="#">Response Member</a> | COMPETENCY | 11/08/2011 |  | Good |  |
| ID      | Competency  | Content Type | *Effective Date | Evaluation Type   | Proficiency     | View History    |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| ASIST   | <a href="#">Applied Suicide Intervention</a>  | COMPETENCY   | 09/24/2014      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CISMP   | <a href="#">Critical Inc Strs Mgmt (Peer)</a>   | COMPETENCY   | 12/12/2014      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CRWUI   | <a href="#">MLB BCM</a>   | COMPETENCY   | 12/05/2006      |                   | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| ICT4    | <a href="#">(Obsolete) ICT4</a>   | COMPETENCY   | 03/20/2013      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| MAREE   | <a href="#">Response Member</a>   | COMPETENCY   | 11/08/2011      |                   | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| 4       | <p>The members' first five Honors and Awards will display. Click the <b>View All</b> link to see all of the member's Honors and Awards.</p>  <p>Competencies <b>Qualifications</b> Education Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>Content Type</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td><a href="#">CG Commendation Medal</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGGWOTS</td> <td><a href="#">Global War Terror Service Medl</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGHC</td> <td><a href="#">CG Achievement Medal</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGMA</td> <td><a href="#">CG Unit Commendation Ribbon</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGMB</td> <td><a href="#">CG Meritorious Unit Comm Ribbo</a></td> <td>HON</td> <td></td> </tr> </tbody> </table>  | ID           | Honor and Award | Content Type      | View History    | CGFC            | <a href="#">CG Commendation Medal</a> | HON          |       | CGGWOTS                                      | <a href="#">Global War Terror Service Medl</a> | HON        |                   | CGHC | <a href="#">CG Achievement Medal</a> | HON   |   | CGMA       | <a href="#">CG Unit Commendation Ribbon</a> | HON               |      | CGMB | <a href="#">CG Meritorious Unit Comm Ribbo</a> | HON                     |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| ID      | Honor and Award   | Content Type | View History    |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGFC    | <a href="#">CG Commendation Medal</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGGWOTS | <a href="#">Global War Terror Service Medl</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGHC    | <a href="#">CG Achievement Medal</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGMA    | <a href="#">CG Unit Commendation Ribbon</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGMB    | <a href="#">CG Meritorious Unit Comm Ribbo</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |

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## Viewing an Honor/Award, Continued

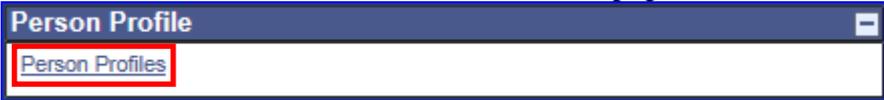
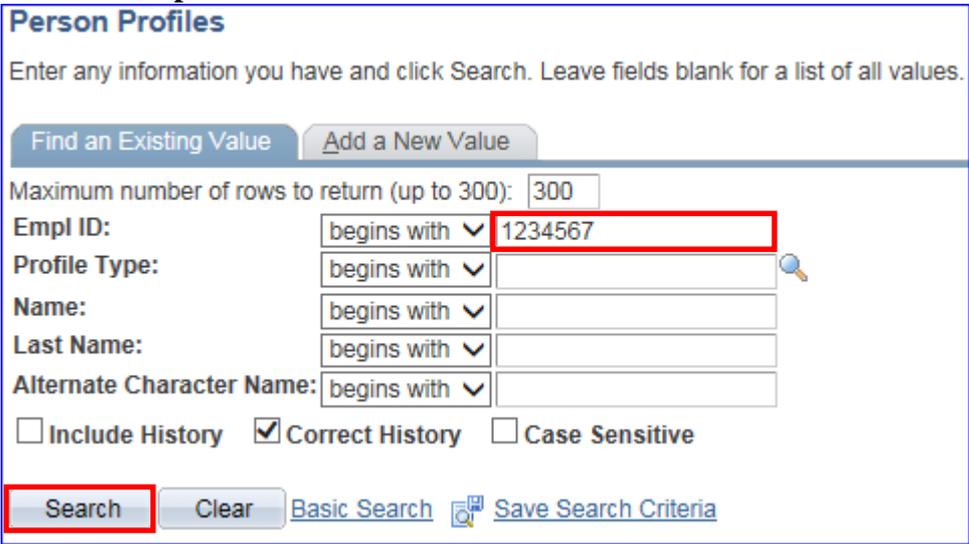
Procedures,  
continued

| Step    | Action  |              |                 |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |
|---------|---|--------------|-----------------|--------------|--------------|------|-----------------------|-----|--|---------|--------------------------------|-----|--|------|----------------------|-----|--|------|-----------------------------|-----|--|------|--------------------------------|-----|--|------|--------------------------------|-----|--|------|--------------------------------|-----|--|------|-------------------------------|-----|--|-------|-------------------------------|-----|--|------|-----------------------|-----|--|
| 5       | <p>Click an <b>Honor and Award</b> for additional information.</p>  <p>The screenshot shows a navigation bar with tabs for Competencies, Qualifications, Education, Mobility, Waivers, and CAN. Below is a 'Honors and Awards' section with a table listing various medals and ribbons. The 'CGFC' row is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>Content Type</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td>CG Commendation Medal</td> <td>HON</td> <td></td> </tr> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td>HON</td> <td></td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td>HON</td> <td></td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td>HON</td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td>HON</td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td>HON</td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td>HON</td> <td></td> </tr> <tr> <td>CGNQ</td> <td>CG Special Ops Service Ribbon</td> <td>HON</td> <td></td> </tr> <tr> <td>CGPUC</td> <td>CG Presidential Unit Citation</td> <td>HON</td> <td></td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td>HON</td> <td></td> </tr> </tbody> </table> | ID           | Honor and Award | Content Type | View History | CGFC | CG Commendation Medal | HON |  | CGGWOTS | Global War Terror Service Medl | HON |  | CGHC | CG Achievement Medal | HON |  | CGMA | CG Unit Commendation Ribbon | HON |  | CGMB | CG Meritorious Unit Comm Ribbo | HON |  | CGMT | CG Meritorious Team Comm Ribbo | HON |  | CGNH | National Defense Service Medal | HON |  | CGNQ | CG Special Ops Service Ribbon | HON |  | CGPUC | CG Presidential Unit Citation | HON |  | CGSD | CG Good Conduct Medal | HON |  |
| ID      | Honor and Award   | Content Type | View History    |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |
| CGFC    | CG Commendation Medal   | HON          |                 |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |
| CGGWOTS | Global War Terror Service Medl  | HON          |                 |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |
| CGHC    | CG Achievement Medal  | HON          |                 |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |
| CGMA    | CG Unit Commendation Ribbon   | HON          |                 |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |
| CGMB    | CG Meritorious Unit Comm Ribbo  | HON          |                 |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |
| CGMT    | CG Meritorious Team Comm Ribbo  | HON          |                 |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |
| CGNH    | National Defense Service Medal  | HON          |                 |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |
| CGNQ    | CG Special Ops Service Ribbon   | HON          |                 |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |
| CGPUC   | CG Presidential Unit Citation   | HON          |                 |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |
| CGSD    | CG Good Conduct Medal   | HON          |                 |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |
| 6       | <p>The member's Update Honors and Awards page will display. Click <b>OK</b> to return to the Person Profile screen.</p>  <p>The screenshot shows the 'Person Profile' page for Jennifer Lawrence. It displays her Empl ID (1234567) and Profile Type (PERSON). A message states: 'This page displays the item details. You are not authorized to update this Content Item.' Below this is a 'Details' section for the 'CGFC' award, showing the issue date (05/16/2014), status (Active), and dates (From Date: 07/01/2011, To Date: 05/16/2014). The 'OK' button is highlighted with a red box.</p>  |              |                 |              |              |      |                       |     |  |         |                                |     |  |      |                      |     |  |      |                             |     |  |      |                                |     |  |      |                                |     |  |      |                                |     |  |      |                               |     |  |       |                               |     |  |      |                       |     |  |

# Adding a New Honor/Award

**Introduction** This guide provides the procedures for Adding a New Honor/Award in Direct Access. The user must have the CG Admin Technician function to add a new Honor/Award.

**Procedures** See below.

| Step | Action   |
|------|--|
| 1    | Select <b>Person Profiles</b> from the Person Profile pagelet.<br> |
| 2    | Enter the <b>Emplid</b> and hit <b>Search</b> .<br>               |

*Continued on next page*

# Adding a New Honor/Award, Continued

Procedures,  
continued

| Step    | Action  |              |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
|---------|---|--------------|-----------------|-------------------|-----------------|-----------------|---------------------------------------|--------------|-------|--|--|------------|-------------------|------|--------------------------------------|-------|---|------------|---|-------------------|------|------|--|-------------------------|------------|------------|--|------|--|------|---------------------------------|------------|------------|-------------------|------|--|-------|---------------------------------|------------|------------|--|------|--|
| 3       | <p>The Person Profile page will display. Select the <b>Qualifications</b> tab.</p>  <p><b>Person Profile</b></p> <p>Empl ID: 1234567 <a href="#">Jennifer Lawrence</a></p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Jennifer Lawrence</p> <p>Profile Actions: &lt;Select Action&gt;</p> <p>Competencies <b>Qualifications</b> 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>ASIST</td> <td><a href="#">Applied Suicide Intervention</a></td> <td>COMPETENCY</td> <td>09/24/2014</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CISMP</td> <td><a href="#">Critical Inc Strs Mgmt (Peer)</a></td> <td>COMPETENCY</td> <td>12/12/2014</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CRWUI</td> <td><a href="#">MLB BCM</a></td> <td>COMPETENCY</td> <td>12/05/2006</td> <td></td> <td>Good</td> <td></td> </tr> <tr> <td>ICT4</td> <td><a href="#">(Obsolete) ICT4</a></td> <td>COMPETENCY</td> <td>03/20/2013</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>MAREE</td> <td><a href="#">Response Member</a></td> <td>COMPETENCY</td> <td>11/08/2011</td> <td></td> <td>Good</td> <td></td> </tr> </tbody> </table> | ID           | Competency      | Content Type      | *Effective Date | Evaluation Type | Proficiency                           | View History | ASIST | <a href="#">Applied Suicide Intervention</a> | COMPETENCY                                     | 09/24/2014 | Approved/Official | Good |                                      | CISMP | <a href="#">Critical Inc Strs Mgmt (Peer)</a> | COMPETENCY | 12/12/2014                                  | Approved/Official | Good |      | CRWUI  | <a href="#">MLB BCM</a> | COMPETENCY | 12/05/2006 |  | Good |  | ICT4 | <a href="#">(Obsolete) ICT4</a> | COMPETENCY | 03/20/2013 | Approved/Official | Good |  | MAREE | <a href="#">Response Member</a> | COMPETENCY | 11/08/2011 |  | Good |  |
| ID      | Competency  | Content Type | *Effective Date | Evaluation Type   | Proficiency     | View History    |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| ASIST   | <a href="#">Applied Suicide Intervention</a>  | COMPETENCY   | 09/24/2014      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CISMP   | <a href="#">Critical Inc Strs Mgmt (Peer)</a>   | COMPETENCY   | 12/12/2014      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CRWUI   | <a href="#">MLB BCM</a>   | COMPETENCY   | 12/05/2006      |                   | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| ICT4    | <a href="#">(Obsolete) ICT4</a>   | COMPETENCY   | 03/20/2013      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| MAREE   | <a href="#">Response Member</a>   | COMPETENCY   | 11/08/2011      |                   | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| 4       | <p>Click the <b>Add New Honors and Awards</b> link.</p>  <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p><b>Honors and Awards</b></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>Content Type</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td><a href="#">CG Commendation Medal</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGGWOTS</td> <td><a href="#">Global War Terror Service Medl</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGHC</td> <td><a href="#">CG Achievement Medal</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGMA</td> <td><a href="#">CG Unit Commendation Ribbon</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGMB</td> <td><a href="#">CG Meritorious Unit Comm Ribbo</a></td> <td>HON</td> <td></td> </tr> </tbody> </table> <p><b>+ Add New Honors and Awards</b></p>   | ID           | Honor and Award | Content Type      | View History    | CGFC            | <a href="#">CG Commendation Medal</a> | HON          |       | CGGWOTS                                      | <a href="#">Global War Terror Service Medl</a> | HON        |                   | CGHC | <a href="#">CG Achievement Medal</a> | HON   |   | CGMA       | <a href="#">CG Unit Commendation Ribbon</a> | HON               |      | CGMB | <a href="#">CG Meritorious Unit Comm Ribbo</a> | HON                     |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| ID      | Honor and Award   | Content Type | View History    |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGFC    | <a href="#">CG Commendation Medal</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGGWOTS | <a href="#">Global War Terror Service Medl</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGHC    | <a href="#">CG Achievement Medal</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGMA    | <a href="#">CG Unit Commendation Ribbon</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGMB    | <a href="#">CG Meritorious Unit Comm Ribbo</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |

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## Adding a New Honor/Award, Continued

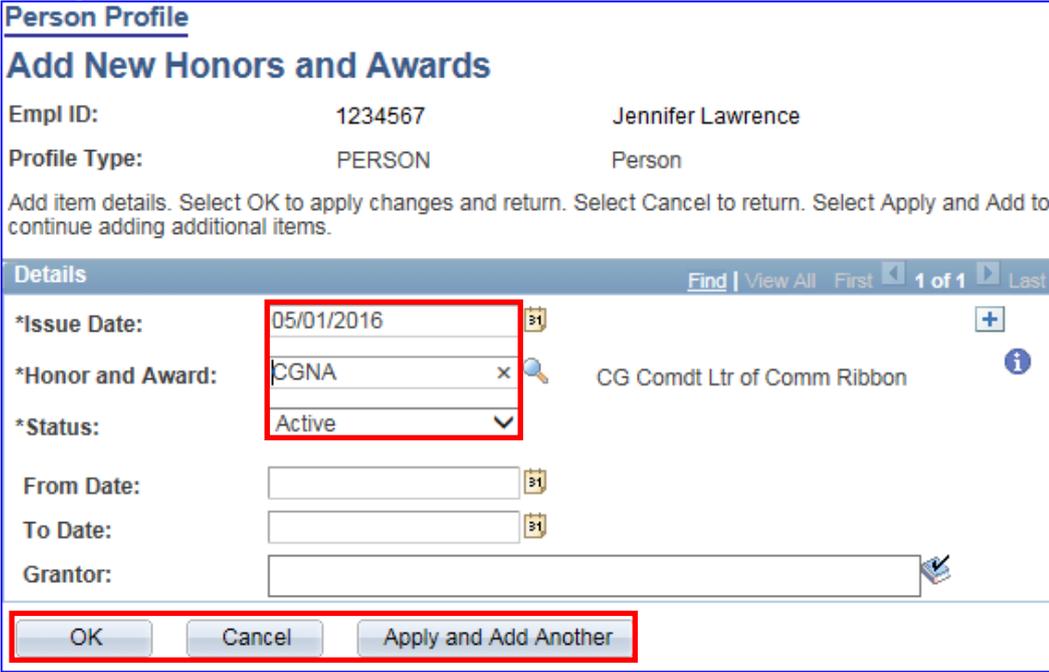
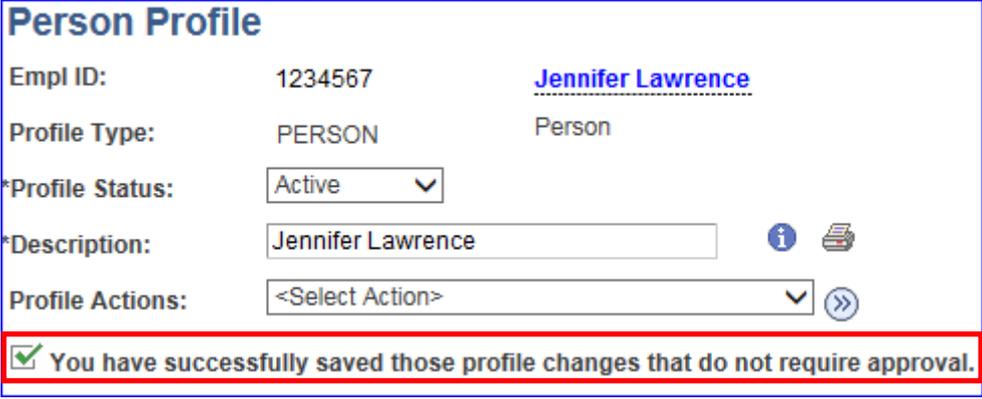
Procedures,  
continued

| Step                               | Action  |       |             |                               |   |                                    |   |                           |   |                             |  |                           |   |                           |  |
|------------------------------------|---|-------|-------------|-------------------------------|---|------------------------------------|---|---------------------------|---|-----------------------------|--|---------------------------|---|---------------------------|--|
| 5                                  | <p>The Add New Honors and Awards page will display. Enter the required fields using the Field/Description table below.</p> <div data-bbox="320 562 1370 1149" style="border: 1px solid blue; padding: 5px;"> <p><b>Person Profile</b></p> <p><b>Add New Honors and Awards</b></p> <p>Empl ID: 1234567 Jennifer Lawrence<br/>           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><b>Details</b> Find   View All First 1 of 1 Last</p> <p>*Issue Date: 05/12/2016 <input type="text"/> <input type="button" value="x"/> <input type="button" value="B1"/> <input type="button" value="+"/></p> <p>*Honor and Award: <input type="text"/> <input type="button" value="magnifying glass"/></p> <p>*Status: Active <input type="button" value="v"/></p> <p>From Date: <input type="text"/> <input type="button" value="B1"/></p> <p>To Date: <input type="text"/> <input type="button" value="B1"/></p> <p>Grantor: <input type="text"/> <input type="button" value="checkmark"/></p> </div> <table border="1" data-bbox="320 1184 1370 1706"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>*Issue Date (Required)</b></td> <td>Enter the date the award was granted to the member.</td> </tr> <tr> <td><b>*Honor and Award (Required)</b></td> <td>Enter the Award Code or, if the Award Code is unknown, search for the award by clicking the magnifying glass.</td> </tr> <tr> <td><b>*Status (Required)</b></td> <td>This field defaults to Active. Do <b>NOT</b> change this field.</td> </tr> <tr> <td><b>From Date (Optional)</b></td> <td>If the award is for a specific period of time, enter the beginning date for that time frame.</td> </tr> <tr> <td><b>To Date (Optional)</b></td> <td>If the award is for a specific period of time, enter the ending date for that time frame.</td> </tr> <tr> <td><b>Grantor (Optional)</b></td> <td>The agency or organization granting the award.</td> </tr> </tbody> </table> | Field | Description | <b>*Issue Date (Required)</b> | Enter the date the award was granted to the member. | <b>*Honor and Award (Required)</b> | Enter the Award Code or, if the Award Code is unknown, search for the award by clicking the magnifying glass. | <b>*Status (Required)</b> | This field defaults to Active. Do <b>NOT</b> change this field. | <b>From Date (Optional)</b> | If the award is for a specific period of time, enter the beginning date for that time frame. | <b>To Date (Optional)</b> | If the award is for a specific period of time, enter the ending date for that time frame. | <b>Grantor (Optional)</b> | The agency or organization granting the award. |
| Field                              | Description   |       |             |                               |   |                                    |   |                           |   |                             |  |                           |   |                           |  |
| <b>*Issue Date (Required)</b>      | Enter the date the award was granted to the member.   |       |             |                               |   |                                    |   |                           |   |                             |  |                           |   |                           |  |
| <b>*Honor and Award (Required)</b> | Enter the Award Code or, if the Award Code is unknown, search for the award by clicking the magnifying glass.   |       |             |                               |   |                                    |   |                           |   |                             |  |                           |   |                           |  |
| <b>*Status (Required)</b>          | This field defaults to Active. Do <b>NOT</b> change this field.   |       |             |                               |   |                                    |   |                           |   |                             |  |                           |   |                           |  |
| <b>From Date (Optional)</b>        | If the award is for a specific period of time, enter the beginning date for that time frame.  |       |             |                               |   |                                    |   |                           |   |                             |  |                           |   |                           |  |
| <b>To Date (Optional)</b>          | If the award is for a specific period of time, enter the ending date for that time frame.   |       |             |                               |   |                                    |   |                           |   |                             |  |                           |   |                           |  |
| <b>Grantor (Optional)</b>          | The agency or organization granting the award.  |       |             |                               |   |                                    |   |                           |   |                             |  |                           |   |                           |  |

*Continued on next page*

## Adding a New Honor/Award, Continued

Procedures,  
continued

| Step | Action  |
|------|---|
| 6    | <p>Complete the required fields, then click <b>OK</b> or <b>Apply and Add Another</b> if adding additional Honors and Awards.</p>  <p><b>Person Profile</b></p> <h3>Add New Honors and Awards</h3> <p>Empl ID: 1234567 Jennifer Lawrence<br/>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><b>Details</b> Find   View All First 1 of 1 Last</p> <p>*Issue Date: 05/01/2016<br/>*Honor and Award: CGNA CG Comdt Ltr of Comm Ribbon<br/>*Status: Active<br/>From Date: <br/>To Date: <br/>Grantor: <br/><b>OK Cancel Apply and Add Another</b></p> |
| 7    | <p>Once all Honors and Awards have been added, click the <b>Save</b> button at the bottom of the Person Profile page.</p>   |
| 8    | <p>Once saved, this message will display.</p>  <p><b>Person Profile</b></p> <p>Empl ID: 1234567 <a href="#">Jennifer Lawrence</a><br/>Profile Type: PERSON Person<br/>*Profile Status: Active<br/>*Description: Jennifer Lawrence<br/>Profile Actions: &lt;Select Action&gt;<br/><b>✓ You have successfully saved those profile changes that do not require approval.</b></p>   |

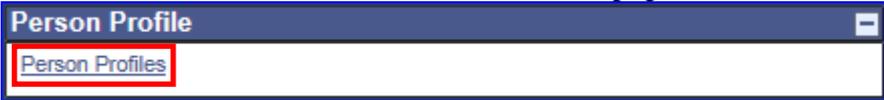
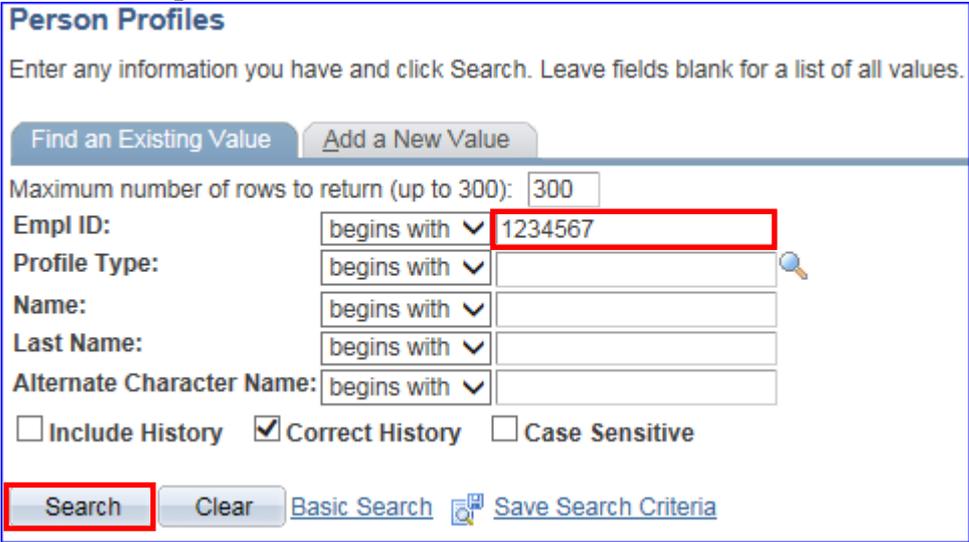
# Adding an Additional Honor/Award of the Same Type

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**Introduction** This guide provides the procedures for adding an additional Honor/Award of the same type in Direct Access. The user must have the CG Admin Technician function to add an Honor/Award.

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**Procedures** See below.

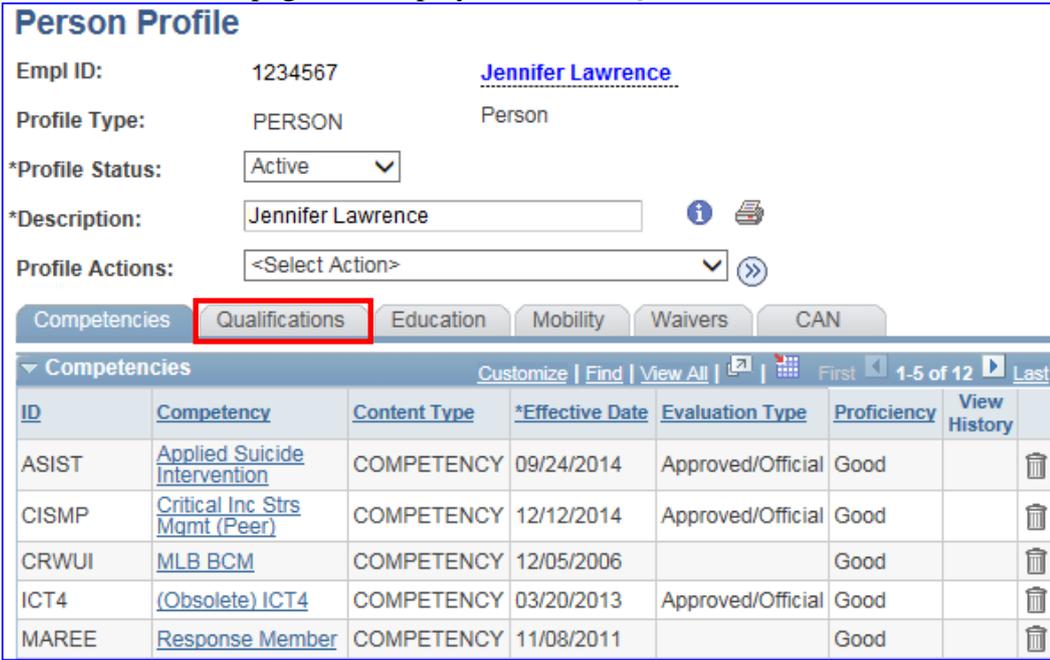
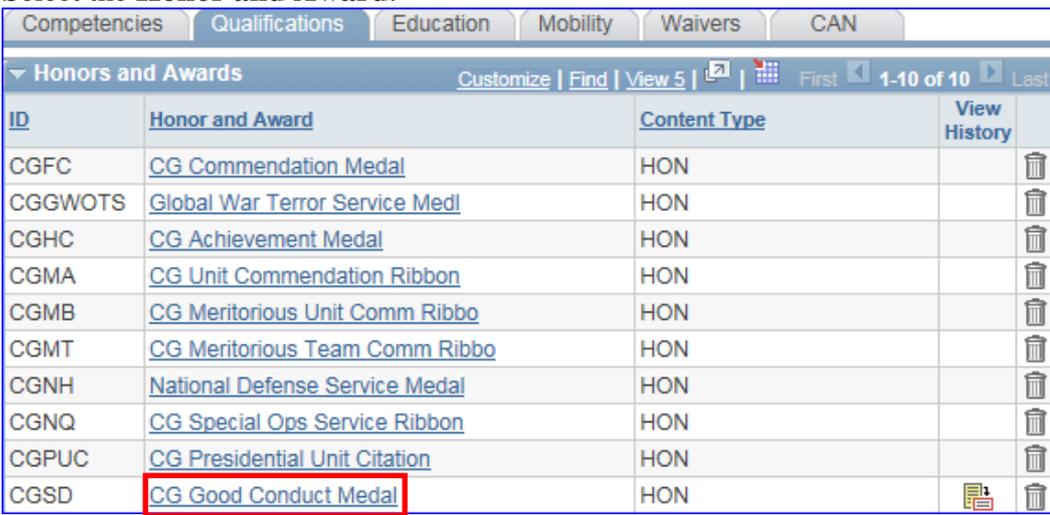
| Step | Action  |
|------|---|
| 1    | Select <b>Person Profiles</b> from the Person Profile pagelet.  |
| 2    | Enter the <b>Emplid</b> and hit <b>Search</b> .                |

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*Continued on next page*

# Adding an Additional Honor/Award of the Same Type, Continued

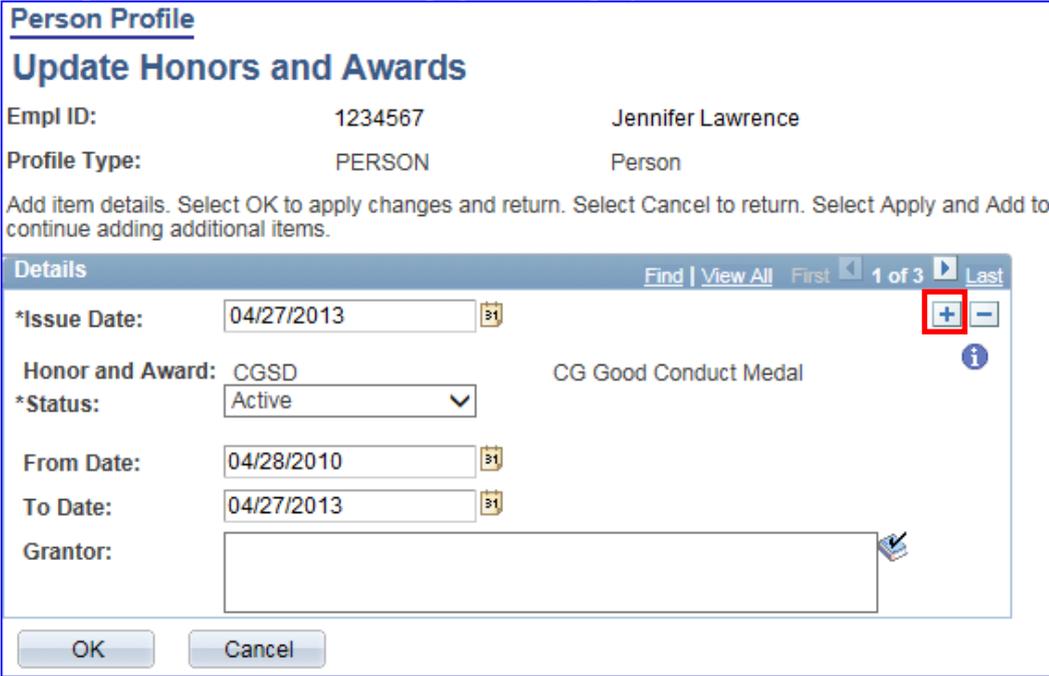
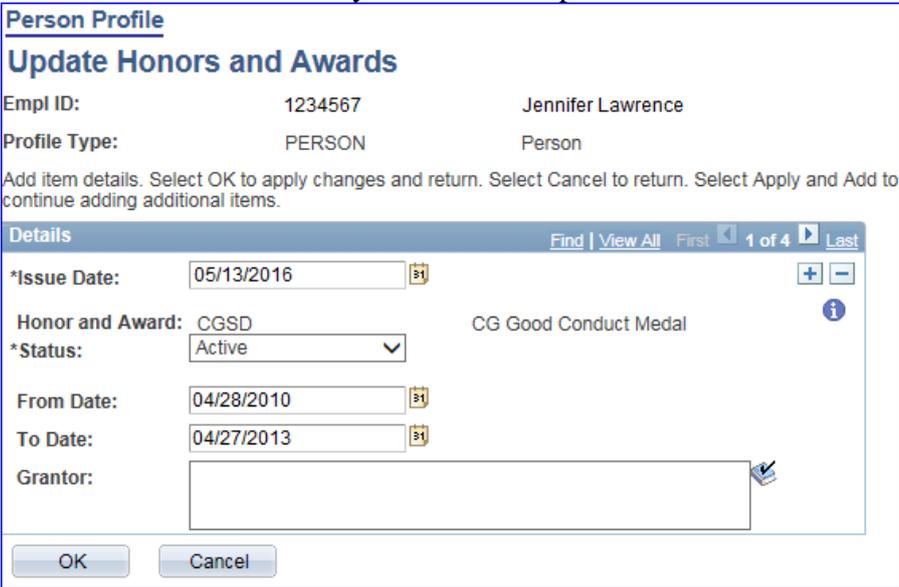
Procedures,  
continued

| Step    | Action  |              |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
|---------|---|--------------|-----------------|-------------------|-----------------|-----------------|---------------------------------------|--------------|-------|--|--|------------|-------------------|------|--------------------------------------|-------|---|------------|---|-------------------|------|------|--|-------------------------|------------|------------|--|------|--|------|--|------------|------------|-------------------|---|-----|-------|---------------------------------|---|------------|--|------|---------------------------------------|-----|--|
| 3       | <p>The Person Profile page will display. Select the <b>Qualifications</b> tab.</p>  <p><b>Person Profile</b></p> <p>Empl ID: 1234567 <a href="#">Jennifer Lawrence</a></p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Jennifer Lawrence</p> <p>Profile Actions: &lt;Select Action&gt;</p> <p>Competencies <b>Qualifications</b> 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>ASIST</td> <td><a href="#">Applied Suicide Intervention</a></td> <td>COMPETENCY</td> <td>09/24/2014</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CISMP</td> <td><a href="#">Critical Inc Strs Mgmt (Peer)</a></td> <td>COMPETENCY</td> <td>12/12/2014</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CRWUI</td> <td><a href="#">MLB BCM</a></td> <td>COMPETENCY</td> <td>12/05/2006</td> <td></td> <td>Good</td> <td></td> </tr> <tr> <td>ICT4</td> <td><a href="#">(Obsolete) ICT4</a></td> <td>COMPETENCY</td> <td>03/20/2013</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>MAREE</td> <td><a href="#">Response Member</a></td> <td>COMPETENCY</td> <td>11/08/2011</td> <td></td> <td>Good</td> <td></td> </tr> </tbody> </table> | ID           | Competency      | Content Type      | *Effective Date | Evaluation Type | Proficiency                           | View History | ASIST | <a href="#">Applied Suicide Intervention</a> | COMPETENCY                                     | 09/24/2014 | Approved/Official | Good |                                      | CISMP | <a href="#">Critical Inc Strs Mgmt (Peer)</a> | COMPETENCY | 12/12/2014                                  | Approved/Official | Good |      | CRWUI  | <a href="#">MLB BCM</a> | COMPETENCY | 12/05/2006 |  | Good |  | ICT4 | <a href="#">(Obsolete) ICT4</a>                | COMPETENCY | 03/20/2013 | Approved/Official | Good  |     | MAREE | <a href="#">Response Member</a> | COMPETENCY                                    | 11/08/2011 |  | Good |                                       |     |  |
| ID      | Competency  | Content Type | *Effective Date | Evaluation Type   | Proficiency     | View History    |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| ASIST   | <a href="#">Applied Suicide Intervention</a>  | COMPETENCY   | 09/24/2014      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| CISMP   | <a href="#">Critical Inc Strs Mgmt (Peer)</a>   | COMPETENCY   | 12/12/2014      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| CRWUI   | <a href="#">MLB BCM</a>   | COMPETENCY   | 12/05/2006      |                   | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| ICT4    | <a href="#">(Obsolete) ICT4</a>   | COMPETENCY   | 03/20/2013      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| MAREE   | <a href="#">Response Member</a>   | COMPETENCY   | 11/08/2011      |                   | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| 4       | <p>Select the <b>Honor and Award</b>.</p>  <p>Competencies <b>Qualifications</b> Education Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>Content Type</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td><a href="#">CG Commendation Medal</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGGWOTS</td> <td><a href="#">Global War Terror Service Medl</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGHC</td> <td><a href="#">CG Achievement Medal</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGMA</td> <td><a href="#">CG Unit Commendation Ribbon</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGMB</td> <td><a href="#">CG Meritorious Unit Comm Ribbo</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGMT</td> <td><a href="#">CG Meritorious Team Comm Ribbo</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGNH</td> <td><a href="#">National Defense Service Medal</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGNQ</td> <td><a href="#">CG Special Ops Service Ribbon</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGPUC</td> <td><a href="#">CG Presidential Unit Citation</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGSD</td> <td><a href="#">CG Good Conduct Medal</a></td> <td>HON</td> <td></td> </tr> </tbody> </table>  | ID           | Honor and Award | Content Type      | View History    | CGFC            | <a href="#">CG Commendation Medal</a> | HON          |       | CGGWOTS                                      | <a href="#">Global War Terror Service Medl</a> | HON        |                   | CGHC | <a href="#">CG Achievement Medal</a> | HON   |   | CGMA       | <a href="#">CG Unit Commendation Ribbon</a> | HON               |      | CGMB | <a href="#">CG Meritorious Unit Comm Ribbo</a> | HON                     |            | CGMT       | <a href="#">CG Meritorious Team Comm Ribbo</a> | HON  |  | CGNH | <a href="#">National Defense Service Medal</a> | HON        |            | CGNQ              | <a href="#">CG Special Ops Service Ribbon</a> | HON |       | CGPUC                           | <a href="#">CG Presidential Unit Citation</a> | HON        |  | CGSD | <a href="#">CG Good Conduct Medal</a> | HON |  |
| ID      | Honor and Award   | Content Type | View History    |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| CGFC    | <a href="#">CG Commendation Medal</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| CGGWOTS | <a href="#">Global War Terror Service Medl</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| CGHC    | <a href="#">CG Achievement Medal</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| CGMA    | <a href="#">CG Unit Commendation Ribbon</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| CGMB    | <a href="#">CG Meritorious Unit Comm Ribbo</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| CGMT    | <a href="#">CG Meritorious Team Comm Ribbo</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| CGNH    | <a href="#">National Defense Service Medal</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| CGNQ    | <a href="#">CG Special Ops Service Ribbon</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| CGPUC   | <a href="#">CG Presidential Unit Citation</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |
| CGSD    | <a href="#">CG Good Conduct Medal</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |  |            |            |                   |   |     |       |                                 |   |            |  |      |                                       |     |  |

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# Adding an Additional Honor/Award of the Same Type, Continued

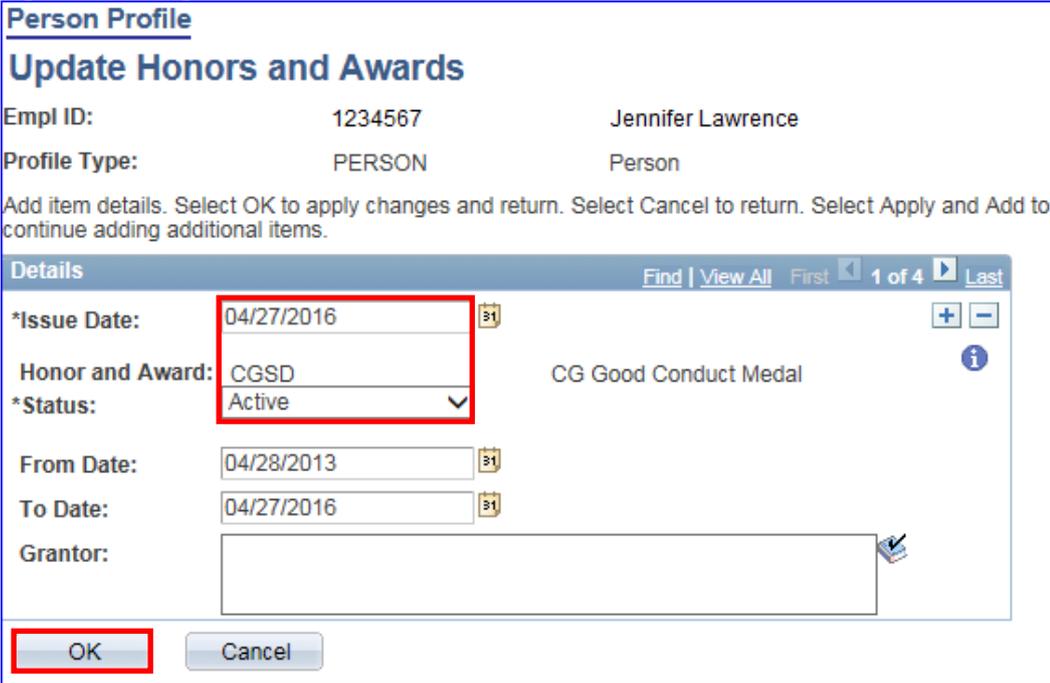
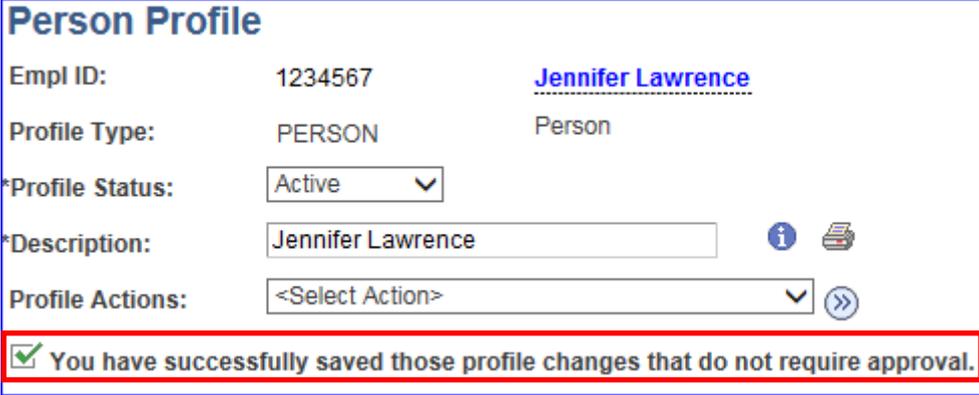
Procedures,  
continued

| Step | Action  |
|------|---|
| 5    | <p>The Update Honors and Awards page will display. Click the <b>Plus</b> button.</p>  <p><b>Person Profile</b><br/><b>Update Honors and Awards</b></p> <p>Empl ID: 1234567 Jennifer Lawrence<br/>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><b>Details</b> Find   View All First 1 of 3 Last</p> <p>*Issue Date: 04/27/2013<br/>Honor and Award: CGSD CG Good Conduct Medal<br/>*Status: Active<br/>From Date: 04/28/2010<br/>To Date: 04/27/2013<br/>Grantor:</p> <p>OK Cancel</p> |
| 6    | <p>Some of the fields will carry over from the previous row.</p>  <p><b>Person Profile</b><br/><b>Update Honors and Awards</b></p> <p>Empl ID: 1234567 Jennifer Lawrence<br/>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><b>Details</b> Find   View All First 1 of 4 Last</p> <p>*Issue Date: 05/13/2016<br/>Honor and Award: CGSD CG Good Conduct Medal<br/>*Status: Active<br/>From Date: 04/28/2010<br/>To Date: 04/27/2013<br/>Grantor:</p> <p>OK Cancel</p>                    |

Continued on next page

# Adding an Additional Honor/Award of the Same Type, Continued

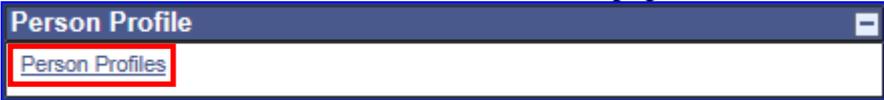
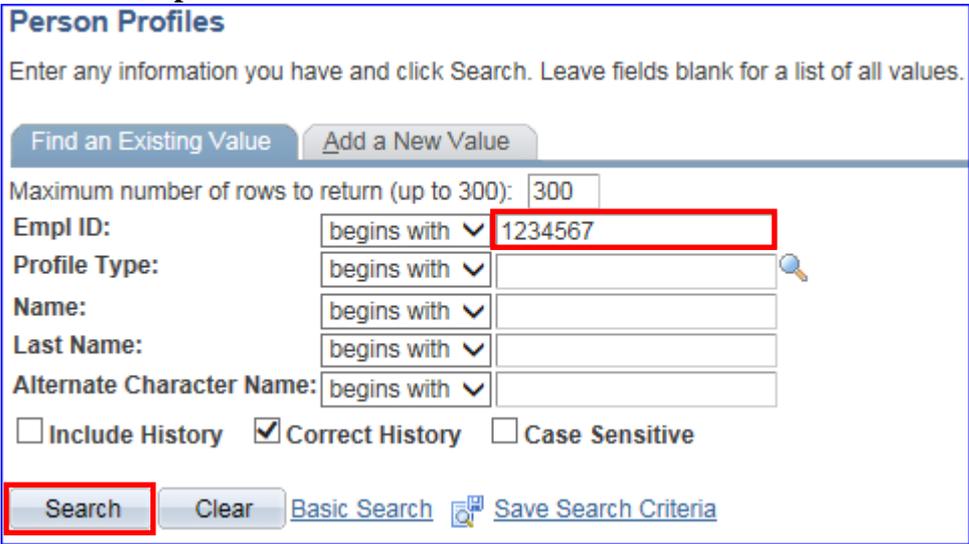
Procedures,  
continued

| Step | Action  |
|------|---|
| 7    | <p>Update the required fields, then click <b>OK</b>.</p>  <p><b>Person Profile</b><br/><b>Update Honors and Awards</b></p> <p>Empl ID: 1234567 Jennifer Lawrence<br/>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><b>Details</b> Find   View All First 1 of 4 Last</p> <p>*Issue Date: 04/27/2016<br/>Honor and Award: CGSD CG Good Conduct Medal<br/>*Status: Active<br/>From Date: 04/28/2013<br/>To Date: 04/27/2016<br/>Grantor: <input type="text"/></p> <p><b>OK</b> Cancel</p> |
| 8    | Click the <b>Save</b> button at the bottom of the Person Profile page.  |
|      | <p>Once saved, this message will display.</p>  <p><b>Person Profile</b></p> <p>Empl ID: 1234567 <a href="#">Jennifer Lawrence</a><br/>Profile Type: PERSON Person<br/>*Profile Status: Active<br/>*Description: Jennifer Lawrence<br/>Profile Actions: &lt;Select Action&gt;</p> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p>   |

# Correcting an Honor/Award

**Introduction** This guide provides the procedures for Correcting an Honor/Award in Direct Access. The user must have the CG Admin Technician function to correct an Honor/Award.

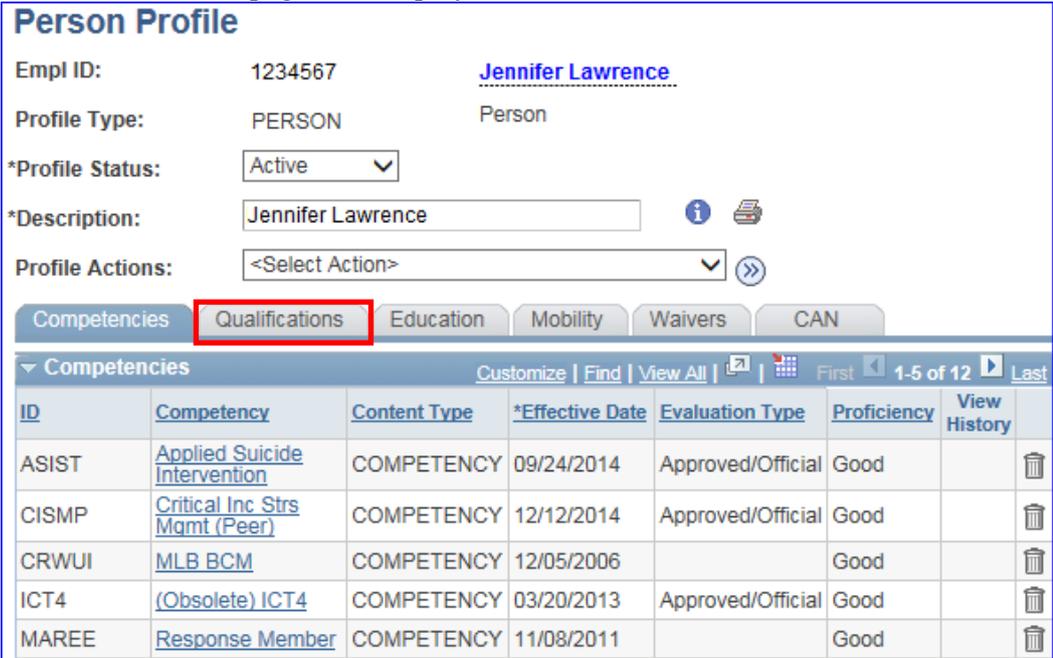
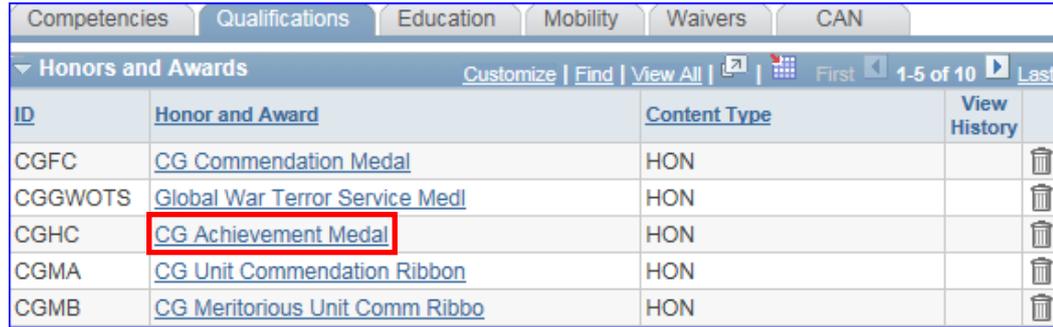
**Procedures** See below.

| Step | Action   |
|------|--|
| 1    | Select <b>Person Profiles</b> from the Person Profile pagelet.<br> |
| 2    | Enter the <b>Emplid</b> and hit <b>Search</b> .<br>               |

*Continued on next page*

## Correcting an Honor/Award, Continued

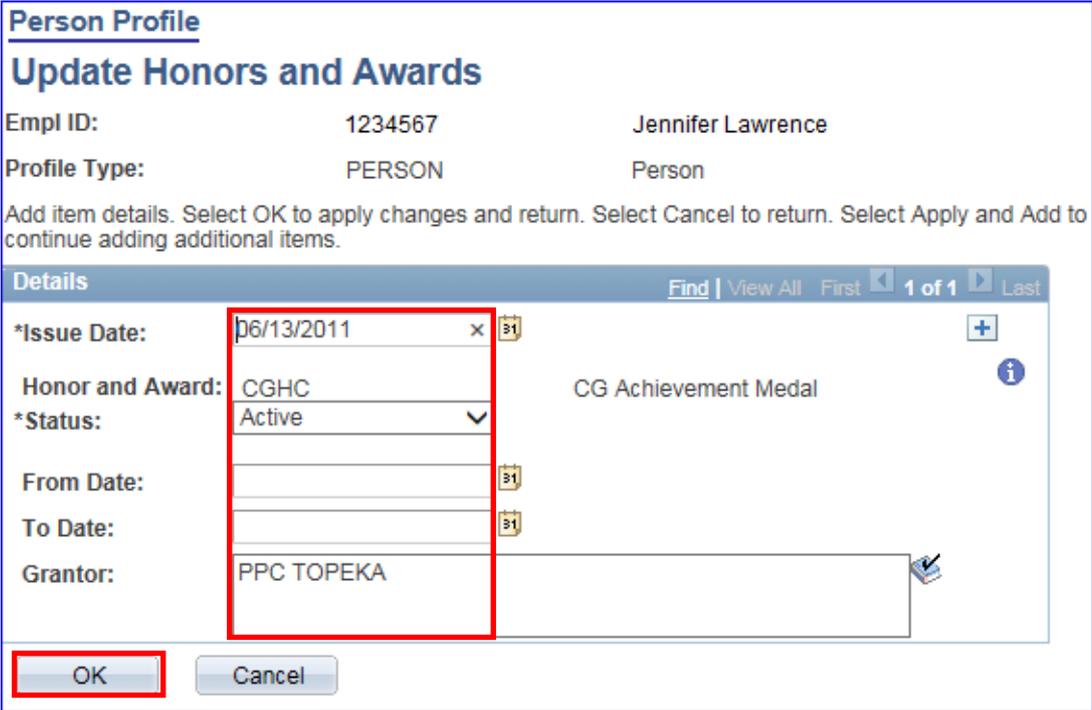
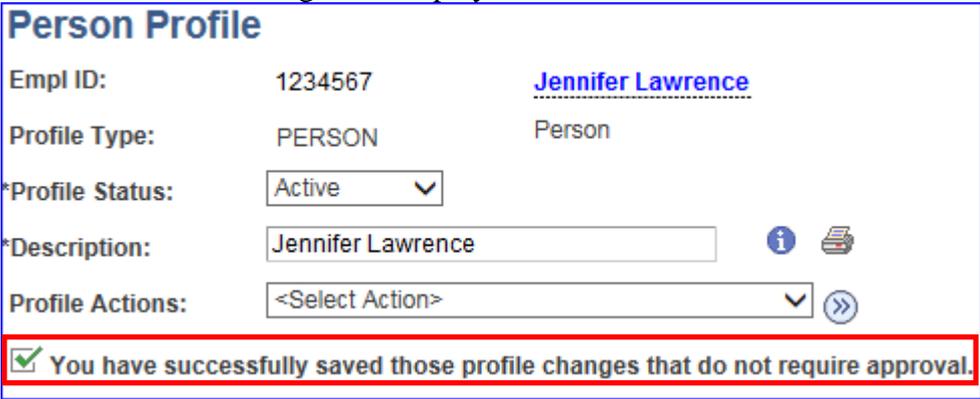
Procedures,  
continued

| Step    | Action  |              |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
|---------|---|--------------|-----------------|-------------------|-----------------|-----------------|---------------------------------------|--------------|-------|--|--|------------|-------------------|------|---|-------|---|------------|---|-------------------|------|------|--|-------------------------|------------|------------|--|------|--|------|---------------------------------|------------|------------|-------------------|------|--|-------|---------------------------------|------------|------------|--|------|--|
| 3       | <p>The Person Profile page will display. Select the <b>Qualifications</b> tab.</p>  <p><b>Person Profile</b></p> <p>Empl ID: 1234567 <a href="#">Jennifer Lawrence</a></p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Jennifer Lawrence</p> <p>Profile Actions: &lt;Select Action&gt;</p> <p>Competencies <b>Qualifications</b> 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>ASIST</td> <td><a href="#">Applied Suicide Intervention</a></td> <td>COMPETENCY</td> <td>09/24/2014</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CISMP</td> <td><a href="#">Critical Inc Strs Mgmt (Peer)</a></td> <td>COMPETENCY</td> <td>12/12/2014</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CRWUI</td> <td><a href="#">MLB BCM</a></td> <td>COMPETENCY</td> <td>12/05/2006</td> <td></td> <td>Good</td> <td></td> </tr> <tr> <td>ICT4</td> <td><a href="#">(Obsolete) ICT4</a></td> <td>COMPETENCY</td> <td>03/20/2013</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>MAREE</td> <td><a href="#">Response Member</a></td> <td>COMPETENCY</td> <td>11/08/2011</td> <td></td> <td>Good</td> <td></td> </tr> </tbody> </table> | ID           | Competency      | Content Type      | *Effective Date | Evaluation Type | Proficiency                           | View History | ASIST | <a href="#">Applied Suicide Intervention</a> | COMPETENCY                                     | 09/24/2014 | Approved/Official | Good |   | CISMP | <a href="#">Critical Inc Strs Mgmt (Peer)</a> | COMPETENCY | 12/12/2014                                  | Approved/Official | Good |      | CRWUI  | <a href="#">MLB BCM</a> | COMPETENCY | 12/05/2006 |  | Good |  | ICT4 | <a href="#">(Obsolete) ICT4</a> | COMPETENCY | 03/20/2013 | Approved/Official | Good |  | MAREE | <a href="#">Response Member</a> | COMPETENCY | 11/08/2011 |  | Good |  |
| ID      | Competency  | Content Type | *Effective Date | Evaluation Type   | Proficiency     | View History    |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| ASIST   | <a href="#">Applied Suicide Intervention</a>  | COMPETENCY   | 09/24/2014      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CISMP   | <a href="#">Critical Inc Strs Mgmt (Peer)</a>   | COMPETENCY   | 12/12/2014      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CRWUI   | <a href="#">MLB BCM</a>   | COMPETENCY   | 12/05/2006      |                   | Good            |                 |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| ICT4    | <a href="#">(Obsolete) ICT4</a>   | COMPETENCY   | 03/20/2013      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| MAREE   | <a href="#">Response Member</a>   | COMPETENCY   | 11/08/2011      |                   | Good            |                 |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| 4       | <p>From the Honors and Awards section, select the <b>Honor and Award</b> to be updated or corrected. If the member has received the Honor/Award multiple times, be sure to select the correct Honor/Award record.</p>  <p>Competencies Qualifications <b>Education</b> Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>Content Type</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td><a href="#">CG Commendation Medal</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGGWOTS</td> <td><a href="#">Global War Terror Service Medl</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGHC</td> <td><b><a href="#">CG Achievement Medal</a></b></td> <td>HON</td> <td></td> </tr> <tr> <td>CGMA</td> <td><a href="#">CG Unit Commendation Ribbon</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGMB</td> <td><a href="#">CG Meritorious Unit Comm Ribbo</a></td> <td>HON</td> <td></td> </tr> </tbody> </table>   | ID           | Honor and Award | Content Type      | View History    | CGFC            | <a href="#">CG Commendation Medal</a> | HON          |       | CGGWOTS                                      | <a href="#">Global War Terror Service Medl</a> | HON        |                   | CGHC | <b><a href="#">CG Achievement Medal</a></b> | HON   |   | CGMA       | <a href="#">CG Unit Commendation Ribbon</a> | HON               |      | CGMB | <a href="#">CG Meritorious Unit Comm Ribbo</a> | HON                     |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| ID      | Honor and Award   | Content Type | View History    |                   |                 |                 |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGFC    | <a href="#">CG Commendation Medal</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGGWOTS | <a href="#">Global War Terror Service Medl</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGHC    | <b><a href="#">CG Achievement Medal</a></b>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGMA    | <a href="#">CG Unit Commendation Ribbon</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGMB    | <a href="#">CG Meritorious Unit Comm Ribbo</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |   |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |

Continued on next page

## Correcting an Honor/Award, Continued

Procedures,  
continued

| Step | Action   |
|------|--|
| 5    | <p>The Update Honors and Awards page will display. Correct the appropriate fields, then click <b>OK</b>.</p>  |
| 6    | Click <b>Save</b> at the bottom of the Person Profile page.  |
| 7    | <p>Once saved, this message will display.</p>    |

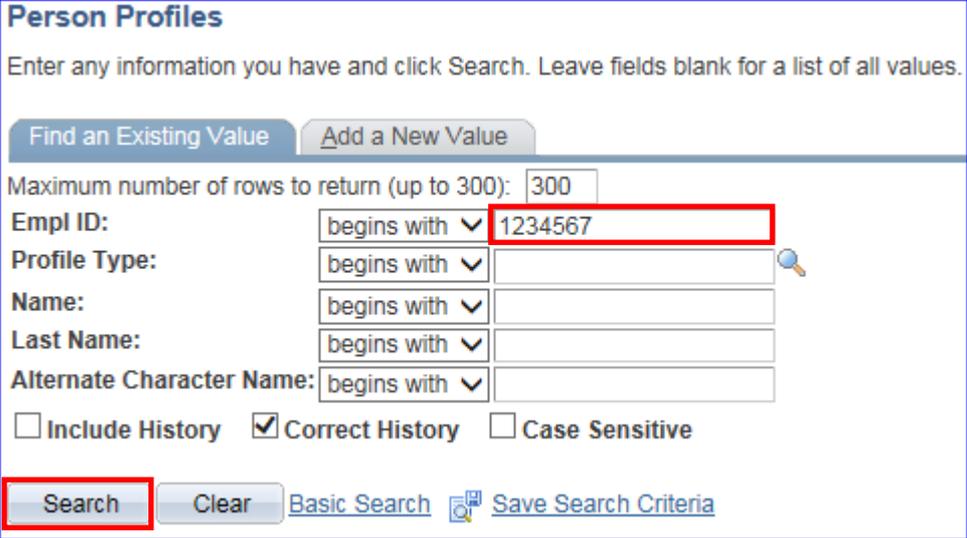
# Deleting a Single Honor/Award

**Introduction** This guide provides the procedures for Deleting a Single An Honor/Award in Direct Access. The user must have the CG Admin Technician function to delete an Honor/Award.

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 Honor/Award. If a record is erroneously deleted, it will have to be recreated.

**Note:** If this is an Honor/Award 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.

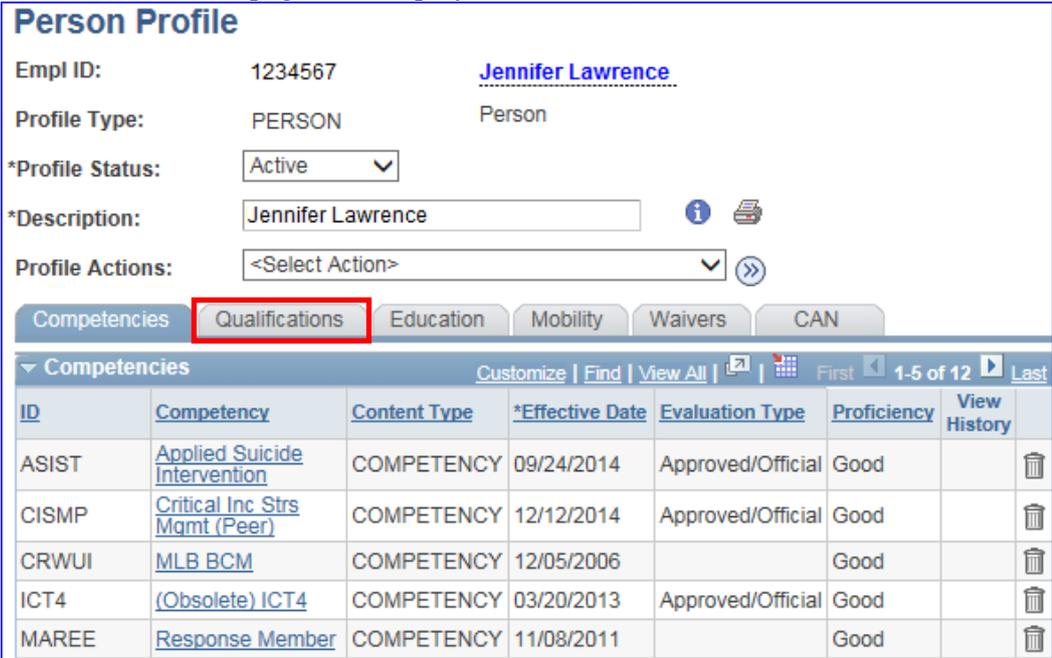
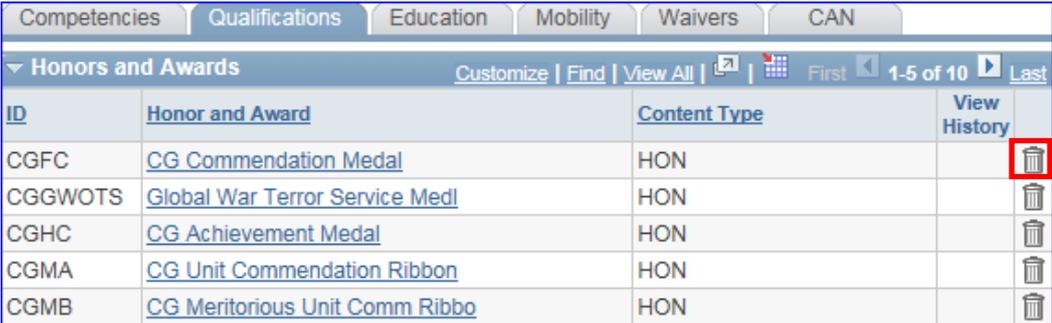
**Procedures** See below.

| Step | Action  |
|------|---|
| 1    | Select <b>Person Profiles</b> from the Person Profile pagelet.  |
| 2    | Enter the <b>Emplid</b> and hit <b>Search</b> .                 |

*Continued on next page*

## Deleting a Single Honor/Award, Continued

Procedures,  
continued

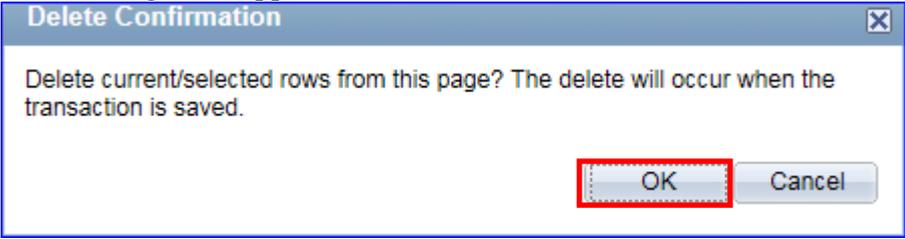
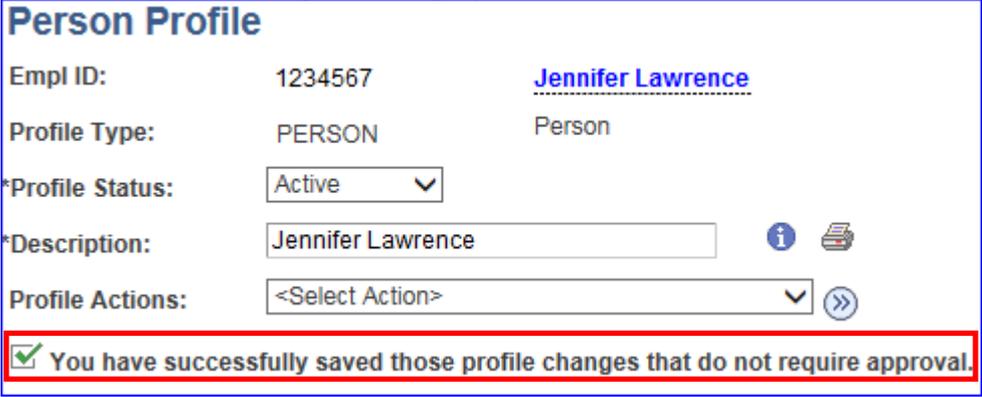
| Step    | Action  |              |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
|---------|---|--------------|-----------------|-------------------|-----------------|-----------------|---------------------------------------|--------------|-------|--|--|------------|-------------------|------|--------------------------------------|-------|---|------------|---|-------------------|------|------|--|-------------------------|------------|------------|--|------|--|------|---------------------------------|------------|------------|-------------------|------|--|-------|---------------------------------|------------|------------|--|------|--|
| 3       | <p>The Person Profile page will display. Select the <b>Qualifications</b> tab.</p>  <p><b>Person Profile</b></p> <p>Empl ID: 1234567 <a href="#">Jennifer Lawrence</a></p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Jennifer Lawrence</p> <p>Profile Actions: &lt;Select Action&gt;</p> <p>Competencies <b>Qualifications</b> 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>ASIST</td> <td><a href="#">Applied Suicide Intervention</a></td> <td>COMPETENCY</td> <td>09/24/2014</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CISMP</td> <td><a href="#">Critical Inc Strs Mgmt (Peer)</a></td> <td>COMPETENCY</td> <td>12/12/2014</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>CRWUI</td> <td><a href="#">MLB BCM</a></td> <td>COMPETENCY</td> <td>12/05/2006</td> <td></td> <td>Good</td> <td></td> </tr> <tr> <td>ICT4</td> <td><a href="#">(Obsolete) ICT4</a></td> <td>COMPETENCY</td> <td>03/20/2013</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>MAREE</td> <td><a href="#">Response Member</a></td> <td>COMPETENCY</td> <td>11/08/2011</td> <td></td> <td>Good</td> <td></td> </tr> </tbody> </table> | ID           | Competency      | Content Type      | *Effective Date | Evaluation Type | Proficiency                           | View History | ASIST | <a href="#">Applied Suicide Intervention</a> | COMPETENCY                                     | 09/24/2014 | Approved/Official | Good |                                      | CISMP | <a href="#">Critical Inc Strs Mgmt (Peer)</a> | COMPETENCY | 12/12/2014                                  | Approved/Official | Good |      | CRWUI  | <a href="#">MLB BCM</a> | COMPETENCY | 12/05/2006 |  | Good |  | ICT4 | <a href="#">(Obsolete) ICT4</a> | COMPETENCY | 03/20/2013 | Approved/Official | Good |  | MAREE | <a href="#">Response Member</a> | COMPETENCY | 11/08/2011 |  | Good |  |
| ID      | Competency  | Content Type | *Effective Date | Evaluation Type   | Proficiency     | View History    |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| ASIST   | <a href="#">Applied Suicide Intervention</a>  | COMPETENCY   | 09/24/2014      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CISMP   | <a href="#">Critical Inc Strs Mgmt (Peer)</a>   | COMPETENCY   | 12/12/2014      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CRWUI   | <a href="#">MLB BCM</a>   | COMPETENCY   | 12/05/2006      |                   | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| ICT4    | <a href="#">(Obsolete) ICT4</a>   | COMPETENCY   | 03/20/2013      | Approved/Official | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| MAREE   | <a href="#">Response Member</a>   | COMPETENCY   | 11/08/2011      |                   | Good            |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| 4       | <p>To delete an Honor/Award that a member has received only once, click the <b>trash can</b> on the Honor and Award row.</p>  <p>Competencies Qualifications Education Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>Content Type</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td><a href="#">CG Commendation Medal</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGGWOTS</td> <td><a href="#">Global War Terror Service Medl</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGHC</td> <td><a href="#">CG Achievement Medal</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGMA</td> <td><a href="#">CG Unit Commendation Ribbon</a></td> <td>HON</td> <td></td> </tr> <tr> <td>CGMB</td> <td><a href="#">CG Meritorious Unit Comm Ribbo</a></td> <td>HON</td> <td></td> </tr> </tbody> </table>  | ID           | Honor and Award | Content Type      | View History    | CGFC            | <a href="#">CG Commendation Medal</a> | HON          |       | CGGWOTS                                      | <a href="#">Global War Terror Service Medl</a> | HON        |                   | CGHC | <a href="#">CG Achievement Medal</a> | HON   |   | CGMA       | <a href="#">CG Unit Commendation Ribbon</a> | HON               |      | CGMB | <a href="#">CG Meritorious Unit Comm Ribbo</a> | HON                     |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| ID      | Honor and Award   | Content Type | View History    |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGFC    | <a href="#">CG Commendation Medal</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGGWOTS | <a href="#">Global War Terror Service Medl</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGHC    | <a href="#">CG Achievement Medal</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGMA    | <a href="#">CG Unit Commendation Ribbon</a>   | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |
| CGMB    | <a href="#">CG Meritorious Unit Comm Ribbo</a>  | HON          |                 |                   |                 |                 |                                       |              |       |  |  |            |                   |      |                                      |       |   |            |   |                   |      |      |  |                         |            |            |  |      |  |      |                                 |            |            |                   |      |  |       |                                 |            |            |  |      |  |

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## Deleting a Single Honor/Award, Continued

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Procedures,  
continued

| Step | Action   |
|------|--|
| 5    | <p>This message will appear. Click <b>OK</b>.</p>  <p>The dialog box titled "Delete Confirmation" contains the text: "Delete current/selected rows from this page? The delete will occur when the transaction is saved." At the bottom right, there are two buttons: "OK" (highlighted with a red dashed box) and "Cancel".</p>  |
| 6    | <p>Click <b>Save</b> at the bottom of the Person Profile page.</p>   |
| 7    | <p>Once saved, this message will display.</p>  <p>The screenshot shows the "Person Profile" page for Jennifer Lawrence. Fields include: Empl ID: 1234567, Profile Type: PERSON, Profile Status: Active (dropdown), Description: Jennifer Lawrence, and Profile Actions: &lt;Select Action&gt; (dropdown). A red dashed box highlights a green checkmark icon and the message: "You have successfully saved those profile changes that do not require approval."</p> |

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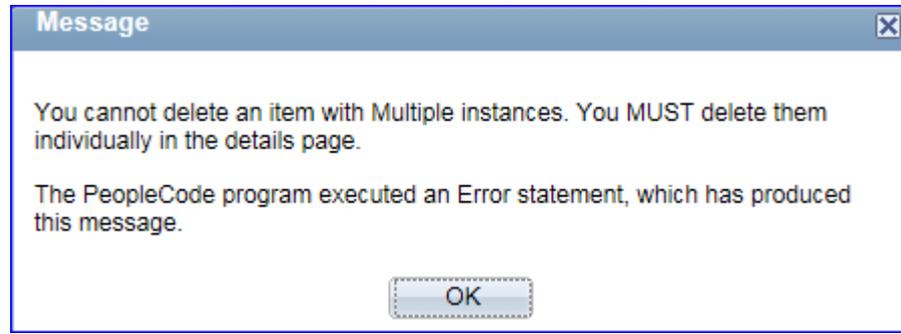
# Deleting One Honor/Award when Multiple Instances Exist

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**Introduction** This guide provides the procedures for Deleting One An Honor/Award when Multiple Instances Exist in Direct Access. The user must have the CG Admin Technician function to complete this action.

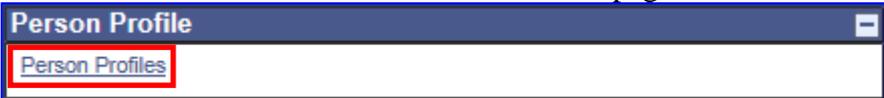
As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the same an Honor/Award. If a record is erroneously deleted, it will have to be recreated.

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



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**Procedures** See below.

| Step | Action   |
|------|--|
| 1    | Select <b>Person Profiles</b> from the Person Profile pagelet.<br> |

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# Deleting One Honor/Award when Multiple Instances Exist, Continued

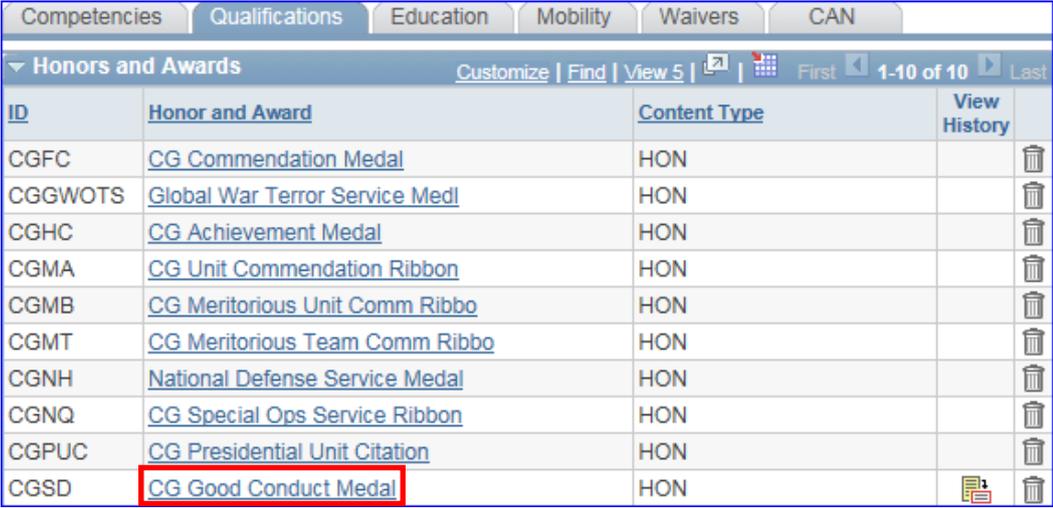
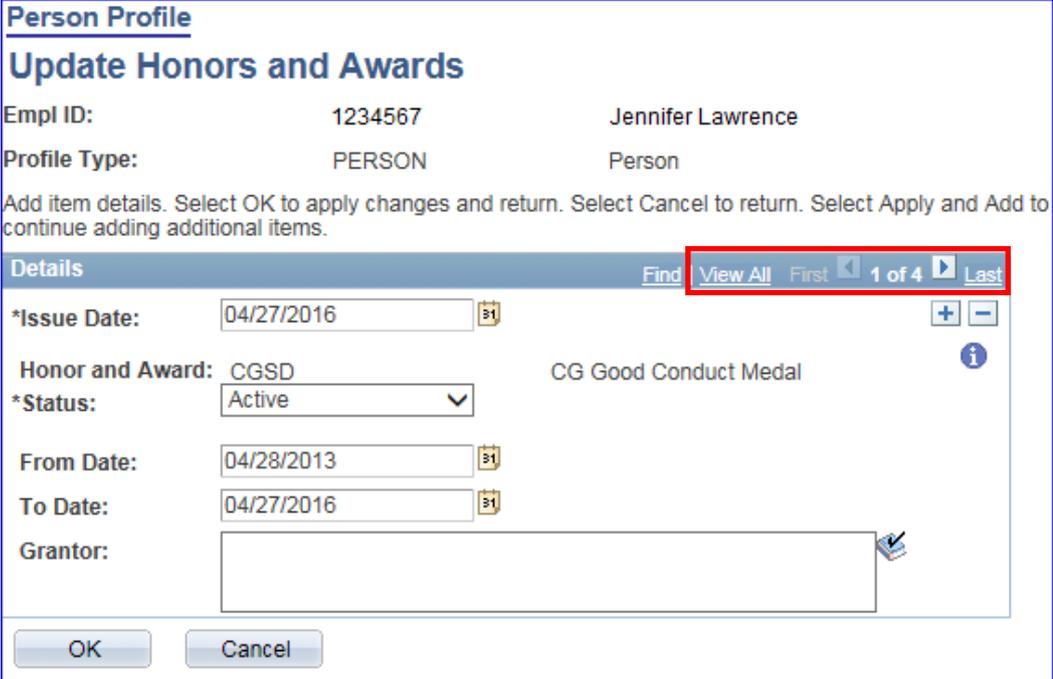
Procedures,  
continued

| Step | Action  |
|------|---|
| 2    | <p>Enter the <b>Emplid</b> and hit <b>Search</b>.</p> <div data-bbox="327 548 1292 1086" style="border: 1px solid blue; padding: 5px;"> <p><b>Person Profiles</b></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"/>   <a href="#">Basic Search</a>   <input type="button" value="Save Search Criteria"/></p> </div> |

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# Deleting One Honor/Award when Multiple Instances Exist, Continued

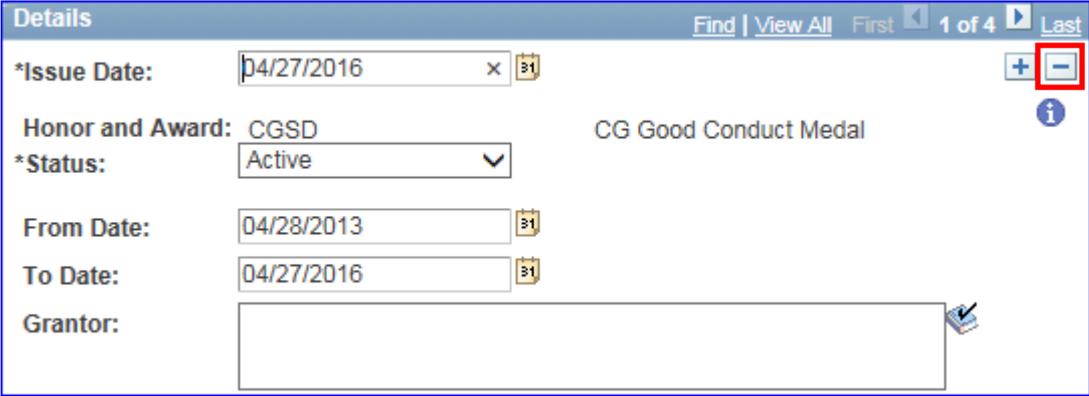
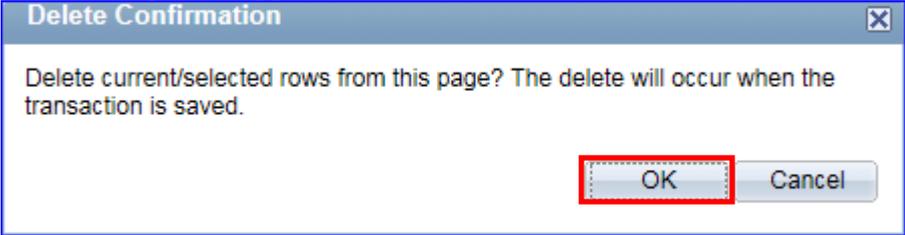
Procedures,  
continued

| Step | Action   |
|------|--|
| 4    | <p>Select the <b>Honor and Award</b> that needs to be deleted.</p>  <p>The screenshot shows a web interface with tabs for Competencies, Qualifications, Education, Mobility, Waivers, and CAN. Under the 'Honors and Awards' section, there is a table with columns: ID, Honor and Award, Content Type, and View History. The 'CGSD' row, corresponding to the 'CG Good Conduct Medal', is highlighted with a red box. Other awards listed include CGFC, CGGWOTS, CGHC, CGMA, CGMB, CGMT, CGNH, CGNQ, and CGPUC.</p>  |
| 5    | <p>The Update Honors and Awards page will display. Scroll through the records using the Arrows or click <b>View All</b> to find the correct record to delete.</p>  <p>The screenshot shows the 'Update Honors and Awards' page for Jennifer Lawrence (Empl ID: 1234567). It includes fields for Empl ID, Profile Type (PERSON), and a 'Details' section. In the 'Details' section, the 'View All' button is highlighted with a red box. Other details include Issue Date (04/27/2016), Honor and Award (CGSD - CG Good Conduct Medal), Status (Active), From Date (04/28/2013), and To Date (04/27/2016). There are 'OK' and 'Cancel' buttons at the bottom.</p> |

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# Deleting One Honor/Award when Multiple Instances Exist, Continued

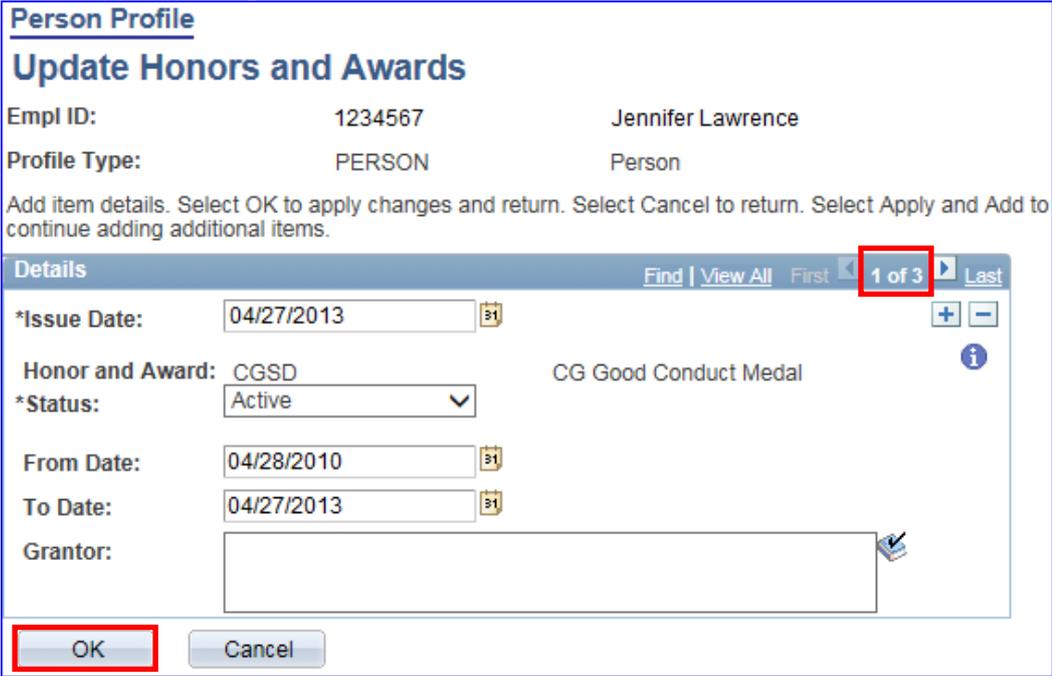
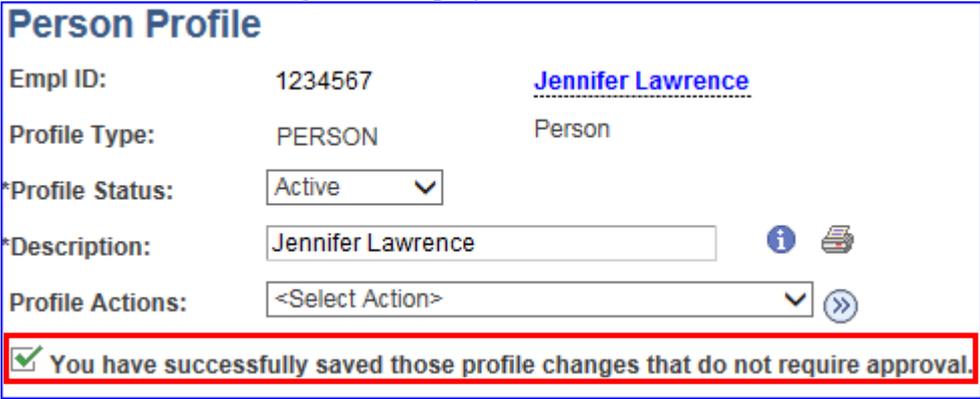
Procedures,  
continued

| Step | Action   |
|------|--|
| 6    | <p>Once the correct record has been located, click the <b>Minus</b> button to delete it.</p>  <p>The screenshot shows a 'Details' window with the following information:</p> <ul style="list-style-type: none"><li>*Issue Date: 04/27/2016</li><li>Honor and Award: CGSD CG Good Conduct Medal</li><li>*Status: Active</li><li>From Date: 04/28/2013</li><li>To Date: 04/27/2016</li><li>Grantor: (empty field)</li></ul> <p>A minus button (-) is highlighted with a red box in the top right corner of the details window.</p> |
| 7    | <p>This message will appear. Click <b>OK</b>.</p>  <p>The screenshot shows a 'Delete Confirmation' dialog box with the following text:</p> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p>The OK button is highlighted with a red box.</p>  |

*Continued on next page*

# Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,  
continued

| Step | Action  |
|------|---|
| 8    | <p>Notice the record updated to 1 of 3. Click <b>OK</b>.</p>  <p><b>Person Profile</b><br/><b>Update Honors and Awards</b></p> <p>Empl ID: 1234567 Jennifer Lawrence<br/>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><b>Details</b> Find   View All First <b>1 of 3</b> Last</p> <p>*Issue Date: 04/27/2013<br/>Honor and Award: CGSD CG Good Conduct Medal<br/>*Status: Active<br/>From Date: 04/28/2010<br/>To Date: 04/27/2013<br/>Grantor:</p> <p><b>OK</b> Cancel</p> |
| 9    | Click <b>Save</b> at the bottom of the Person Profile page.   |
| 10   | <p>Once saved, this message will display.</p>  <p><b>Person Profile</b></p> <p>Empl ID: 1234567 <a href="#">Jennifer Lawrence</a><br/>Profile Type: PERSON Person</p> <p>*Profile Status: Active<br/>*Description: Jennifer Lawrence<br/>Profile Actions: &lt;Select Action&gt;</p> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p>  |