June 1, 2021

User Guide

MELD

Merge, Manage, & Modernize E-Learning Development

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1 Introduction

Merge, **M**anage, **M**odernize **E**-**L**earning **D**evelopment instructional media development and management suite provides authorized users with web access to management, production, and site support modules.

MELD provides a secure, single-site repository and on-demand access to Management, Production and Site Support information. MELD is a government-owned application that can be configured to run on an intranet.

The MELD modules described in the chart below provide customers with a tailored approach to instructional media development and project management.

Module	Features	Benefit to Customer
IME	**I**nstructional **M**edia **E**ditor provides an integrated, collaborative authoring environment for courseware development. Courseware is organized into SCOs which interface with other MELD modules to facilitate both internal and external review functions.	Provides flexible interface and template formats. Outputs courseware as standard HTML. Facilitates development of SCORM courseware.
COI Editor	Included as an integral part of IME now, the **C**urriculum **O**utline of **I**nstruction Editor allows for easy update, efficient identification of skill gaps and other curriculum anomalies, and generates the COI document, representing a project's most current training program data."	Automated tool that assists instructional developers/quality personnel in quickly assessing the impact of change requests and identifies training gaps across an entire training system.
OLR	**O**n-**L**ine **R**eview allows customers to view and comment on production deliverables using a web interface that connects to the production management system. This provides seamless tracking, accountability, and archiving of customer comments and contractor responses/actions.	Improves traceability of revision comments and actions taken to address them. Can eliminate the need to physically create, deliver, and recover courseware media for review. Expediting the review process increases system throughput.
CR Review	CR Review allows customers to view and enter change requests on production deliverables using a web interface that connects to the production management system.	Allows customer direct access to all products maintained within production systems. Facilitates easy review and commenting providing the shortest path from a customer's request to production team engagement.
Workflow	Workflow is a production management tool that routes products through a defined process. Robust rule support (predecessors, successors, and conditions) enables automatic routing, while user interactions (start, complete, pass, fail, and reroute) permit flexibility.	Automation reduces lag time and increases process efficiency. Customer and project personnel can view the status of every product in real-time. Production history for every revision is retained in a data base and is available for auditing or process analysis.
CMATT	**C**onfiguration **M**anagement **A**nd **T**racking **T**ool provides those capabilities needed to perform Configuration Management (CM) of work products using configuration identification,	Provides the customer with an interface for viewing, validating, and prioritizing change requests. Change

	configuration control and configuration status accounting. CMATT interfaces with OLR and Workflow.	data is tracked seamlessly throughout the product lifecycle and is archived to support status accounting, reporting and auditing.
QUANTM	**Qu**ality **An**alysis and **T**racking **M**atrix tracks comments and rework reason codes from internal and external reviews, calculates defect rates and provides support for analysis.	Provides data required to support continuous process improvement to reduce defects, eliminate waste, and increase process efficiency.
TSSR	The **T**raining **S**ystem **S**tatus **R**eport module is designed to capture and report site support services. Customer equipment, account, inventory, and print services, are integrated and maintained here.	Provides accountability of all customer site support items and enables efficient monitoring, tracking and reporting of USG assets and service needs.
RIMM	The **R**isk **I**dentification and **M**itigation **M**atrix, or RIMM, is the identification, assessment and tracking of Risk as it relates to a project.	Provides a centralized location to capture project risk and the means to track risk to a logical conclusion.
Issue Tracker	Issue Tracker integrates with RIMM and allows authorized users to identify and record issues that arise against traceable items, assignment of tasks to resolve issues, and record actions taken to accomplish tasks.	Used to track any issue of interest from minor to major providing a centralized location to capture issues and track them to a logical conclusion. Integration with RIMM allows the project manager to designate an issue as a risk item as well without need to completely recreate the item within the RIMM module.

2 Browser Support

Currently MELD can run within the following browsers: Internet Explorer, Edge, Chrome, and Firefox.

Before using MELD each user will need to verify the below settings to ensure their browser of choice will display MELD content correctly.

Internet Explorer is the recommended browser for the IME production team because it contains the most reliable caching settings.

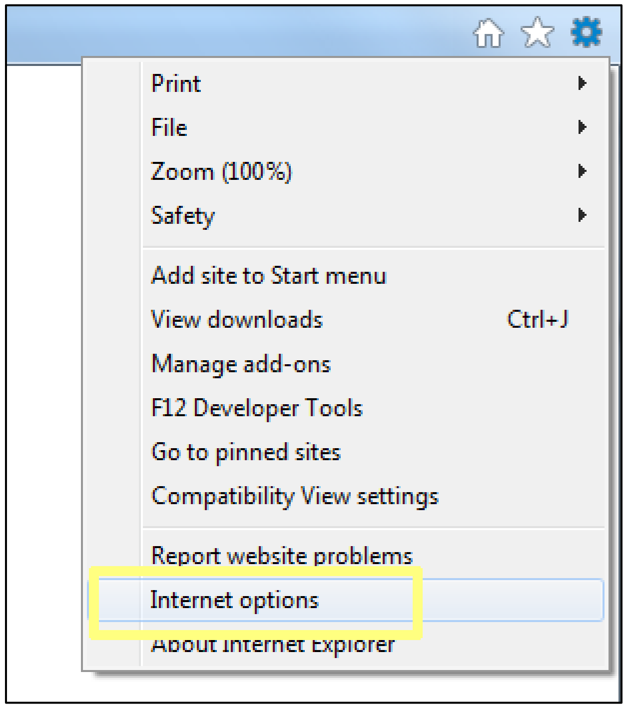
2.1 Popup Blockers

Popup blockers prevent windows or documents, such as instructor guides, from opening within MELD and the courseware.

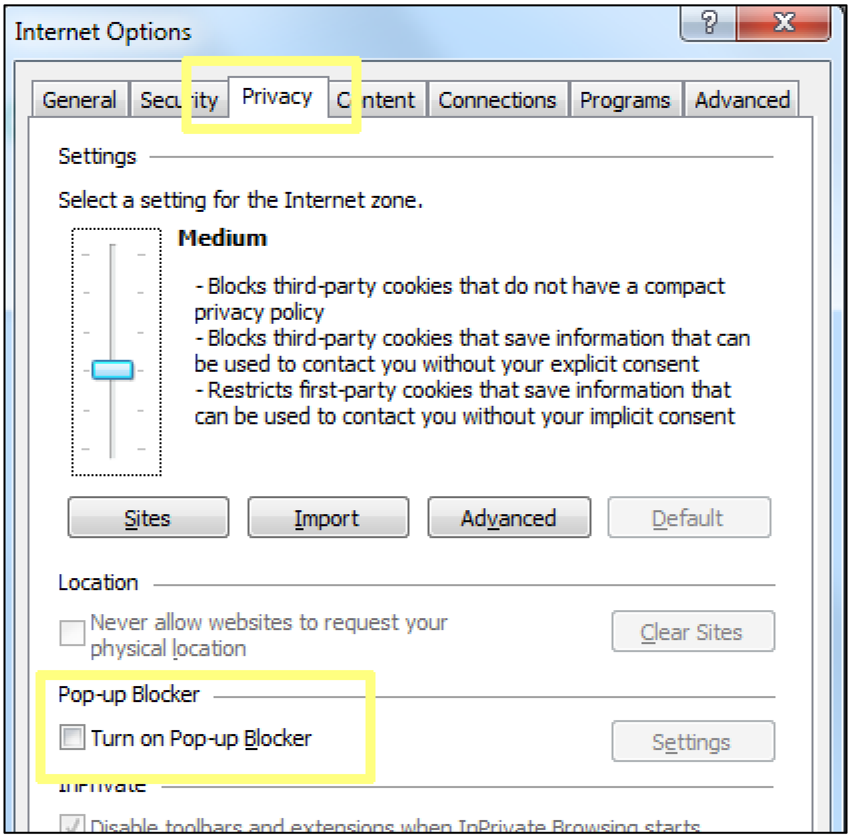
Follow the below settings to allow popup windows:

2.1.1 Internet Explorer

1. Open Internet Explorer, then select **Internet Options** from the right menu as shown in the below image, or select Tools>Internet Options if the Tools menu is available.



2. On the **Privacy** tab, ensure the checkbox under **Pop-up Blocker** is unchecked.

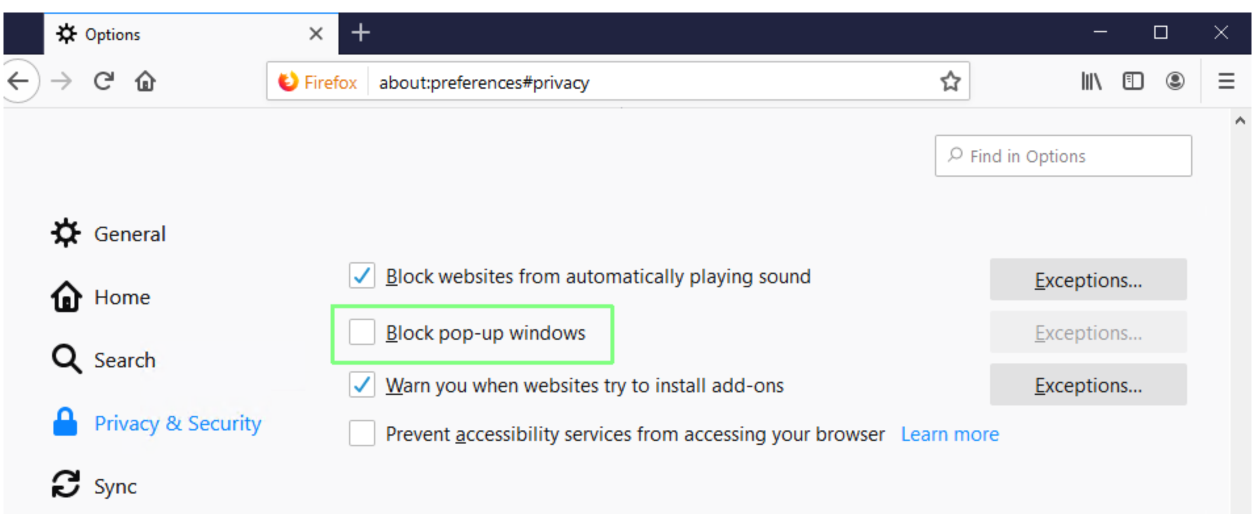


3. Select OK to save advanced and privacy settings.

2.1.2 Firefox

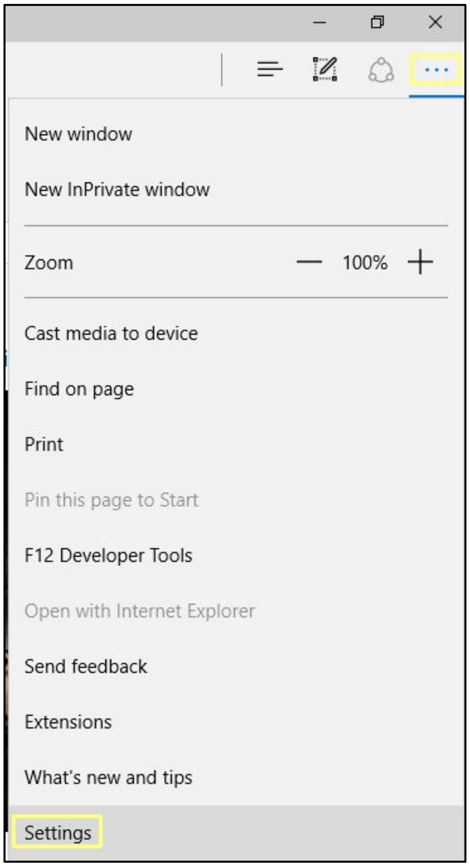
1. To allow pop-ups within Firefox, select **Options** from the menu.

2. Select **Privacy & Security** and ensure **Block pop-up windows** is unchecked.

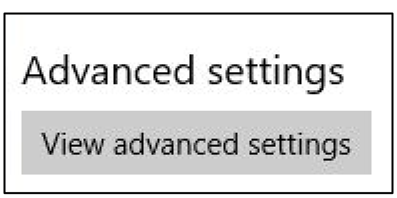


2.1.3 Edge

1. Select **Settings** from the menu.



2. Scroll down the Settings menu and click the **View advanced settings** button.



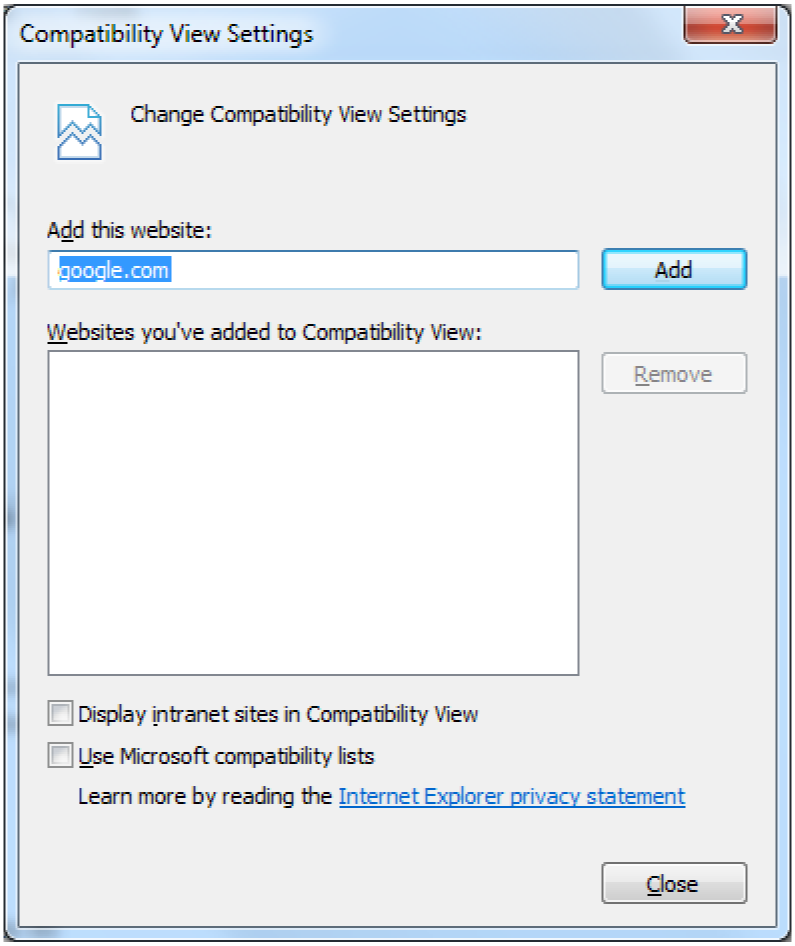
3. Ensure **Block pop-ups** is set to **Off**.

2.2 Compatibility Mode (Internet Explorer)

Compatibility mode forces Internet Explorer to run in an earlier version (IE 5). This causes many functional and presentation issues since the courseware is designed to run within IE 11.

Ensure the Compatibility mode is turned <u>**off**</u> by following the below steps:

1. Within Internet Explorer, select Tools>**Compatibility View Settings** or you cans select the Alt key which will bring up an additional menu in the top bar where you can select Tools>Compatibility View Settings.
2. Ensure there are <u>no</u> websites displayed in the website list AND make sure “Display intranet sites in Compatibility View” is <u>not</u> checked, as shown in the below image.



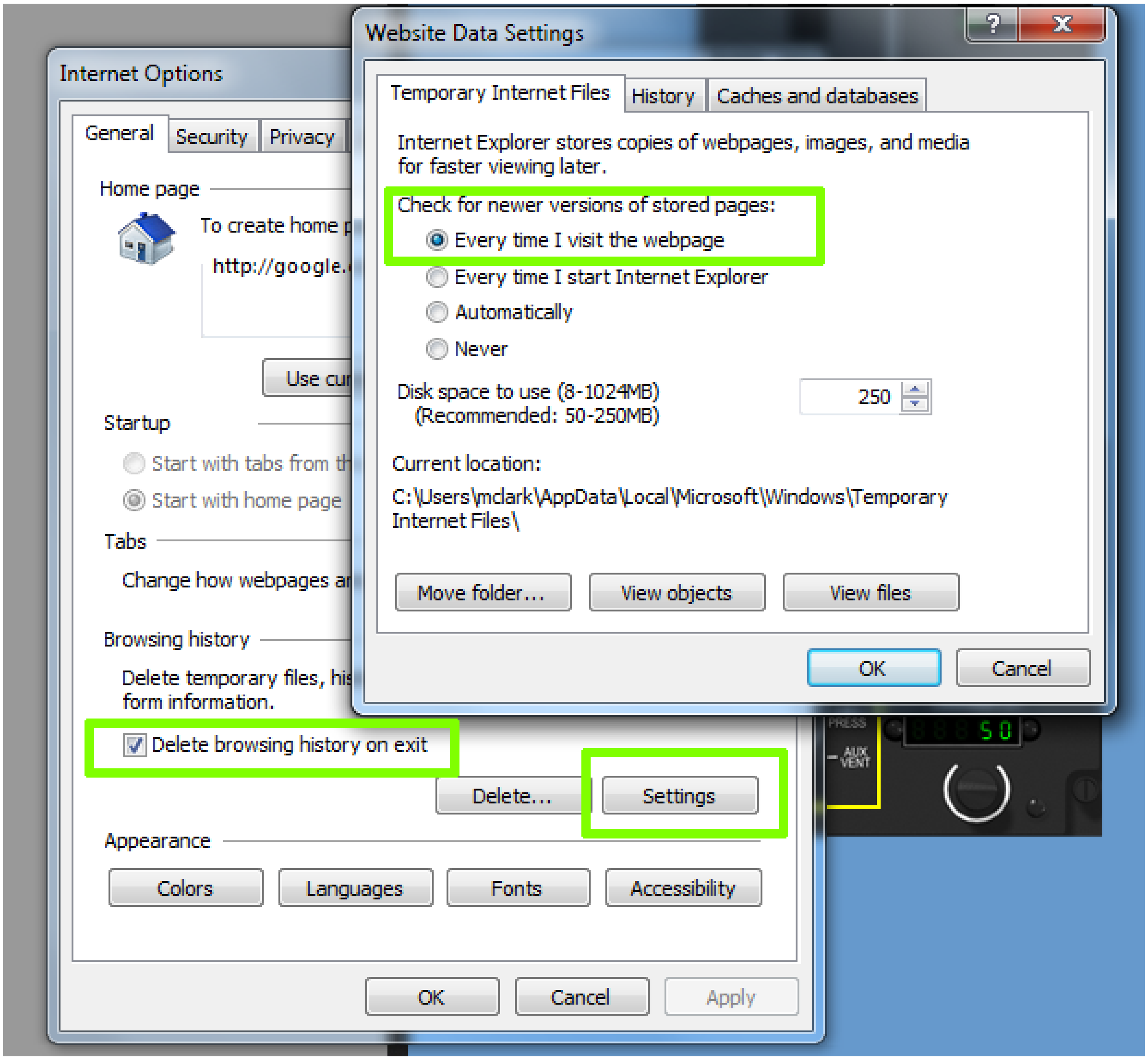
2.3 Caching

By default, the web browsers cache the pages that you have viewed to allow for faster viewing later. This, however, is not a desired feature when revising courseware.

Follow the below steps to change the caching settings within the desired browser.

2.3.1 Internet Explorer

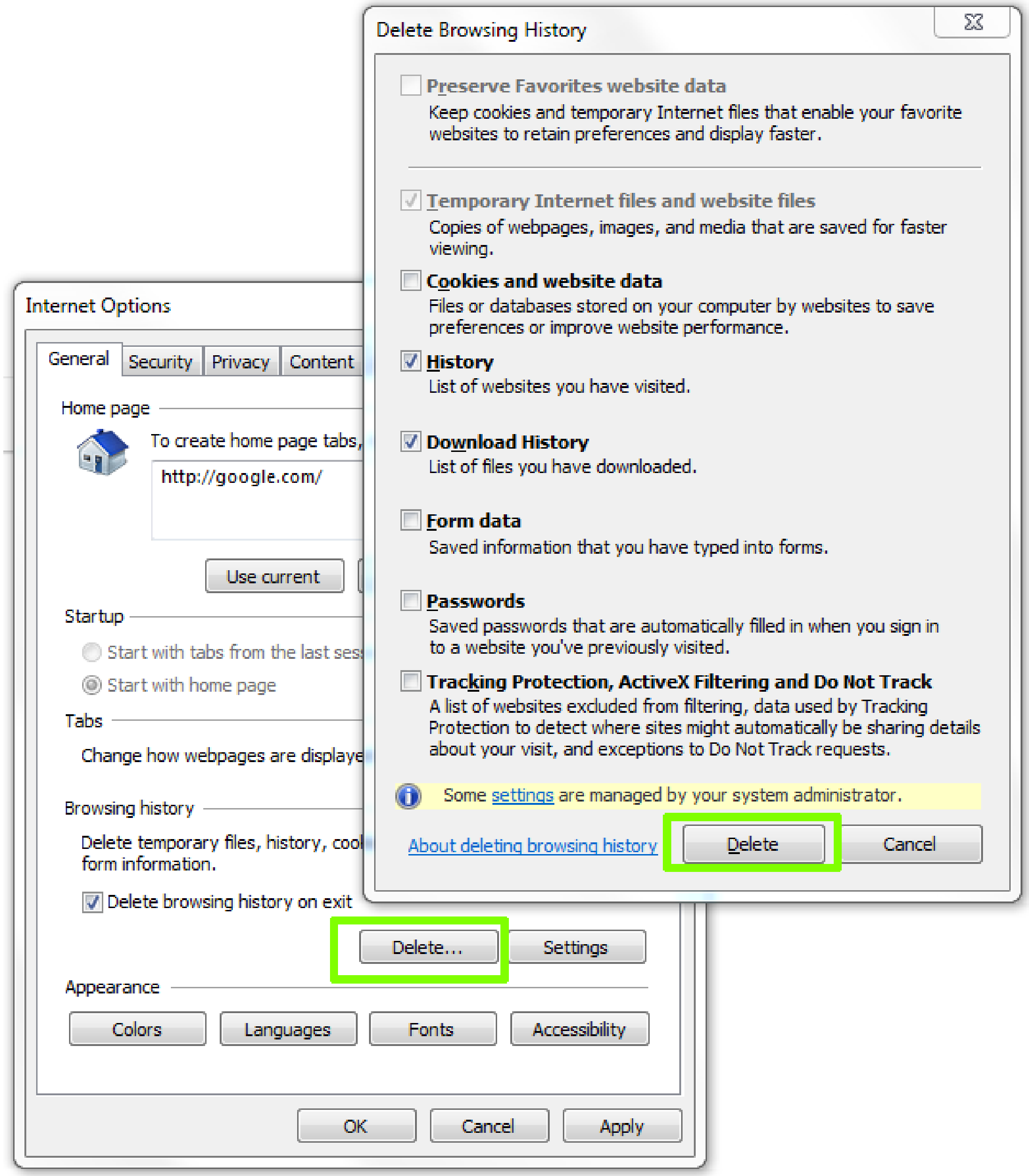
1. Select Tools>**Internet Options.**
2. Select the **Settings** button within the Browsing history section.
3. Select the **Every time I visit the webpage** selection. Select OK.
4. Check the checkbox **Delete browsing history on exit** within the Browsing history section.
5. Select OK.



2.3.1.1 Manually Clear Cache and History

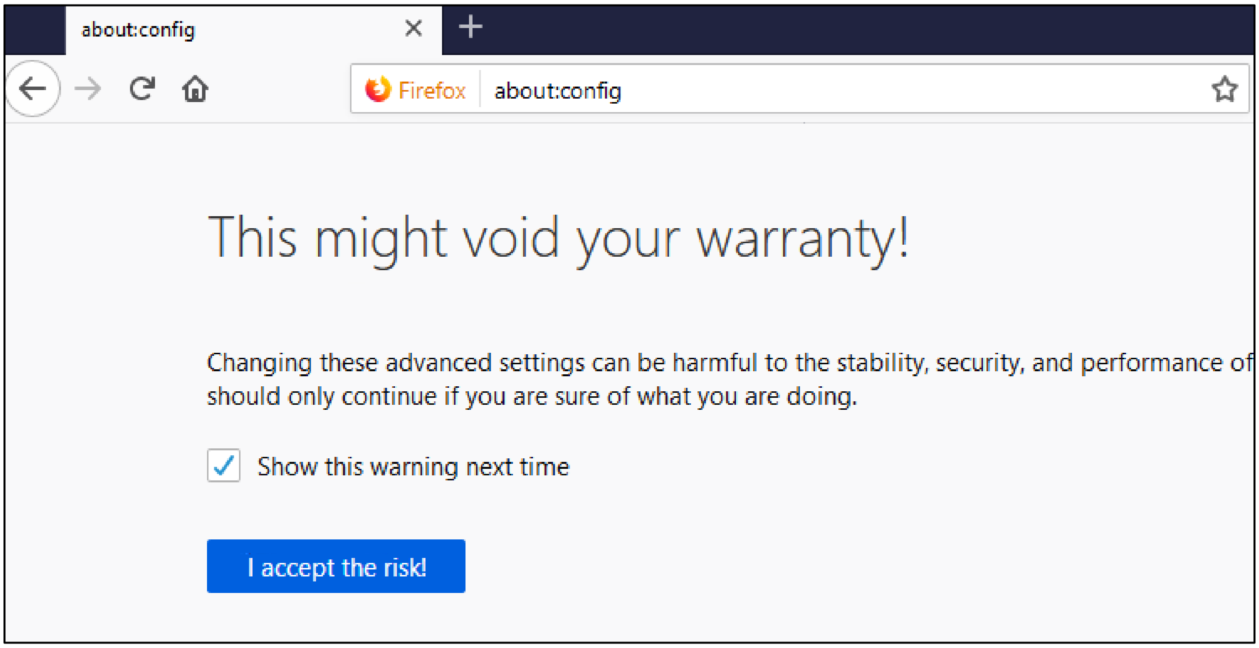
If you still run into problems and manually need to clear out the cache and history, follow the below steps:

1. Select Tools>**Internet Options**.
2. Select the **Settings** button within the Browsing history section.
3. Select the **Delete…** button.
4. Ensure the temporary internet files, history, and download history are checked.
5. Select the **Delete** button.

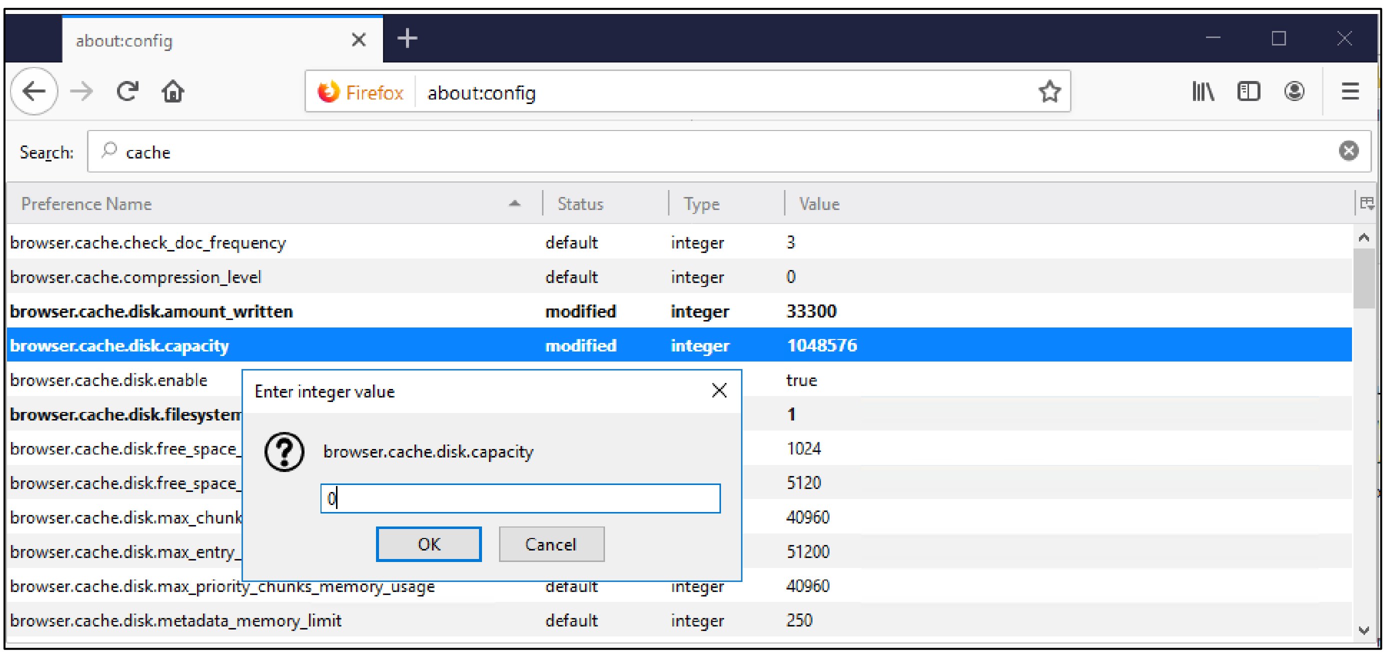


2.3.2 Firefox

1. Open FireFox and navigate to about:config and then select the “I accept this risk” button.



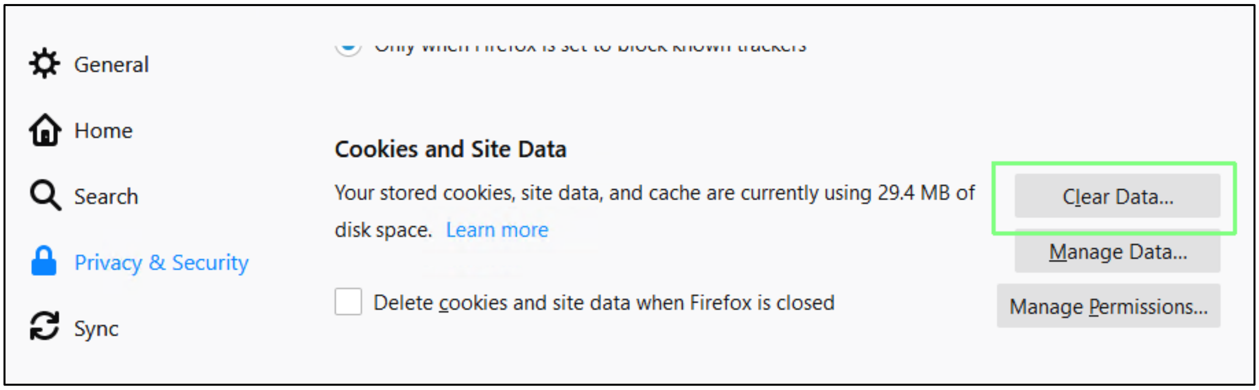
2. Enter **cache** in the search area and wait for the results to display. Click the integer value for setting "**browser.cache.disk.capacity**" and change to **0**.



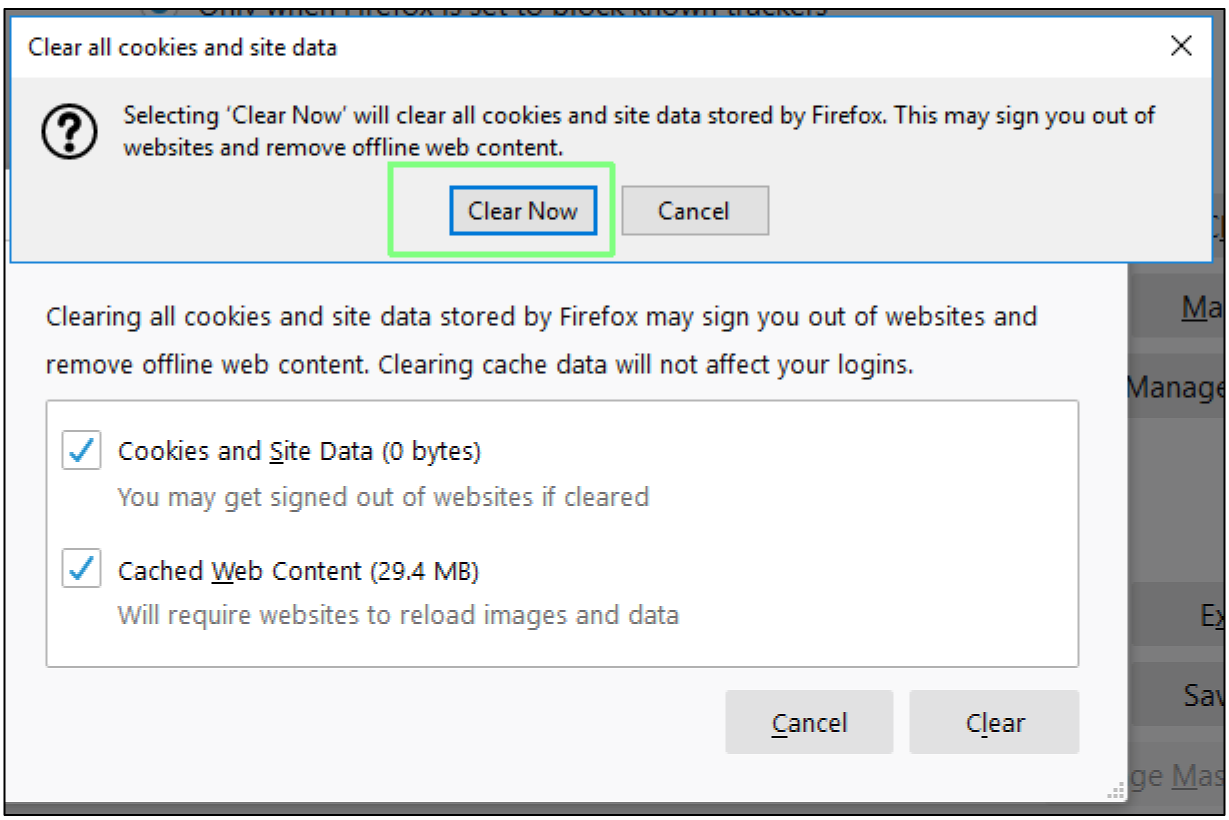
2.3.2.1 Manually Clear Cache and History

If you still run into problems and manually need to clear out the cache and history, follow the below steps.

1. Select **Options** from the FireFox menu.
2. Select "Privacy & Security" and then select the "Clear Data…" button.



Next select “Clear Now”

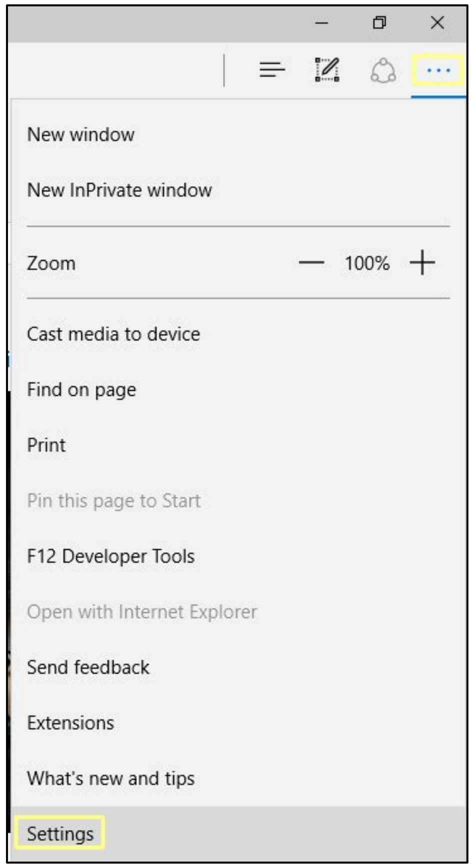


2.3.3 Edge

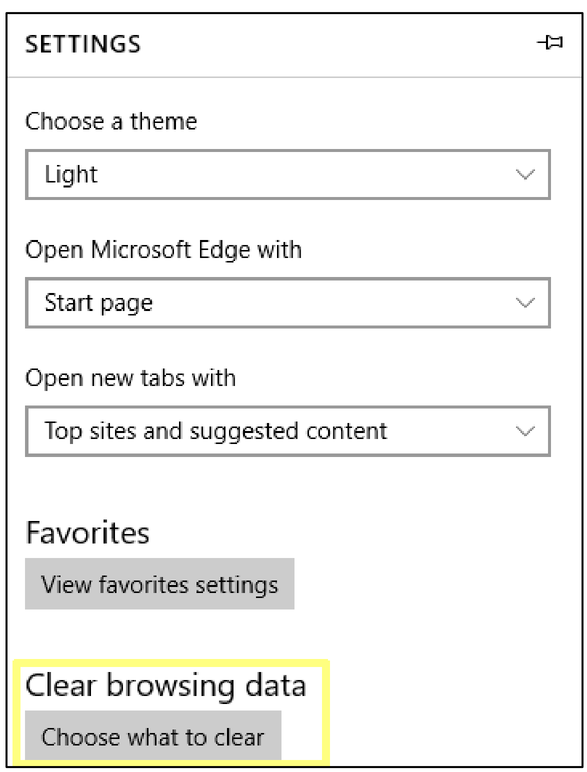
It is unknown at this time if Edge will pull the content settings from Internet Explorer since Edge does not have caching content settings. The only option right now is to continue to clear the cache when necessary.

To manually clear the cache:

1. Select **Settings** from the menu.

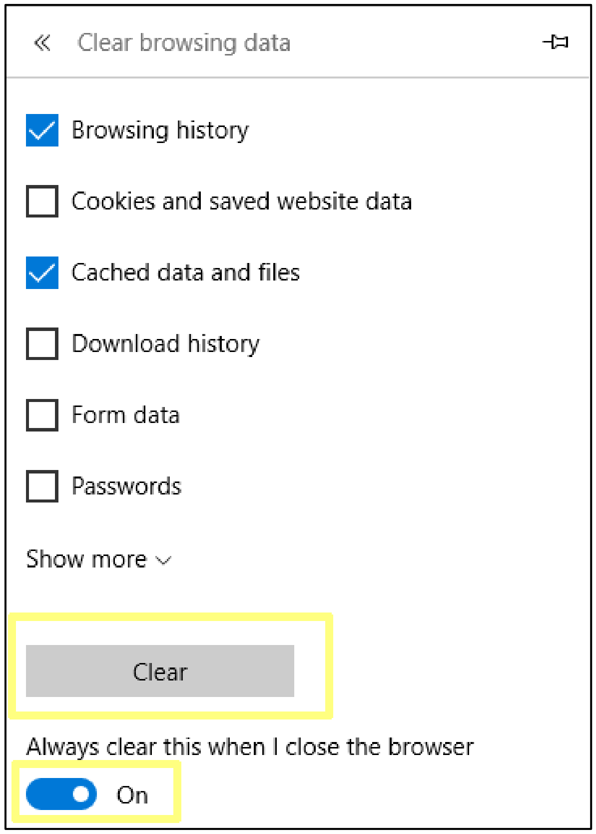


2. Select "**Choose What to Clear**" under Clear Browsing Data



3. Select Browsing History and Cached data and files, and then select the Clear button.

4. Ensure “On” is selected for the option “Always clear this when I close the browser”

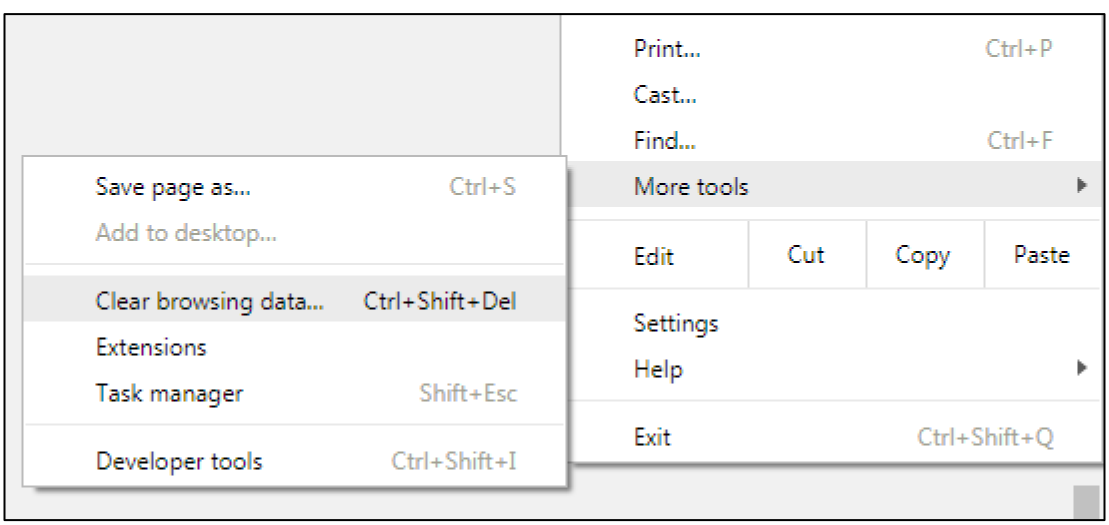


2.3.4 Chrome

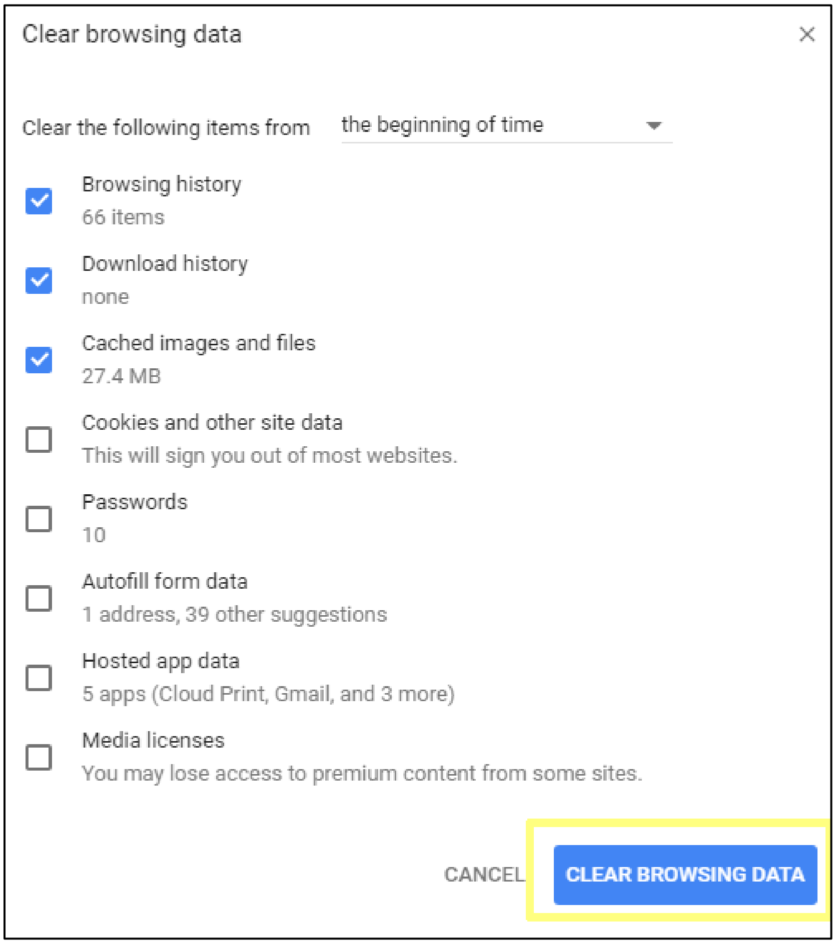
Chrome does not have any cache management settings either. The only option right now is to continue to clear the cache when necessary.

To manually clear the cache:

1. Select **MoreTools>Clear browsing data…** from the Chrome menu.



2. Select the first three checkboxes, then the **Clear Browsing Data** button.

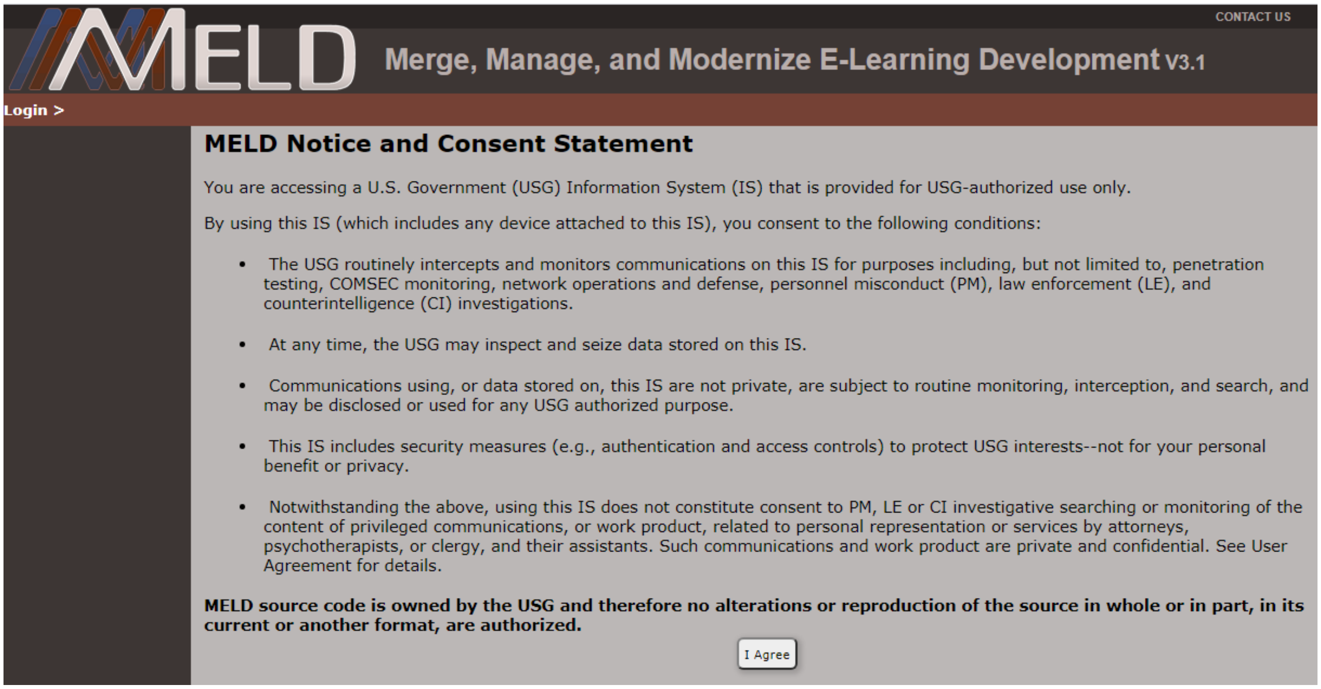


3 Getting Started

Before accessing MELD, verify with your MELD Administrator that you have been set up with a user name and password. Even with a CAC setup, this is important for the initial login.

3.1 Notice and Consent

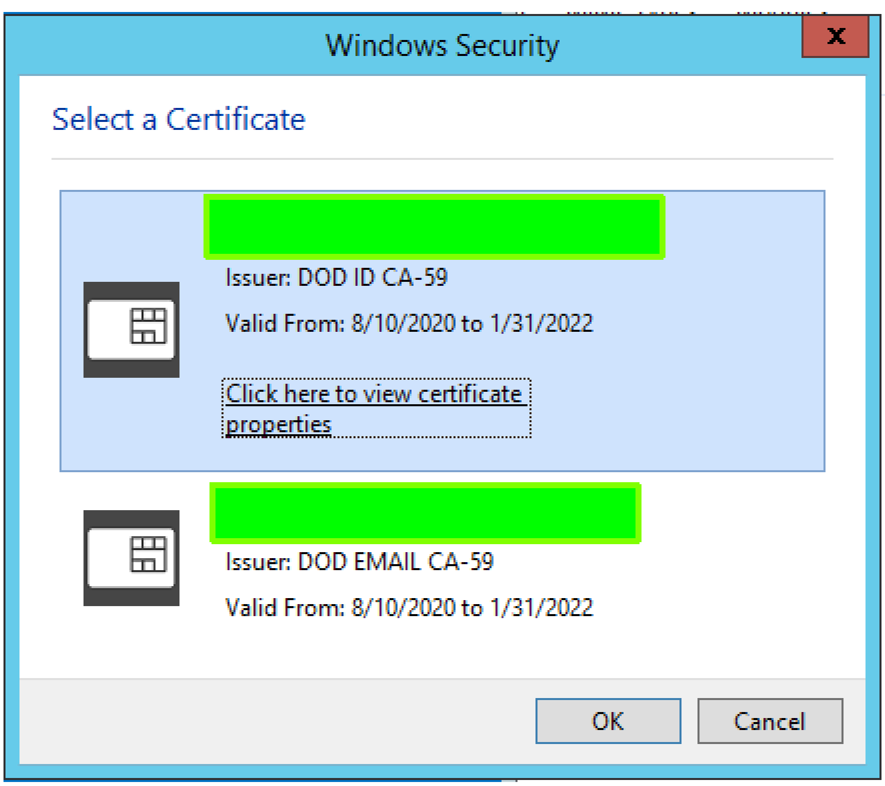
When you first access the website, you will be prompted to accept the USG/MELD Notice and Consent Statement. Failure to accept this statement will prevent you from being able to log into the system.



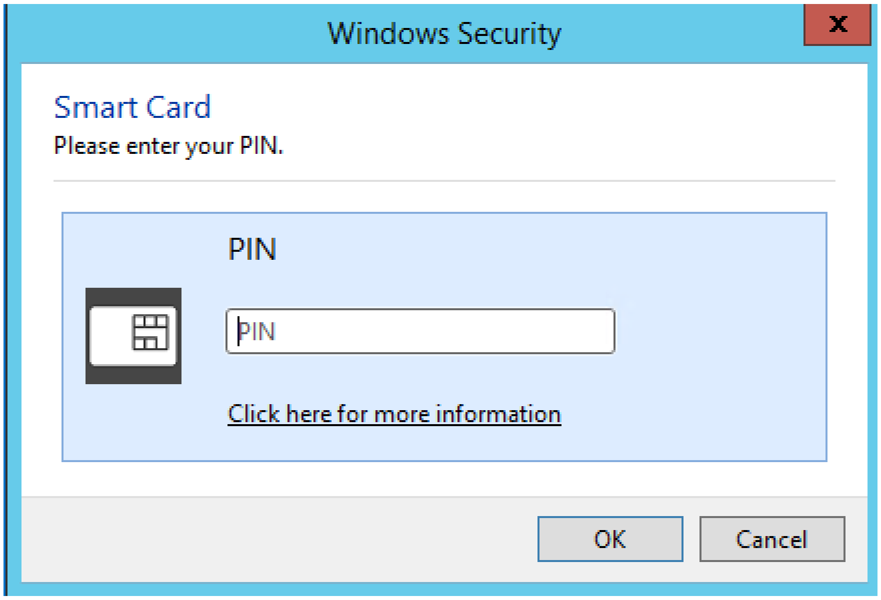
Notice and Consent Statement

3.2 CAC Login

For CAC login systems before the MELD website will load, a certificate popup will display. Select the DoD certificate that is ***not*** the email certificate, as shown below.



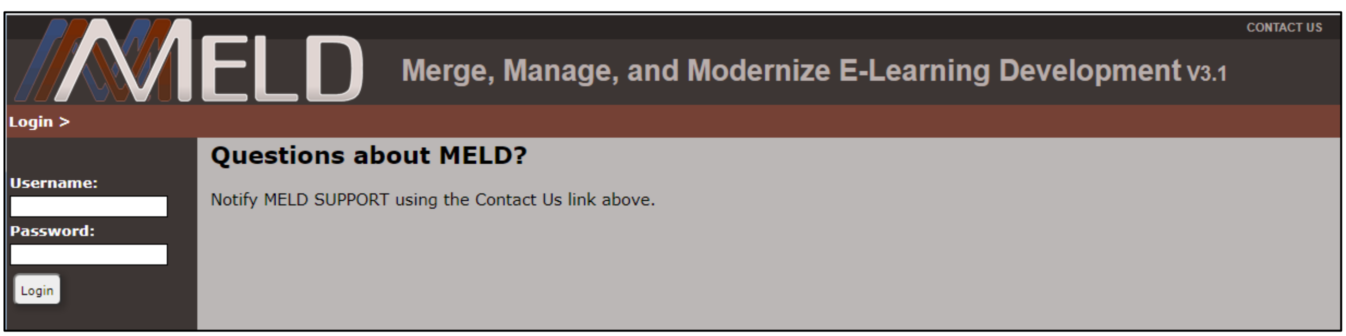
Next, enter the PIN associated with your CAC.



The MELD notice and consent screen will display. Select **I Agree**.

If this is your first login, you will need to use the username and password that was given to you. After you have successfully logged in using those credentials then your CAC information will be retrieved from your card and you will be able to login with your CAC on your next visit.

3.3 Username and Password



Username / Password Login Screen

Log in using the Username and Password that has been assigned to you.

Incorrect Password - Attempting to log in 3 times with an incorrect password within a 15 minute time period will lock your account. You will need to contact a MELD Administrator to have your account unlocked.

3.4 Maximum of 2 Sessions

A user can be logged in to a maximum of 2 MELD instances at a time. It is strongly recommended if you do this, that you use two different browsers, such as Edge and IE, one for each instance.

On occasion, due to issues such as a computer or software crash or the user incorrectly exiting the system, the system may have two recorded sessions when there are less than two active sessions. If you receive the following error, close all open MELD sessions and attempt to log in again. If you believe this message is in error, contact a MELD Administrator.

> A maximum of 2 sessions are allowed per user at any time. Please close out of all open MELD sessions and try to login again. If you feel you have received this message in error, please contact your MELD administrator. If unable to free session information, your account will automatically become accessible again within 3 hours.

3.5 Title Bar

The following data will display within the title bar after a successful login:

- **User** – the current user will be displayed in the upper right corner
- **Last Signed On** - the last time the user signed on to the system
- **Contact Us** - Use the Contact Us link in the upper right corner to contact the site administrator with any questions or concerns about MELD and its functionality.
- **Log Out and Version** - The current version of MELD is displayed in the upper right corner of the screen as part of the log out of MELD link.

3.6 Logging Out of MELD

When exiting MELD, first click on the LOG OUT OF MELD link in the upper right corner of the screen. This will end your current session, after which you can log back in, close the browser, etc. Exiting MELD by just closing the browser or the browser tab can leave a session record in the database. Until the system removes this record due to user inactivity, it will county against your maximum number of allowed sessions, and may prevent you from logging back into MELD.

3.7 Navigation in MELD

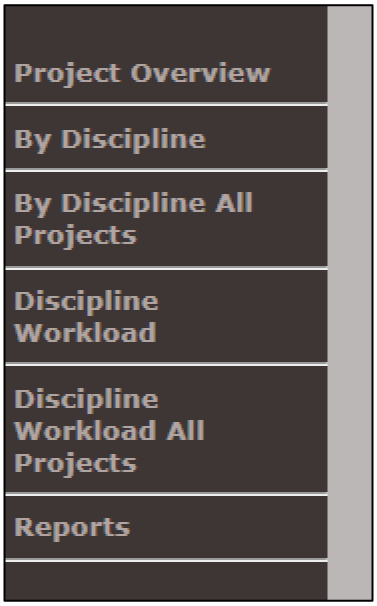
There are three main ways to navigate in MELD. The Top Bar navigation links, the left side Menu links, and buttons or links found in the main internal window.

3.7.1 Top Bar Navigation

This is the bar that is near the top of the screen. This bar shows the depth the user is at in the MELD application. As the user goes deeper into the application, more items will appear in the bar. These can be clicked on to allow the user to "back up" 1 level, 3 levels, or however many levels they feel is necessary.

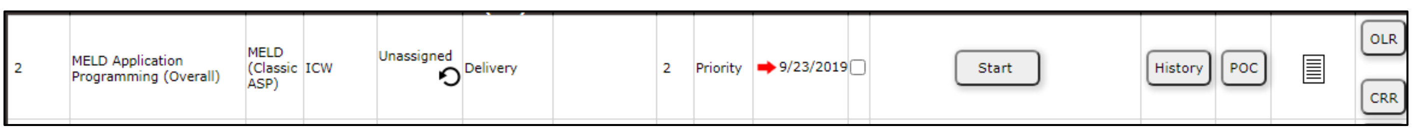
3.7.2 Menu Navigation Links

The left side of the screen contains a menu. The links in this menu are generally represented as clickable button text. The buttons take the user into a main module such as RIMM, Online Review, etc. The following screens take the user deeper into the current module and provides access to the main functionality of that module such as adding a new record, creating a report, etc. These functions generally apply to the entire module instead of being specific to a unique record.



3.7.3 Internal Window Navigation Buttons

When a function applies to a specific record instead of the entire project, the button to navigate to that function is usually found in the main window on the screen, linked in some way to the specific record, such as being on the same row of a table. Clicking that button will allow the user to perform a function specific to that record such as edit or delete. Or it will allow the user to save changes made to the record.



3.8 Table Features

3.8.1 Table sorting

All tables throughout MELD that contain a white text header column are sortable. All columns containing grey text are not sortable.

The sorted column can change by clicking on the column header. The initial click will sort the entire table in ascending order on that column. Clicking again will sort by descending order. The current column being sorted is indicated by a (ASC) or (DESC) in the header, depending on the sort direction. Only columns that appear with a white header are sortable.

SCO Name	SCO Title	Accepted Date (DESC)
h-8m35	Joint Direct Attack Munitions (JDAM)	6/4/2021
15l35	MCAF Aux Field FCLP	5/8/2021
15l36	Typical LSO Day	5/7/2021
2m23	AV-8B Takeoff Emergencies	5/5/2021
17m03	3-D Maneuvering	5/3/2021
6l02	Low Level Navigation	5/3/2021
2m12	Navigation FLIR	5/3/2021
2m19	AV-8B Ejection Seat	4/29/2021
15m04	Field Carrier Landing Practice (FCLP)	4/28/2021
15l06a	Day Carrier Qualification, Part 1	4/27/2021
8l12	Weaponeering	4/27/2021
13l04c	CAS Execution	4/26/2021
4l01	Administrative Formation	4/25/2021
17l02	AV-8B Departure Avoidance Review	4/25/2021
10m04	Air-to-Surface Radar Procedures	4/23/2021
17m02	AV-8B Departure Avoidance	4/23/2021
15l31b	V/STOL Shipboard and LSO NATOPS, Part 2	4/22/2021
15l12	Shipboard Personnel - Aircraft Handling Procedures	4/21/2021
8l23b	Weapon Delivery Procedures, Part 2	4/20/2021
5l03	Aided Night Flying Procedures	4/16/2021
8m22	Degraded Weapons Delivery Modes	4/16/2021
aah	Advanced Aircraft Handling Stage Exam (Proctored)	4/15/2021
15l37	Grading Criteria and the Peanut Gallery	4/14/2021

Sortable Columns

3.8.2 Excel Output

All screens containing all Excel button at the end of table results allow for the table data to export to Excel format. To export the table to Excel, click on the Export button. Depending on the web browser, you will either be prompted to download the file to a location or the file may attempt to open directly from MELD.

FOB-Foxtrot-Taxiway-NKT	FOB-Foxtrot-Taxiway-NKT	5/1/2014
FORM-1-00-L	Formation Stage Brief	5/1/2014
1i07a	Introduction to JMPS Instructor Guide	5/1/2014
1i08a	Introduction to the AV-8B Unique Planning Component Instructor Guide	5/1/2014
1i08b	JMPS Intro to AV-8B Unique Planning Component Workbook	5/1/2014
1i07b	JMPS Intro to Joint Mission Planning Workbook	5/1/2014
Litening Pod Lab	Litening AT TPOD Demonstration	5/1/2014
NAV-1-00-L	Navigation Stage Brief	5/1/2014
RAD-1-00-L	RAD Stage Brief	5/1/2014
9l11	Threat Aircraft (SECRET)	5/1/2014
2r31	V/STOL Pilot's Book of Corporate Knowledge	5/1/2014

Total Count: 213

Export

3.9 Project Selection

Project Selection Screen

The Project Selection screen is customized based on the user's security settings. The Administration "project" is the central control area for MELD where menus are configured, users are setup, and all other global functions are performed.

To access a project, click on the corresponding link in the project list.

4 Instructional Media Editor (IME)

The IME provides a centralized, shared authoring environment for the development of Electronic Script/Storyboards. IME utilizes curriculum outline data and instantly generates a complete curriculum outline in a structured, SCORM conformant format that allows courseware to be authored in logical sections relative to the SCO granularity established. A team consisting of Subject Matter Experts (SME), Content Developers, Instructional Designers (ISD), Graphic Artists (GA), and Programmers uses the custom IME interface to input curriculum information. The data can be exported at any time to generate an HTML-based, interactive SCO. IME is also used to generate ADL SCORM conformant, web-based courseware.

4.1 Permissions

IME is open to all users for standard courseware editing. There are several instances within IME where user permissions are required. Contact a MELD administrator if you feel you need additional permissions.

4.1.1 IME – Curriculum Outline Movement, Renames, and Deletion

These permissions are required to perform the following:

1. Add, edit, move, and delete platforms, outlines, and curriculum items.
2. Update Metadata Folder Name field from the Metadata tab.
3. Add new words to global spell check dictionary.

	Government / External	Internal	Internal (Curriculum Outline Edits)	MELD Admin	Project Admin
Admin - Discipline Administration (Review)	☐	☐	☐	☑	☑
Admin - Discipline By Project (Review)	☐	☐	☐	☑	☑
Admin - Menu Button Add/Edit	☐	☐	☐	☑	☑
Admin - Menu Configuration	☐	☐	☐	☑	☑
Admin - Project Administration	☐	☐	☐	☑	☑
Admin - User Administration (via MELD admin)	☐	☐	☐	☑	☑
Admin - User Administration (via project admin)	☐	☐	☐	☑	☑
Admin - Users Add/Edit (via MELD admin)	☐	☐	☐	☑	☑
Admin - Users Add/Edit (via project Admin)	☐	☐	☐	☑	☑
	Government / External	Internal	Internal (Curriculum Outline Edits)	MELD Admin	Project Admin
CMATT - Global CRs	☐	☐	☐	☑	☑
CMATT - Place in Work	☐	☐	☐	☑	☑
CMATT - Place in Work Refresh	☐	☐	☐	☑	☑
CMATT - Update Pri, Complexity, IsValid CR Summary Page	☐	☐	☐	☑	☑
IME - Curriculum Outline Movement,Renames,and Deletion	☐	☐	☑	☑	☑
IME - Lock / UnLock SCO	☐	☐	☐	☑	☑
Issue Tracker	☐	☑	☑	☑	☑
Issue Tracker - Edit Item	☐	☑	☑	☑	☑
QUANTM	☐	☑	☑	☑	☑
RIMM	☐	☑	☑	☑	☑
	Government / External	Internal	Internal (Curriculum Outline Edits)	MELD Admin	Project Admin
RIMM Edit Risk	☐	☑	☑	☑	☑
RIMM View Details	☐	☑	☑	☑	☑
TSSR	☐	☑	☑	☑	☑
Workflow - Reports	☐	☑	☑	☑	☑

Submit Security Cancel

Permission Screen located within Administration>Security Configuration>Configure Security

4.1.2 IME – Lock / UnLock SCO

These permissions are required to perform the following:

1. Update Allow SCO Edits from the Settings tab.
2. Update Approval Level from the Settings tab.
3. Update Available For Customer Review from the Settings tab.

	Government / External	Internal	Internal (Curriculum Outline Edits)	MELD Admin	Project Admin
Admin - Discipline Administration (Review)	☐	☐	☐	☑	☑
Admin - Discipline By Project (Review)	☐	☐	☐	☑	☑
Admin - Menu Button Add/Edit	☐	☐	☐	☑	☑
Admin - Menu Configuration	☐	☐	☐	☑	☑
Admin - Project Administration	☐	☐	☐	☑	☑
Admin - User Administration (via MELD admin)	☐	☐	☐	☑	☑
Admin - User Administration (via project admin)	☐	☐	☐	☑	☑
Admin - Users Add/Edit (via MELD admin)	☐	☐	☐	☑	☑
Admin - Users Add/Edit (via project Admin)	☐	☐	☐	☑	☑
	Government / External	Internal	Internal (Curriculum Outline Edits)	MELD Admin	Project Admin
CMATT - Global CRs	☐	☐	☐	☑	☑
CMATT - Place in Work	☐	☐	☐	☑	☑
CMATT - Place in Work Refresh	☐	☐	☐	☑	☑
CMATT - Update Pri, Complexity, IsValid CR Summary Page	☐	☐	☐	☑	☑
IME - Curriculum Outline Movement,Renames,and Deletion	☐	☐	☑	☑	☑
IME - Lock / UnLock SCO	☐	☐	☐	☑	☑
Issue Tracker	☐	☑	☑	☑	☑
Issue Tracker - Edit Item	☐	☑	☑	☑	☑
QUANTM	☐	☑	☑	☑	☑
RIMM	☐	☑	☑	☑	☑
	Government / External	Internal	Internal (Curriculum Outline Edits)	MELD Admin	Project Admin
RIMM Edit Risk	☐	☑	☑	☑	☑
RIMM View Details	☐	☑	☑	☑	☑
TSSR	☐	☑	☑	☑	☑
Workflow - Reports	☐	☑	☑	☑	☑

Submit Security Cancel

Permission Screen located within Administration>Security Configuration>Configure Security

4.1.3 MELD Administrator

These permissions are required to perform the following:

1. Project Settings Tab
2. Project Profiles Tab

4.2 Navigation

The navigation within IME contains a treeview menu listing projects, platforms, outlines, curriculum items, and frames. Click the item to select it and the "-" button to collapse the item. When navigating frames, the keyboard ↑ and ↓arrow keys can also be used for frame navigation.

4.3 Project

The first node in the treeview is the MELD project node. The project is created within MELD by the Administrator. Since all modules are filtered at the project level, special attention should be taken when identifying projects within MELD. A project within MELD should contain all items required for specific contract reporting.

4.3.1 Settings

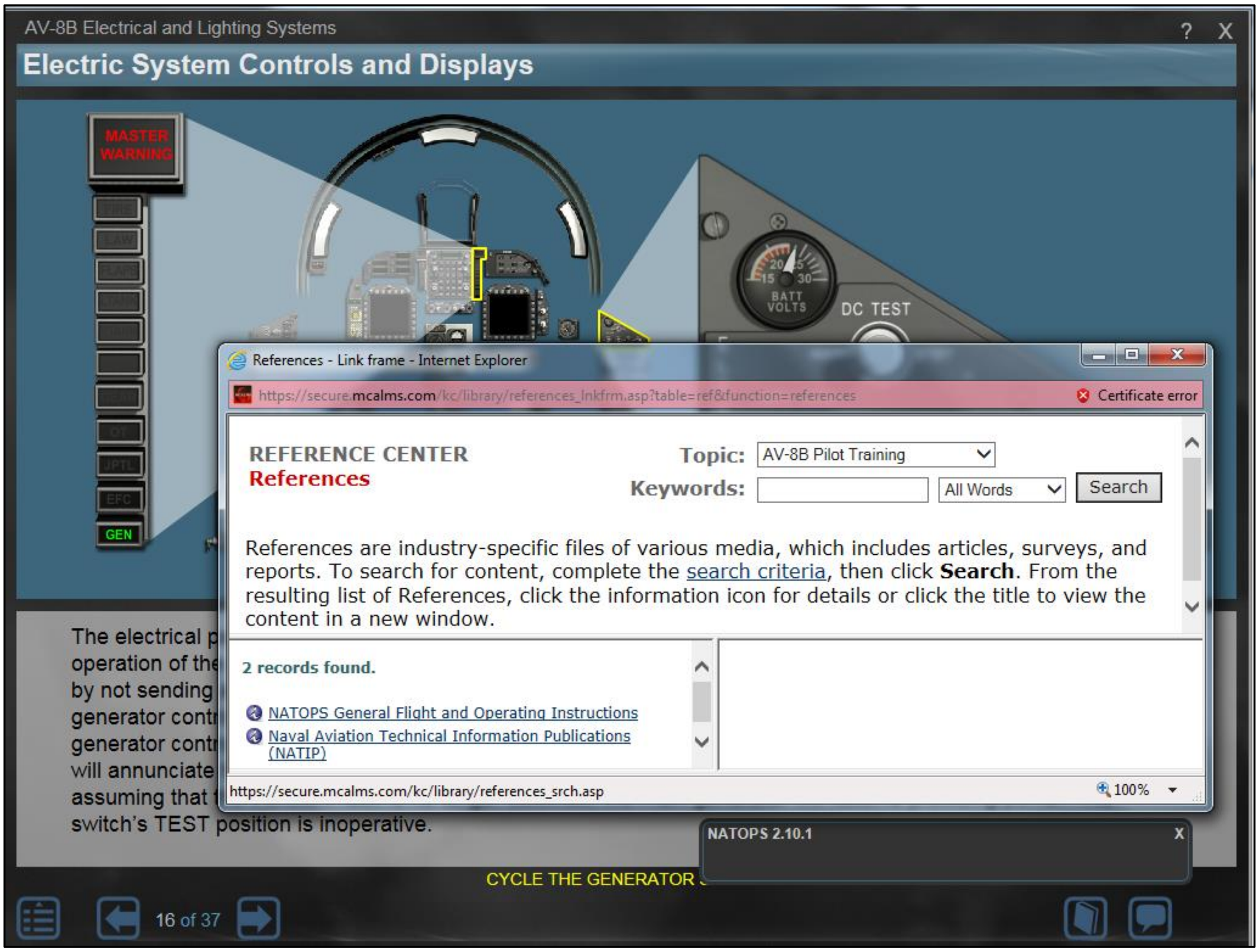
The Settings tab is available for users with MELD Administrator permissions. Refer to the MELD Administrator Guide under IME Administration for information containing this tab.

4.3.2 E-Reference Configuration

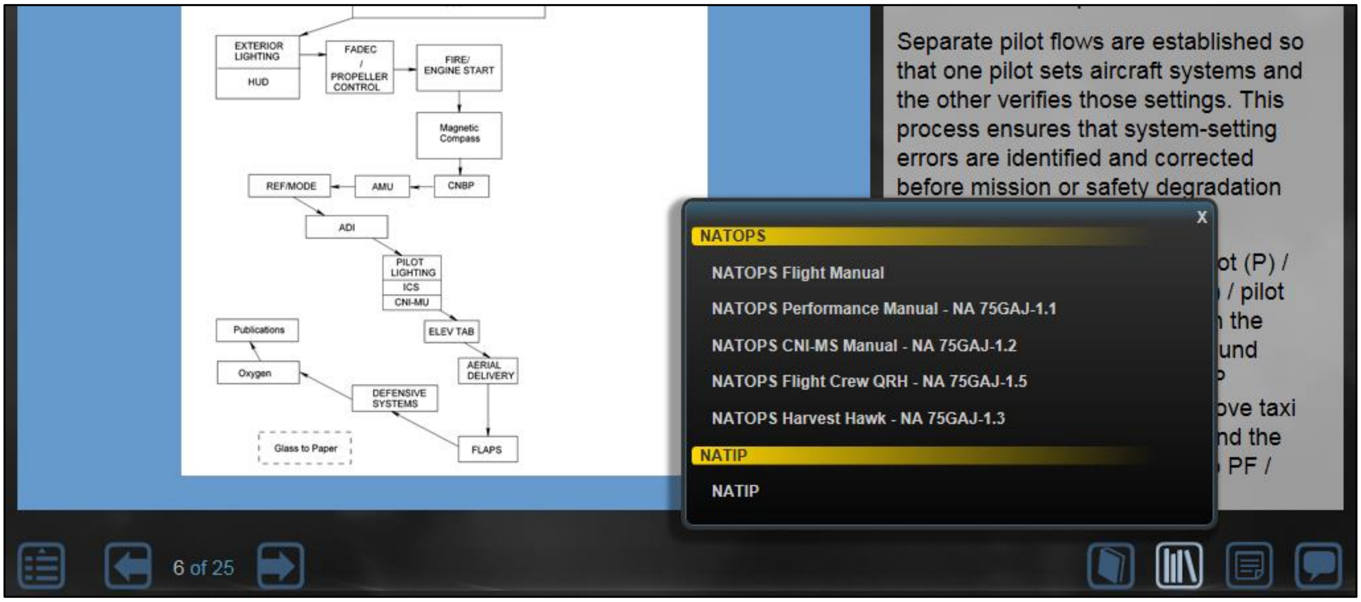
E-References can be used within a project to direct a student to particular section within a publication. The E-Reference Configuration tab lists all the e-references used for the project. If e-references are listed for the project, the E-Reference tab will become available when a frame is selected.

Caution: Due to file size constraints, these e-references are NOT packaged with the ADL package. E-References should only be setup for the project if the project is using an LMS that supports linking to a reference manual center such as MCALMS or the MELD LMS. The e-reference selected for the frame is linked to the frame within online review for testing purposes and is not retained in the delivered package. If e-references are linked and the LMS does not support a reference manual center link, then the SCO will be delivered with broken e-reference links.

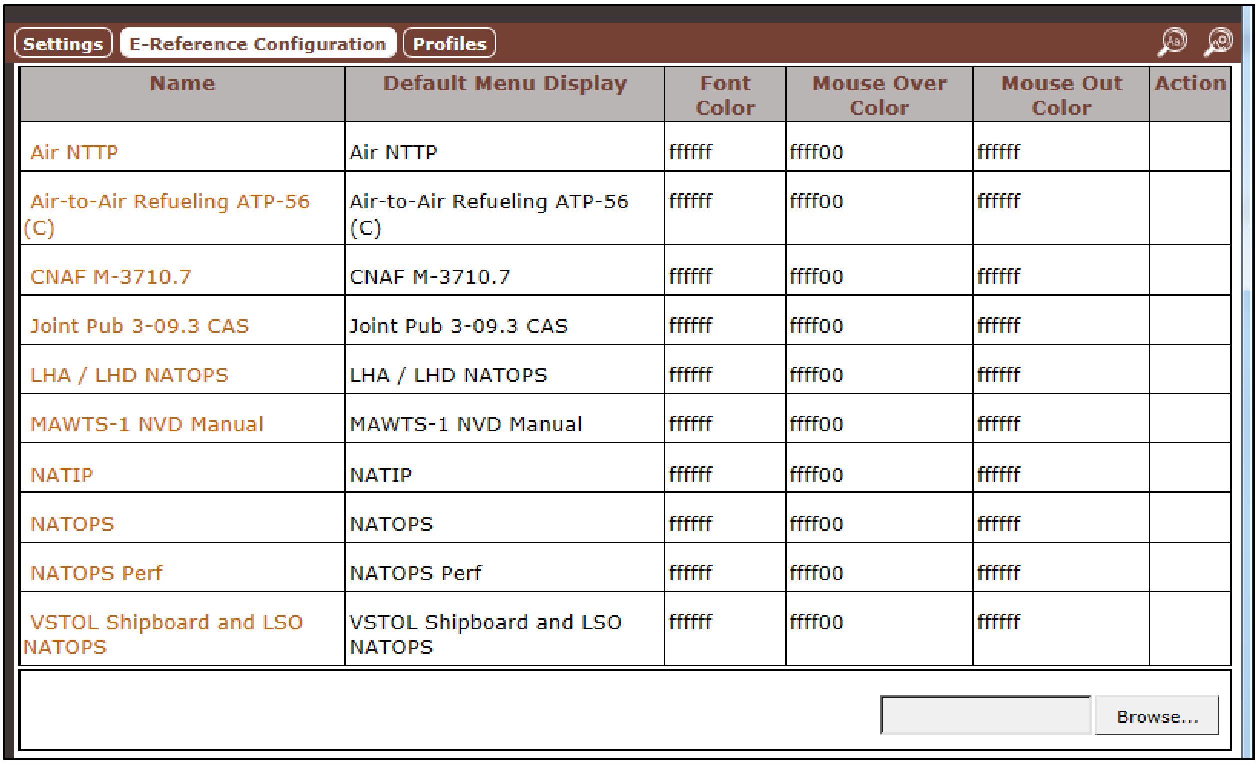
As you can see in the below example, clicking on the e-reference link “NATOPS 2.10.1” brings up the MCALMS Reference Center. The student will then use the reference center to locate the e-reference and then navigate to section 2.10.1.



MCALMS Reference Center Links



MELD LMS Technical Library Links



Settings | E-Reference Configuration | Profiles

Name	Default Menu Display	Font Color	Mouse Over Color	Mouse Out Color	Action
Air NTTP	Air NTTP	ffffff	ffff00	ffffff	
Air-to-Air Refueling ATP-56 (C)	Air-to-Air Refueling ATP-56 (C)	ffffff	ffff00	ffffff	
CNAF M-3710.7	CNAF M-3710.7	ffffff	ffff00	ffffff	
Joint Pub 3-09.3 CAS	Joint Pub 3-09.3 CAS	ffffff	ffff00	ffffff	
LHA / LHD NATOPS	LHA / LHD NATOPS	ffffff	ffff00	ffffff	
MAWTS-1 NVD Manual	MAWTS-1 NVD Manual	ffffff	ffff00	ffffff	
NATIP	NATIP	ffffff	ffff00	ffffff	
NATOPS	NATOPS	ffffff	ffff00	ffffff	
NATOPS Perf	NATOPS Perf	ffffff	ffff00	ffffff	
VSTOL Shipboard and LSO NATOPS	VSTOL Shipboard and LSO NATOPS	ffffff	ffff00	ffffff	

Browse...

E-Reference Configuration Tab

4.3.2.1 Add E-Reference for Project

To add an e-reference for the project, select the Browse button. The new e-reference will now be added to the listing for further editing.

4.3.2.2 Name

The Name field is what is displayed in the e-reference drop-down listing when adding a new e-reference to the frame. To edit the Name listing, change the text and then click anywhere outside of the text area.

4.3.2.3 Default Menu Display

The Default Menu Display contains the menu text that will be pre-filled in the Reference Manual Menu Title field for the frame. To edit the Default Menu Display listing, change the text and then click anywhere outside of the text area.

4.3.2.4 Font Color, Mouse Over Color, and Mouse Out Color

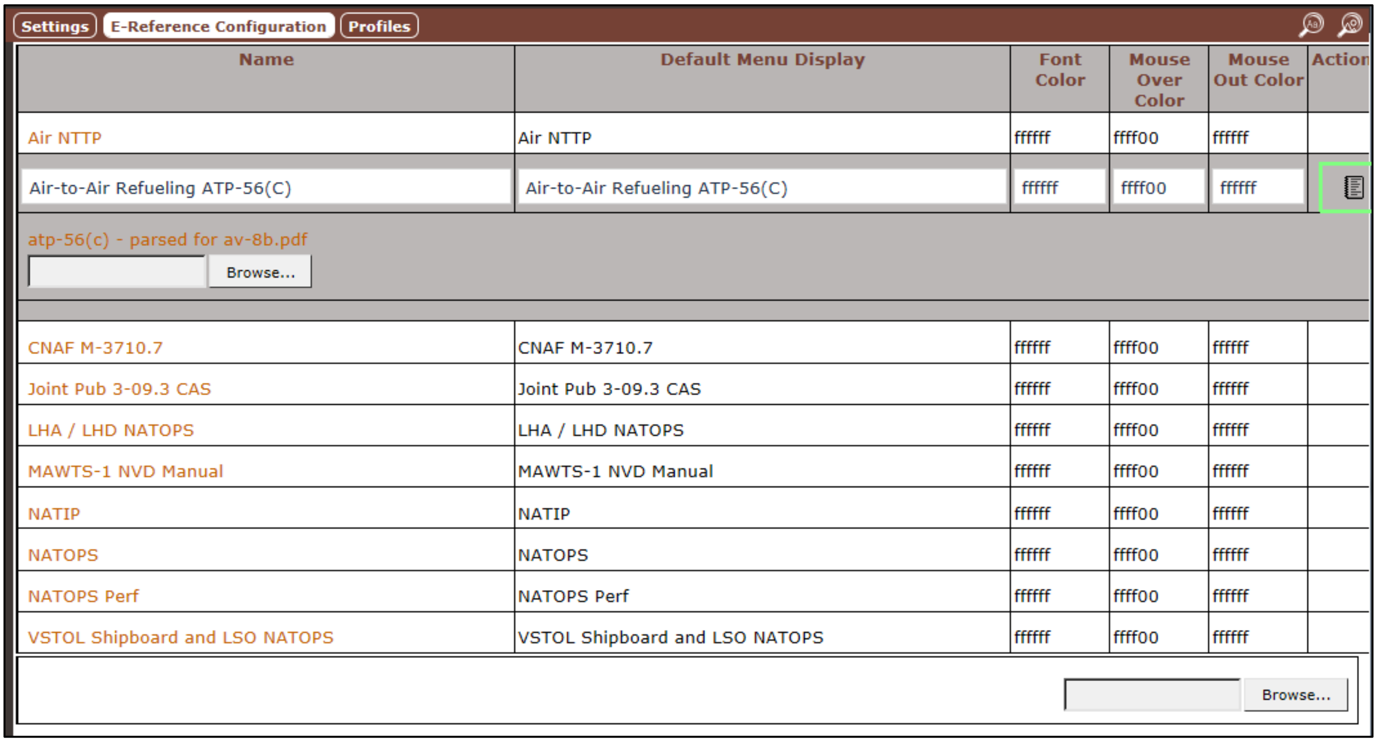
These fields are used to determine the color of the menu link initially and when moused over and out. To edit the color, change the text and then click anywhere outside of the text area.

4.3.2.5 Action

When an e-reference is selected, the Action column will either display a Remove button or a Log button.

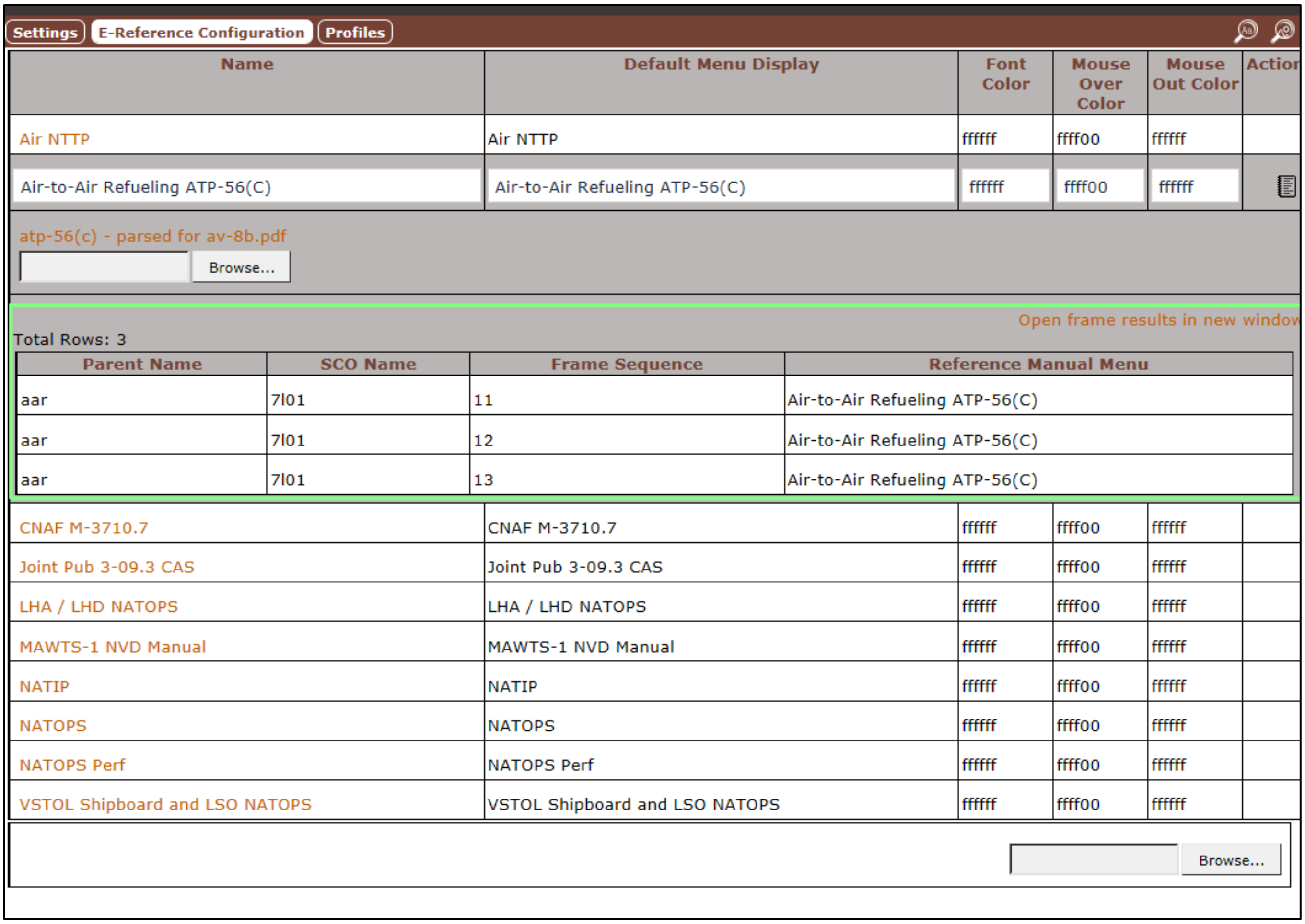
4.3.2.5.1 *E-Reference Listing Button*

A listing button is displayed when e-references are selected for frames. The listing will display all frames that use the e-reference.



E-Reference Action Column (1)

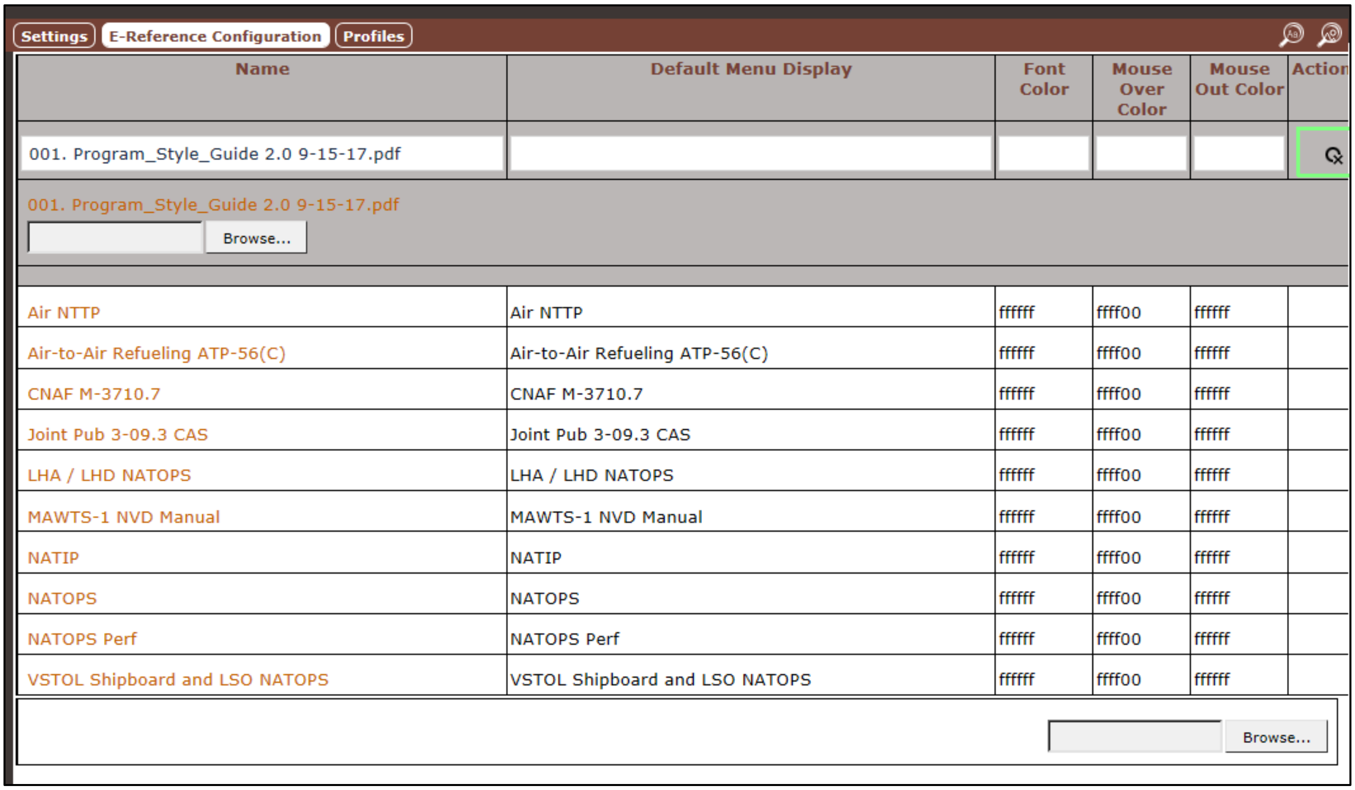
Selecting the listing button will toggle the frame listing.



E-Reference Action Column (2)

4.3.2.5.2 *E-Reference Remove Button*

If no frames use the selected e-reference, it can be removed from the listing by selecting the Remove button.



E-Reference Action Column (3)

4.3.3 Profiles

The Profiles tab is available for users with MELD Administrator permissions. Refer to the MELD Administrator Guide under IME Administration for information regarding this tab.

4.3.4 Glossaries

The glossaries tab allows for new glossary creation as well as edits for all glossaries created within IME. These glossary files are not project specific and can be used and modified within any project.

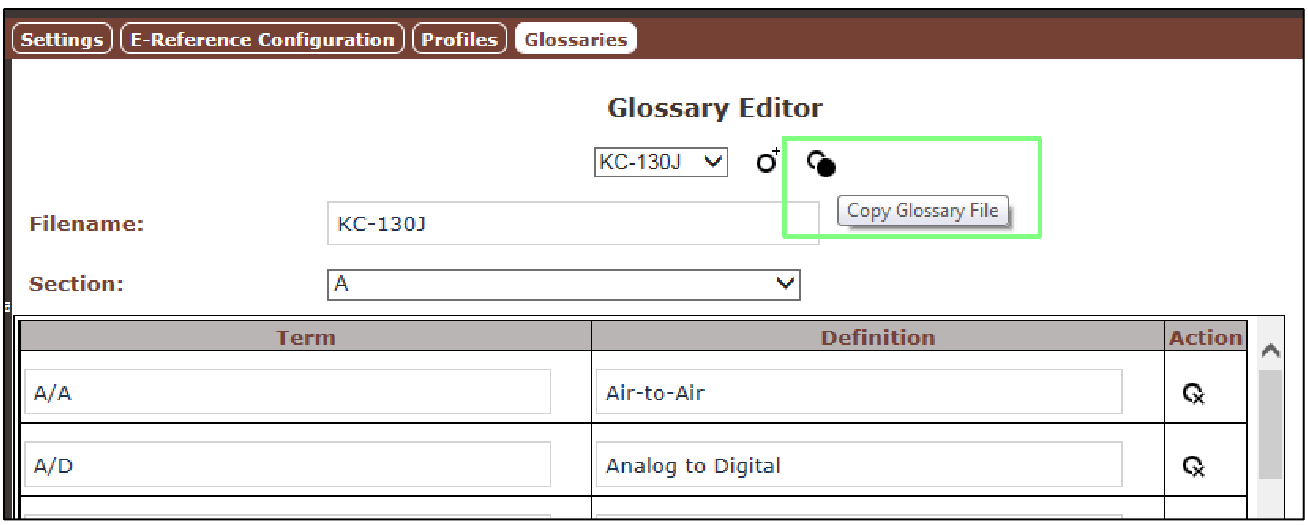
4.3.4.1 Create New Glossary

Select the Add button to create a new glossary file. The filename for the glossary will include the text “Glossary” with a sequential value. Replace this value with the desired filename for the new glossary by changing the value and selecting anywhere outside of the field.

New Glossary

4.3.4.2 Copy Existing Glossary

To copy an existing glossary, select the glossary to copy within the drop-down menu and then select the Copy button.



Copy Glossary

4.3.4.3 Remove Existing Glossary

A glossary file can be removed if it is not linked to a SCO. To remove a glossary file, select the glossary to remove within the drop-down menu and then select the Remove button.

Remove Glossary

4.3.4.4 Edit Glossary

To edit a glossary file, select the glossary from the drop-down menu. Section “A” of the glossary will automatically load. The glossary consists of 27 sections “#, and A-Z”. Select the desired section within the drop-down menu.

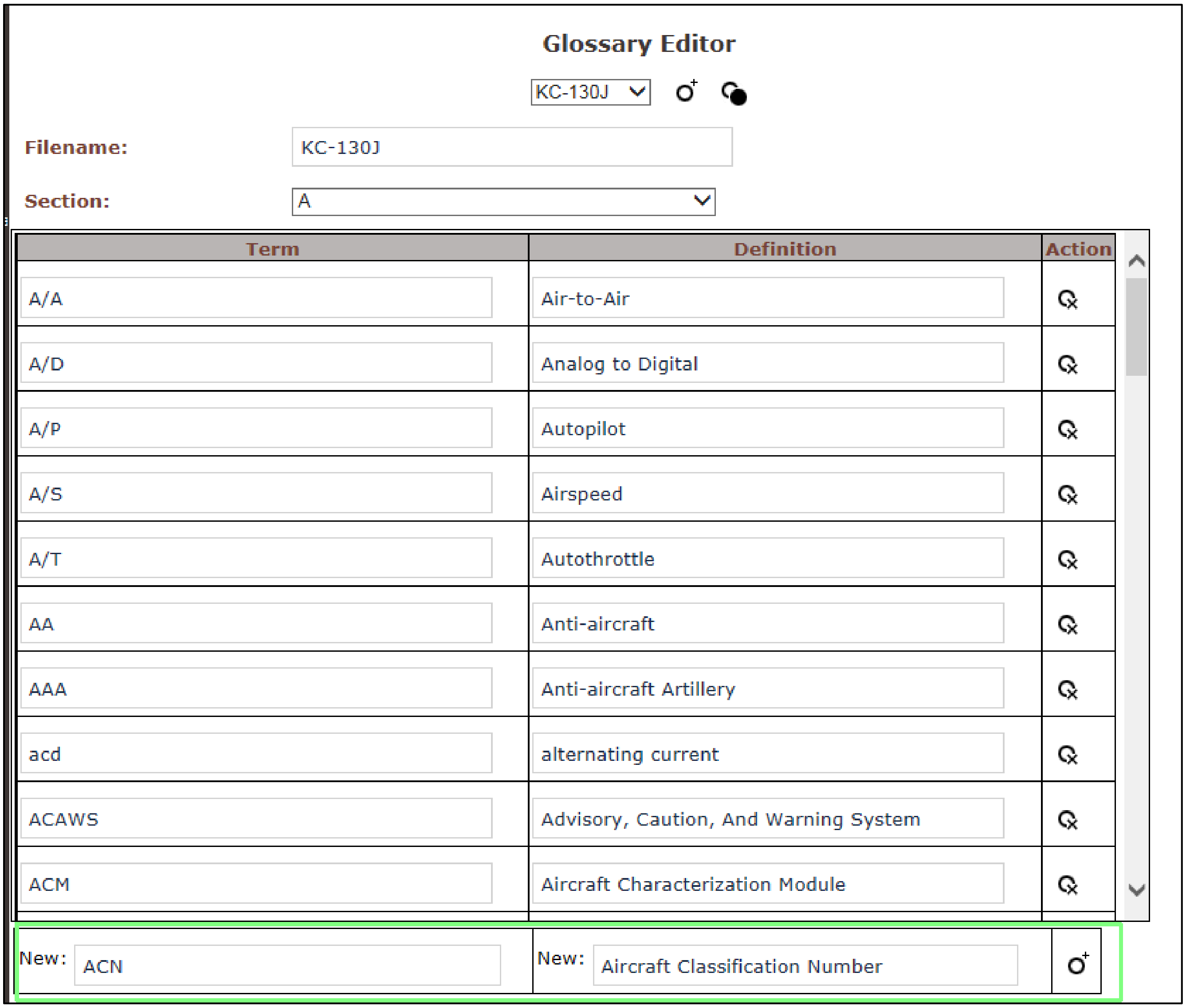
4.3.4.4.1 *Edit Existing Terms*

To modify any of the existing terms and definitions, change the term or definition as desired. Then click anywhere within the white area of the form to save changes. The term revisions will be saved in alphabetical order.

Select the remove button to the right of the definition to remove a term.

4.3.4.4.2 *Add New Term*

To create a new term, type the new term and definition within the text fields and select the Add button. The new term will be inserted in alphabetical order.



New Glossary Term

4.3.5 COI Editor

The COI Editor allows for easy update, efficient identification of skill gaps and other curriculum anomalies, and generates the COI document, representing a project's most current training program data. The COI document that the editor produces is the blueprint; its job is to tell a project team exactly what a student needs to be able to do when he graduates from training and what he needs to learn and practice in order to perform his job safely. The COI provides a central, cohesive starting point for the revision and maintenance of the curriculum elements shared between training system components. Edits to any of those elements should begin with the COI so that the changes may be propagated to all training system components that share those elements. The COI enables the project team to ensure that the customer receives consistent instruction that builds on and extends the existing skill sets and ensures safety throughout the training progression.

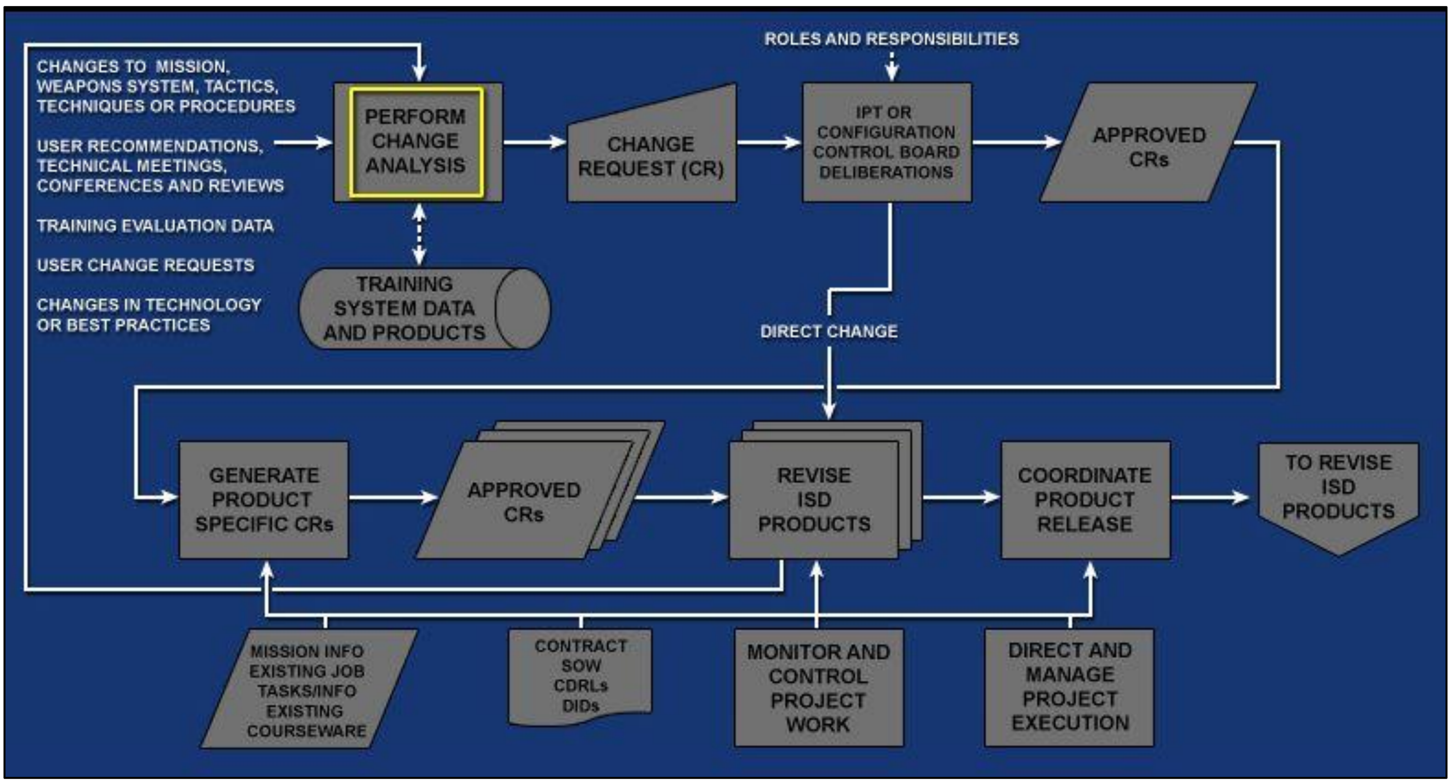
Editor Toolbar

4.3.5.1 Relationships between Curriculum Components

The training system is made up of many components acting together to provide a thorough, effective program of instruction. As a team member, you may spend most of your time working with only one or two components of the training system. It's imperative, however, that you are aware that your work contributes to a larger whole and that nothing you do happens in a vacuum or without impact to other parts of the training system.

The COI delineates the relationship between curriculum components. These other curriculum components may include the following: Training and Readiness Manual; Flight Syllabus Guide, Online Grading System (OGS); Lessons; Remediation Tests; Learning Management System (LMS); Stage Briefs; and any other items specific to a project.

This flowchart figure below depicts the Sustainment and Conversion process used to revise and maintain courseware and other products for the USG with the COI as the leading document. The process begins with some kind of change, like an updated reference manual, OFP update, or a new T&R. Depending on the change source, a SME and / or ISD will review the change and determine the impact on the training system. Once all CRs from a change are written, the CRs are taken to the Configuration Control Board (CCB) for approval. It's important that the USG grasps the full impacts of a change so that the TPOC can make an informed decision regarding acting on a change. The more information and context provided the more certain it is that a change impacting the entire curriculum really needs to be implemented. From this meeting, flow the approved CRs, ready for action. From the approved CRs, the ISD then generates the sub-CRs against the other components of the training system that are impacted by the change.



Revision Process

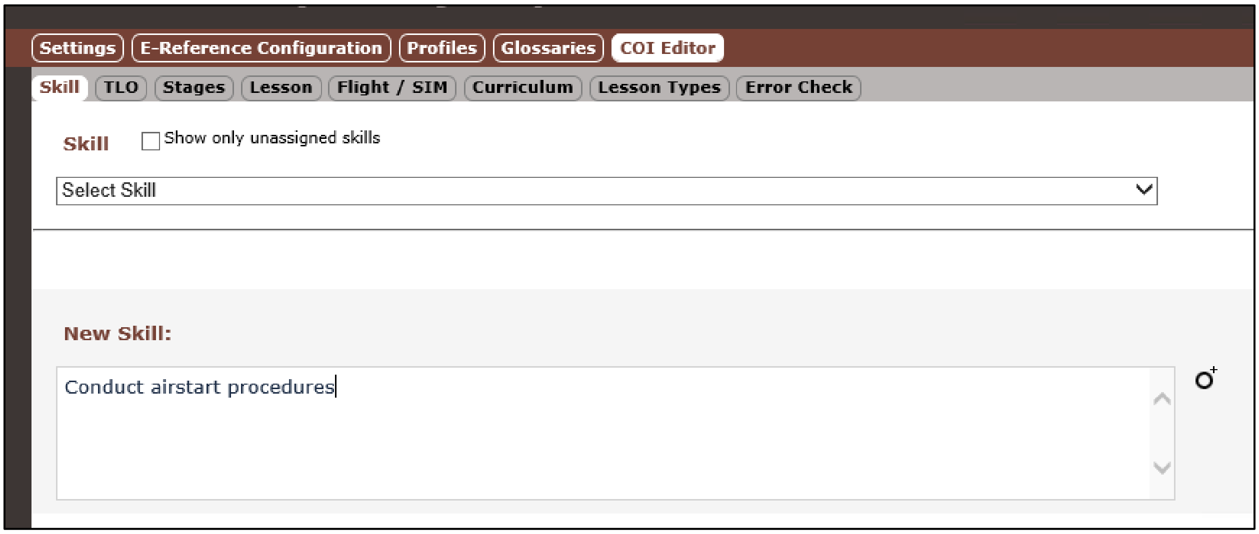
4.3.5.2 Skill Tab

After a project is established in MELD, the first thing the project will need to do to start work within the COI editor is identify the training task list. This training task lists identifies all tasks required to accomplish a job or mission that are defined as trainable. In typical R&M projects, analysis should already be complete, but training tasks may be subject to periodic updates due to new requirements, equipment, missions, etc.

These trainable tasks are entered in the COI editor from the Skill form and are the building blocks for the entire training system. To add, edit, and delete skill records begin by selecting the “Skill” tab.

4.3.5.2.1 *Add Skill*

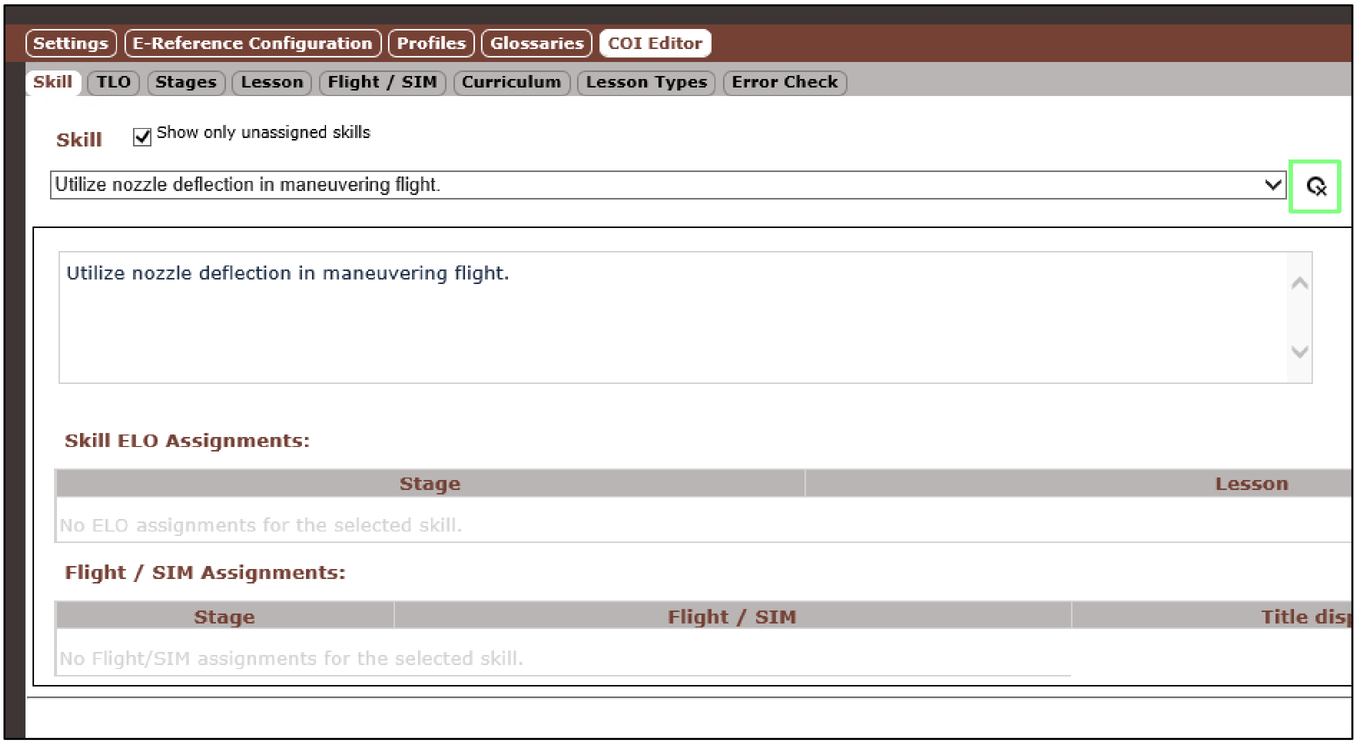
To add a skill, enter the skill text within the New Skill text area and then select the “Add New Skill” button.



Add Skill

4.3.5.2.2 *Remove Skill*

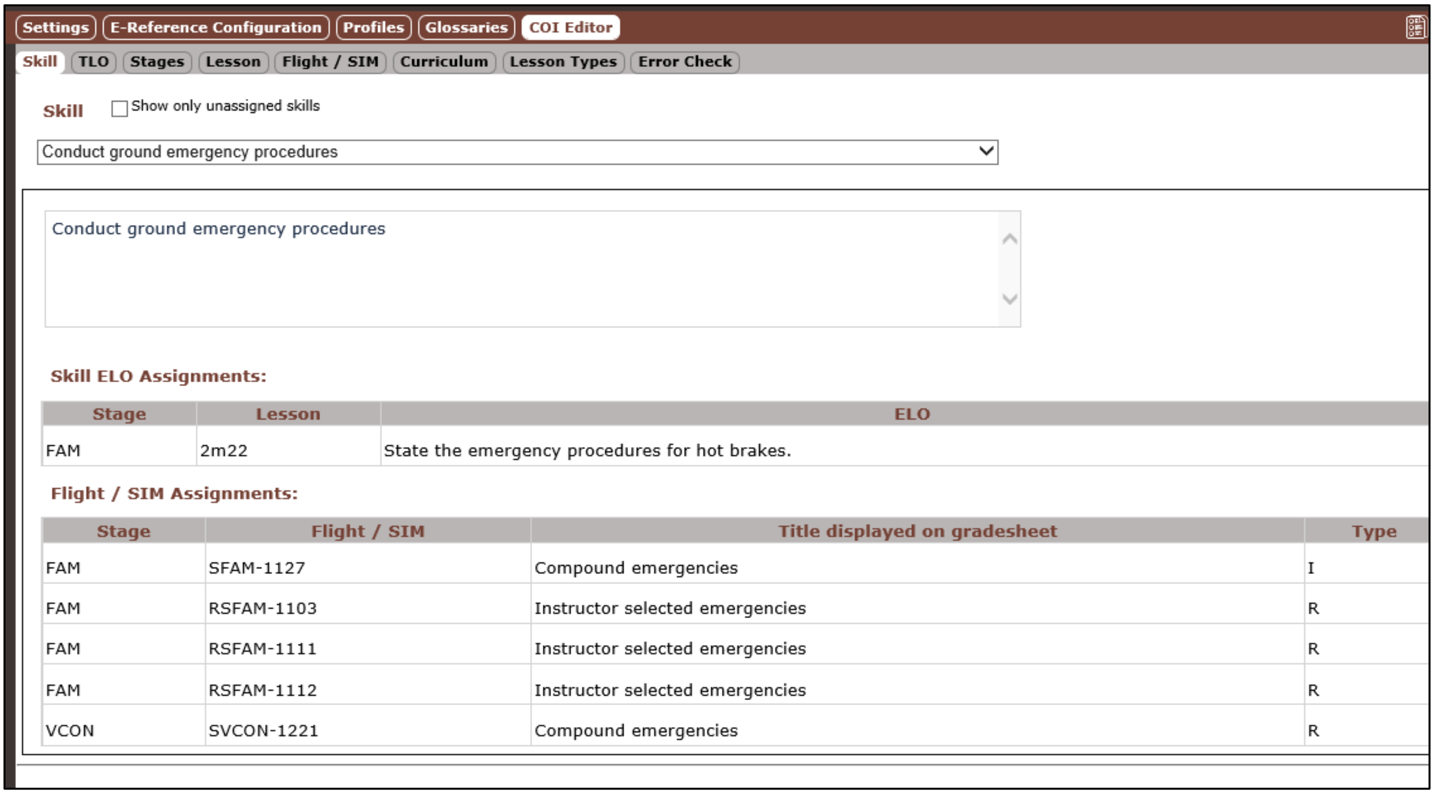
Only skills that are unassigned are available for deletion. Select the “Delete Skill” button to delete a skill. If an assigned skill needs to be removed, all flight / SIM tasks containing the skill assignment as well as all lesson ELOs containing the skill assignment will be to be updated to reference a different skill. At this point, the skill would be marked an unassigned and enabled for deletion.



Remove Skill

4.3.5.2.3 *ELO and Flight/SIM Data*

After lesson ELO and flight events are created within the subsequent tabs, this information will be displayed within the skill form as well. This allows you to always see a complete overview when editing any skill.



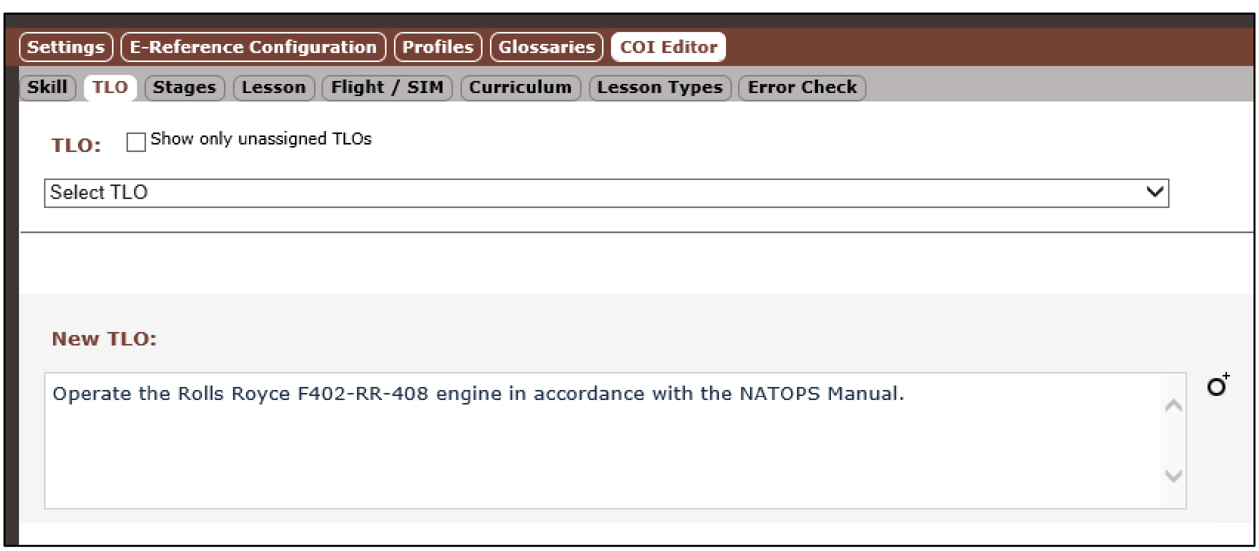
Skill Tab Containing ELO and Flight Data References

4.3.5.3 TLO Tab

After skills have been entered for the project, the project should determine the terminal learning objectives (TLO) for the curriculum. The TLO represents at the highest learning level appropriate to the performance requirement a student will accomplish when successfully completing instruction. Each TLO may be the parent of multiple skills. To add, edit, and delete TLO records begin by selecting the "TLO" tab.

4.3.5.3.1 *Add TLO*

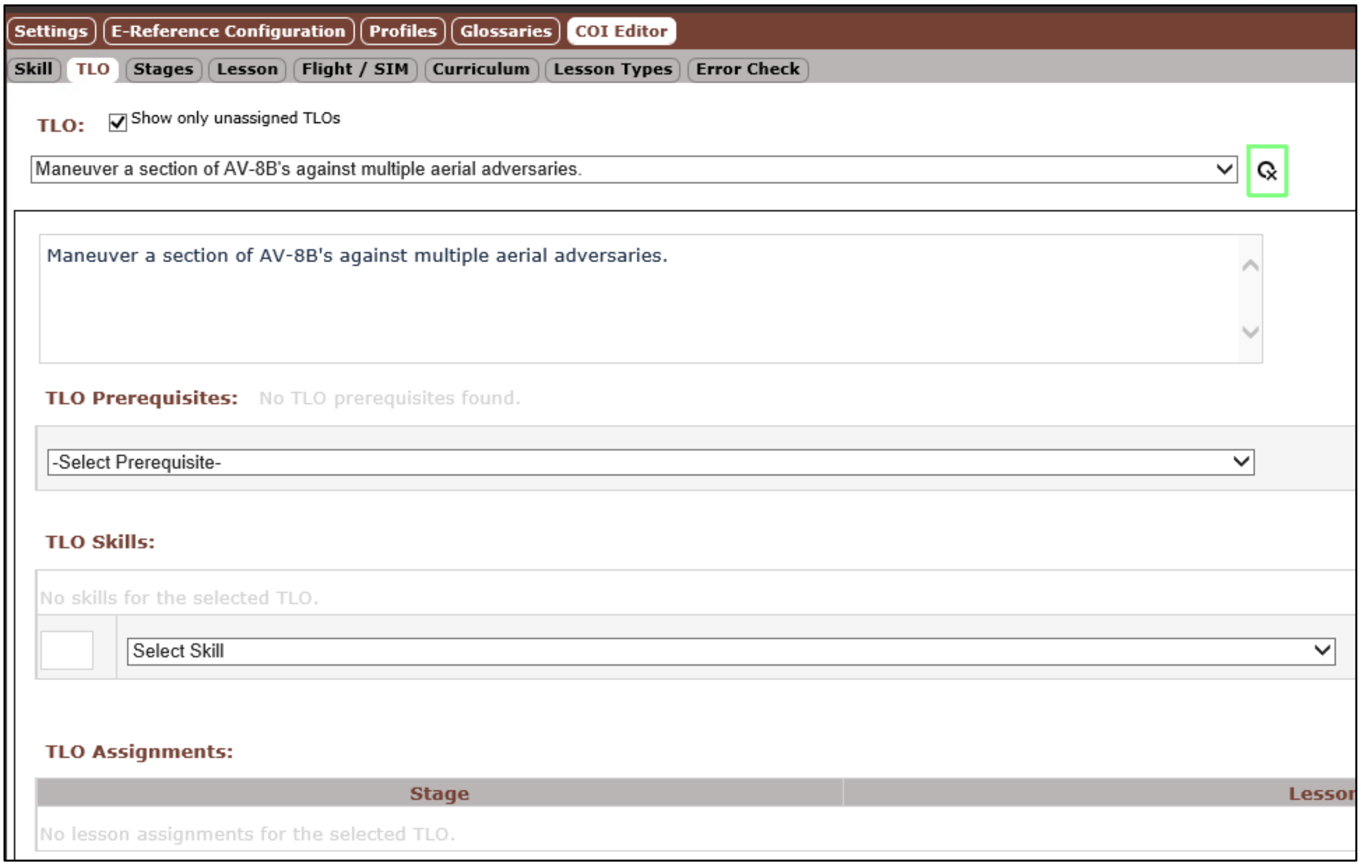
To add a TLO, enter the TLO text within the New TLO text area and then select the Add New TLO button.



Add TLO

4.3.5.3.2 *Remove TLO*

Only TLOs that are unassigned are available for deletion. Select the “Delete TLO” button to delete a TLO. If an assigned TLO needs to be removed, all lessons containing the TLO assignment will be to be updated to reference a different TLO assignment. At this point, the TLO would be marked an unassigned and enabled for deletion.

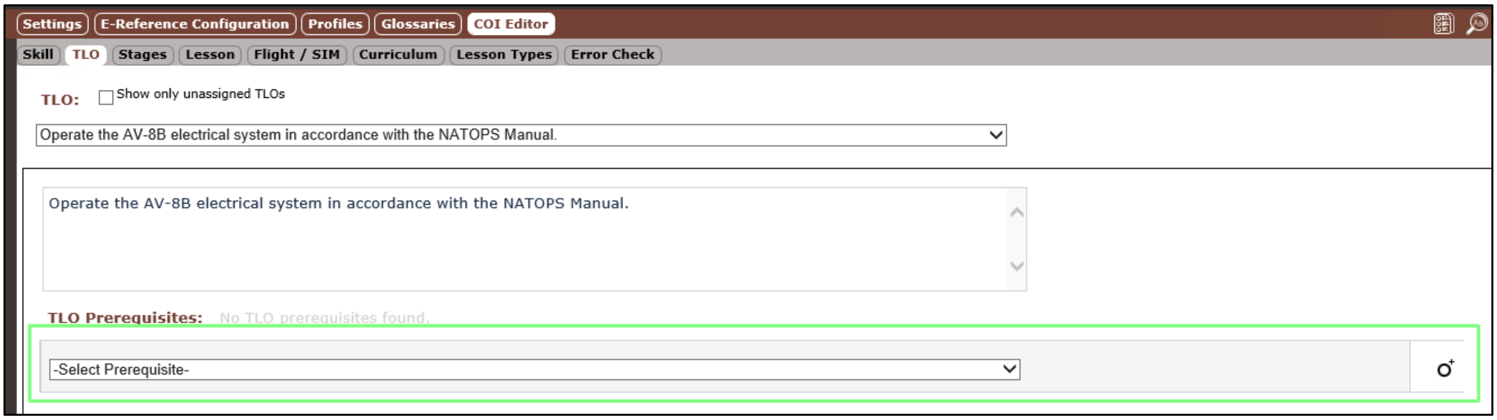


Remove TLO

4.3.5.3.3 *Add TLO Prerequisite*

Assigning TLO prerequisites defines the order the skills need to be taught. This allows for a skill scaffolding representation, showing how skills build off of one another and establishes a sequence within the course to promote effective learning. For example, if a there is a request to delete a TLO taught at the very beginning of the training sequence, you will be able to see what other TLOs are supported by the TLO that will be deleted. This will allow you to prevent the deletion (if necessary) or relocate the supported skills to another area of the training.

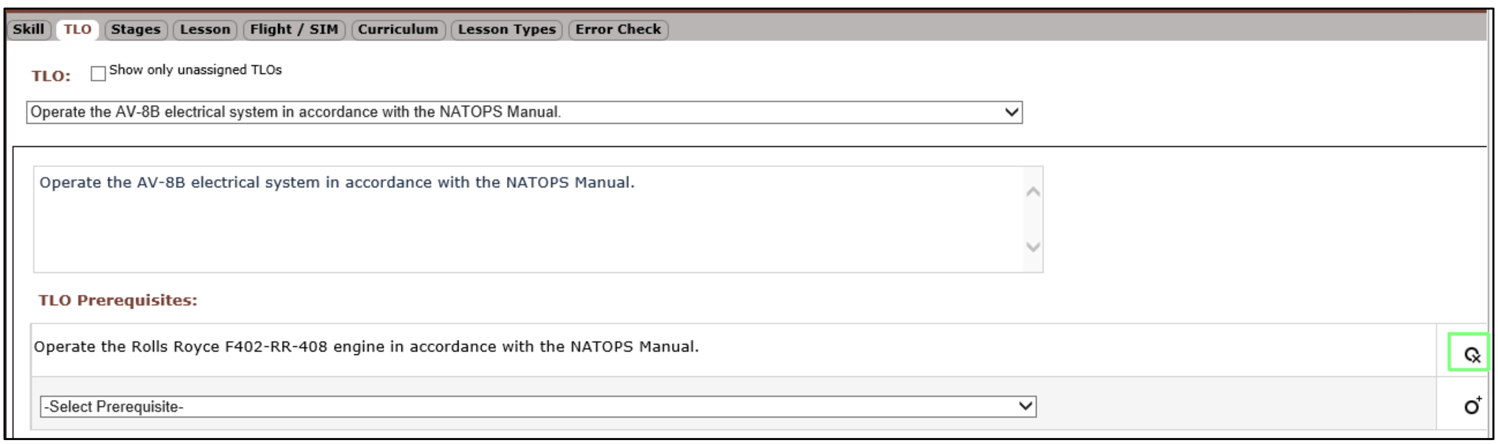
To add a TLO prerequisite, select the TLO prerequisite within the drop-down menu and then select the “Add TLO prerequisite” button.



Add TLO Prerequisite

4.3.5.3.4 *Remove TLO Prerequisite*

To remove a TLO prerequisite, select the “Delete prerequisite” button for the desired TLO prerequisite.



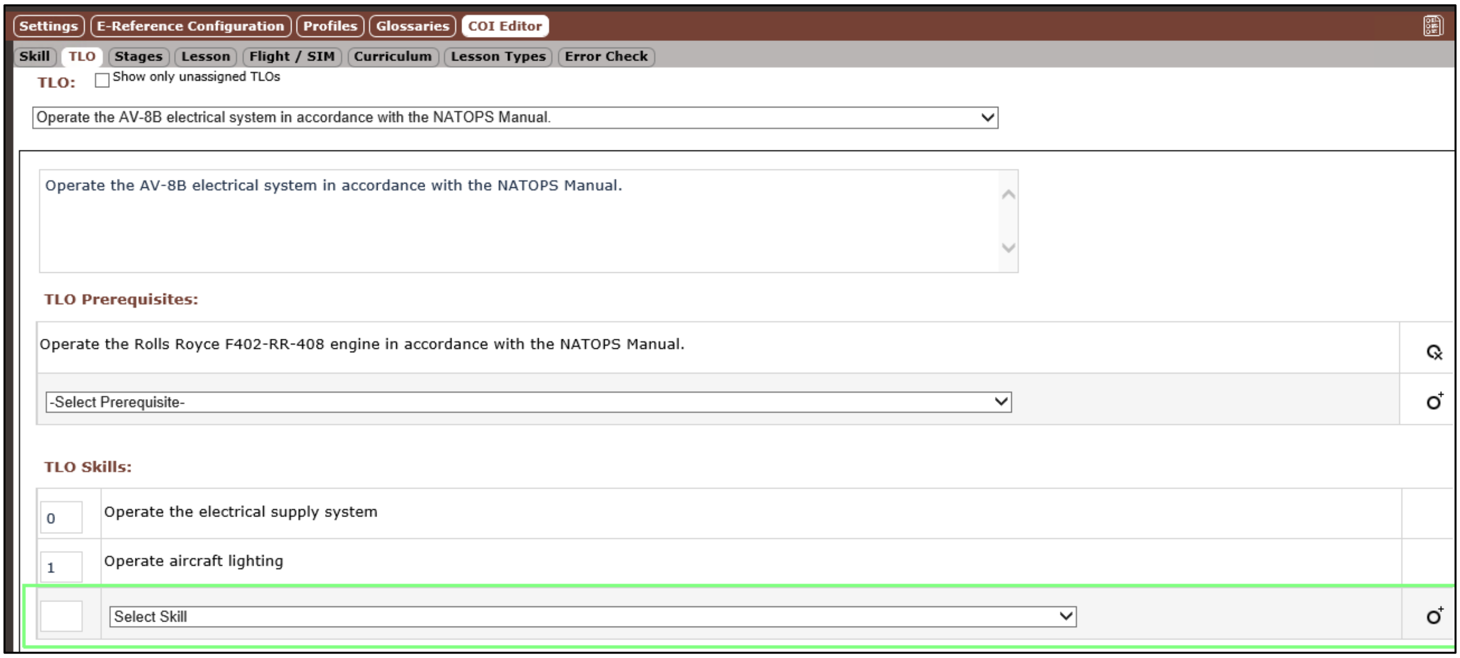
Remove TLO Prerequisite

4.3.5.3.5 *Add TLO Skills*

A TLO is also a parent skill that may contain multiple skills that it supports. It is necessary to establish this TLO parent / child skill relationship to ensure skills are tracked throughout the training system.

To add a skill for the TLO:

1. Enter the numeric sequence for the skill
2. Select the desired skill from the skill dropdown
3. Select the “Add TLO Skill” button.

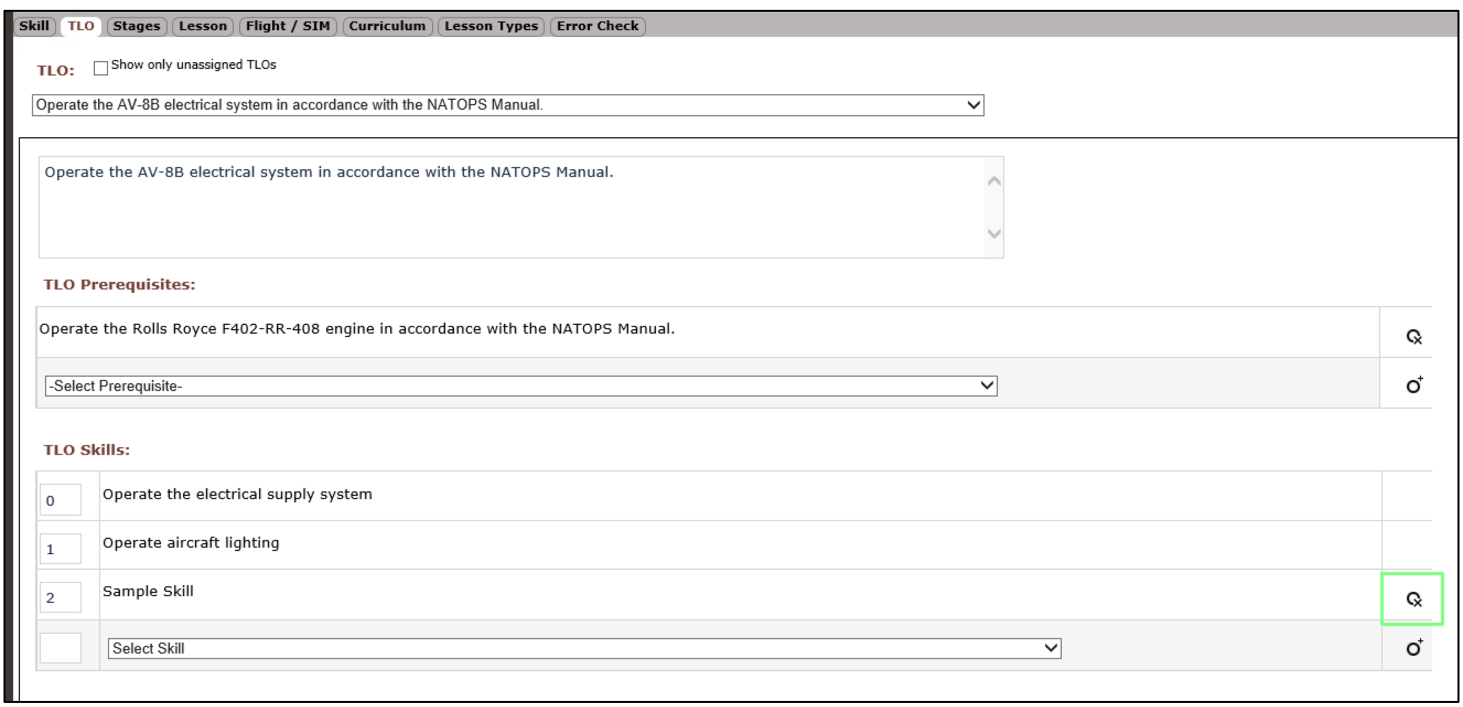


Add TLO Skill

4.3.5.3.6 *Remove TLO Skills*

To remove a TLO skill, select the “Delete TLO Skill” button for the desired TLO skill.

A TLO skill cannot be removed if it is assigned to an ELO that supports the TLO. If the skill reference needs to be removed, the skill will need to be removed from the ELO first before the delete button will display allowing for deletion. This does not delete the actual skill, just the TLO / skill relationship.



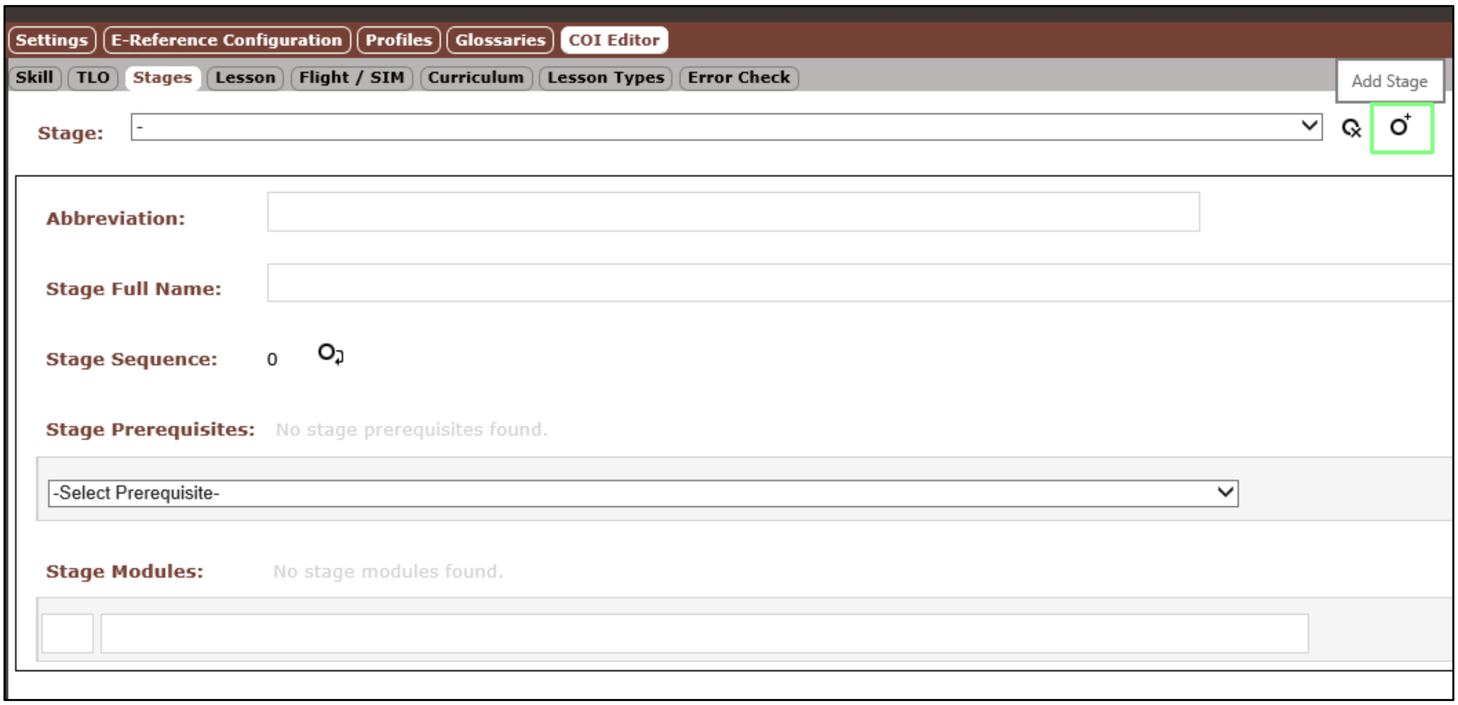
Remove TLO Skill

4.3.5.4 Stages Tab

After skills and TLOs have been entered for the project, the next thing the project will need to do is define the stages of training used within the project. Stages are blocks or high order modules of training that consist of groups of lessons and flight / SIM events. This level of training corresponds loosely with mission level tasks in a job. Stages are global to all curricula. For example, a new pilot could take lessons from an “Air To Ground” stage of training, and also receive lessons from the same “Air To Ground” stage of training when promoted to the Fleet. To add, edit, and delete stage records begin by selecting the “Stages” tab.

4.3.5.4.1 *Add Stage*

To add a stage of training, select the “Add Stage” button. A new form will be available to enter the new stage abbreviation and full name. Select anywhere outside of the text area to update the abbreviation and full name values.



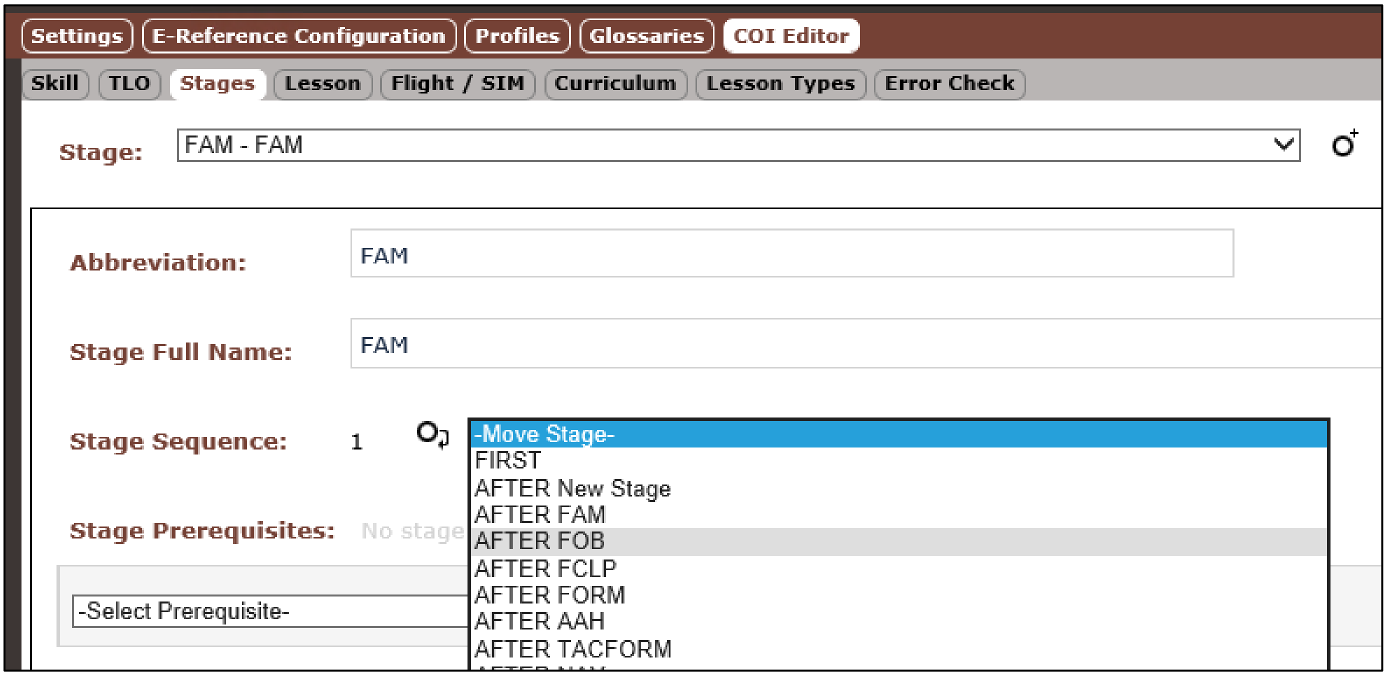
Add Stage

4.3.5.4.2 *Edit Stage Name*

Stage abbreviations and full names can be edited at any time, by simply changing the text within the stage row and selecting any clicking anywhere outside of the text area.

4.3.5.4.3 *Move Stage*

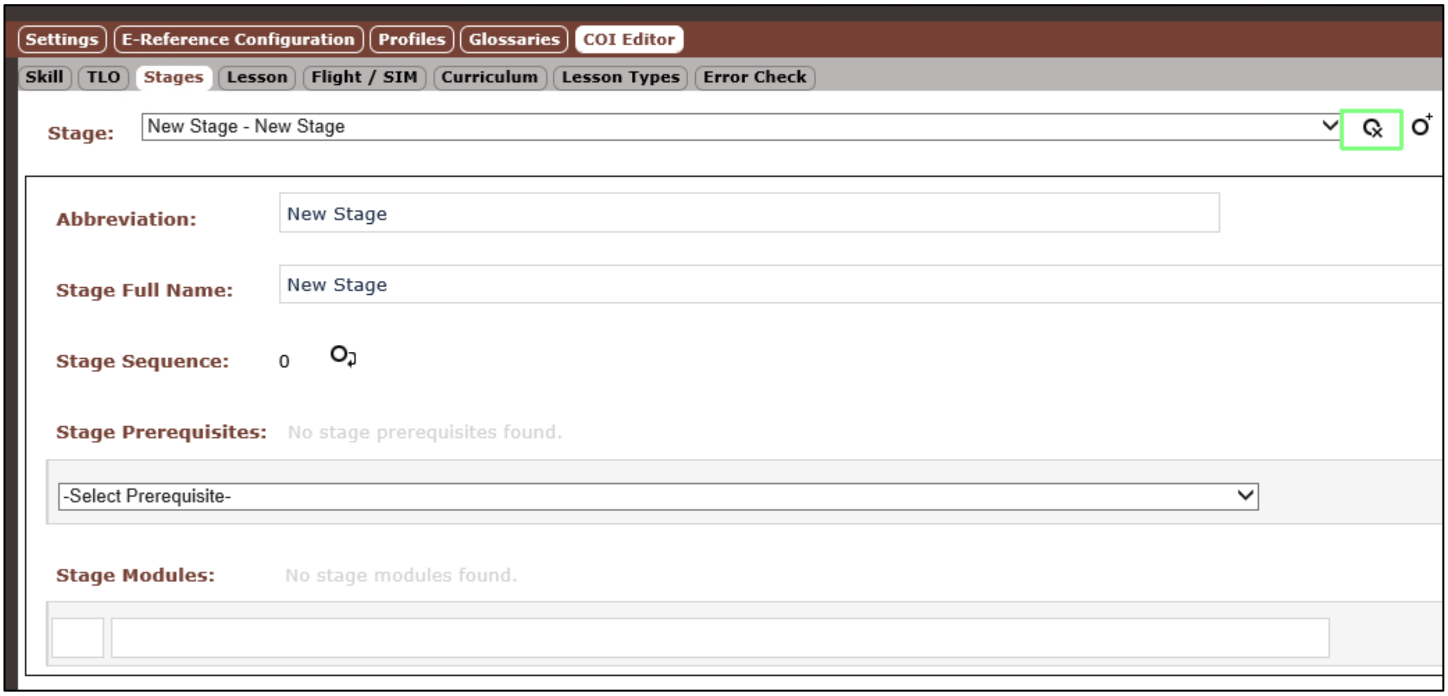
To move a stage select the “Move Stage” button next to the sequence label. A drop-down menu will appear to the right of the button. Select the new location from the dropdown and the stage will then automatically move to the new location.



Move Stage

4.3.5.4.4 *Remove Stage*

To remove a stage of training, select the “Delete Stage” button. The “Delete Stage” button is only available for stages that do not contain Flight / SIM or lesson assignments. If an assigned stage needs to be removed, the Flight / SIM and lessons assignments will need to be changed to a different stage first.

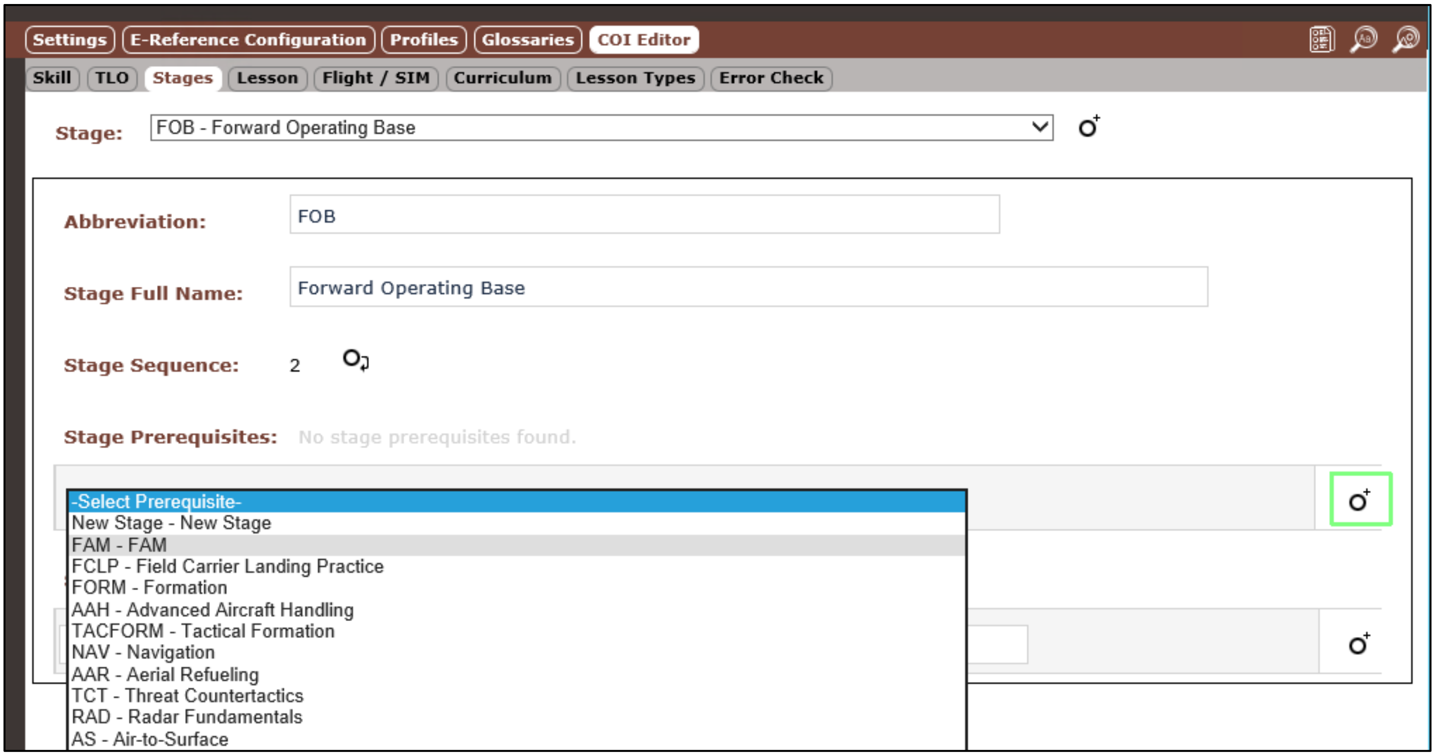


Remove Stage

4.3.5.4.5 *Add Stage Prerequisites*

Stage prerequisites define the order in which stages should be taken. Identifying stage prerequisites also identifies what stages are supported by other stages. For example, if a request was submitted to delete or move a stage, you will be able to identify all the stages that the deleted / moved stage supports.

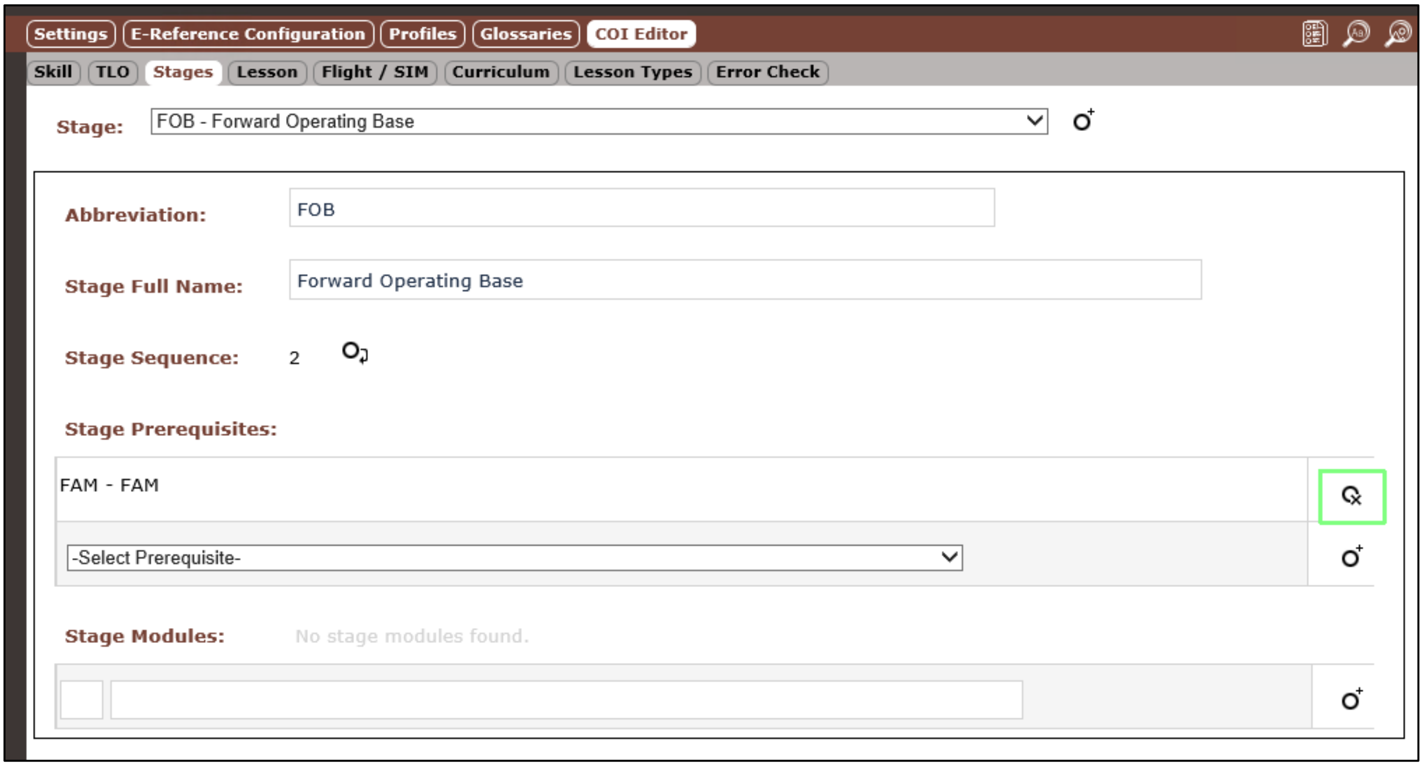
To add a stage that is a prerequisite for the selected stage, select the prerequisite from the drop-down menu and then select the "Add Stage Prerequisite" button.



Add Stage Prerequisite

4.3.5.4.6 *Delete Stage Prerequisites*

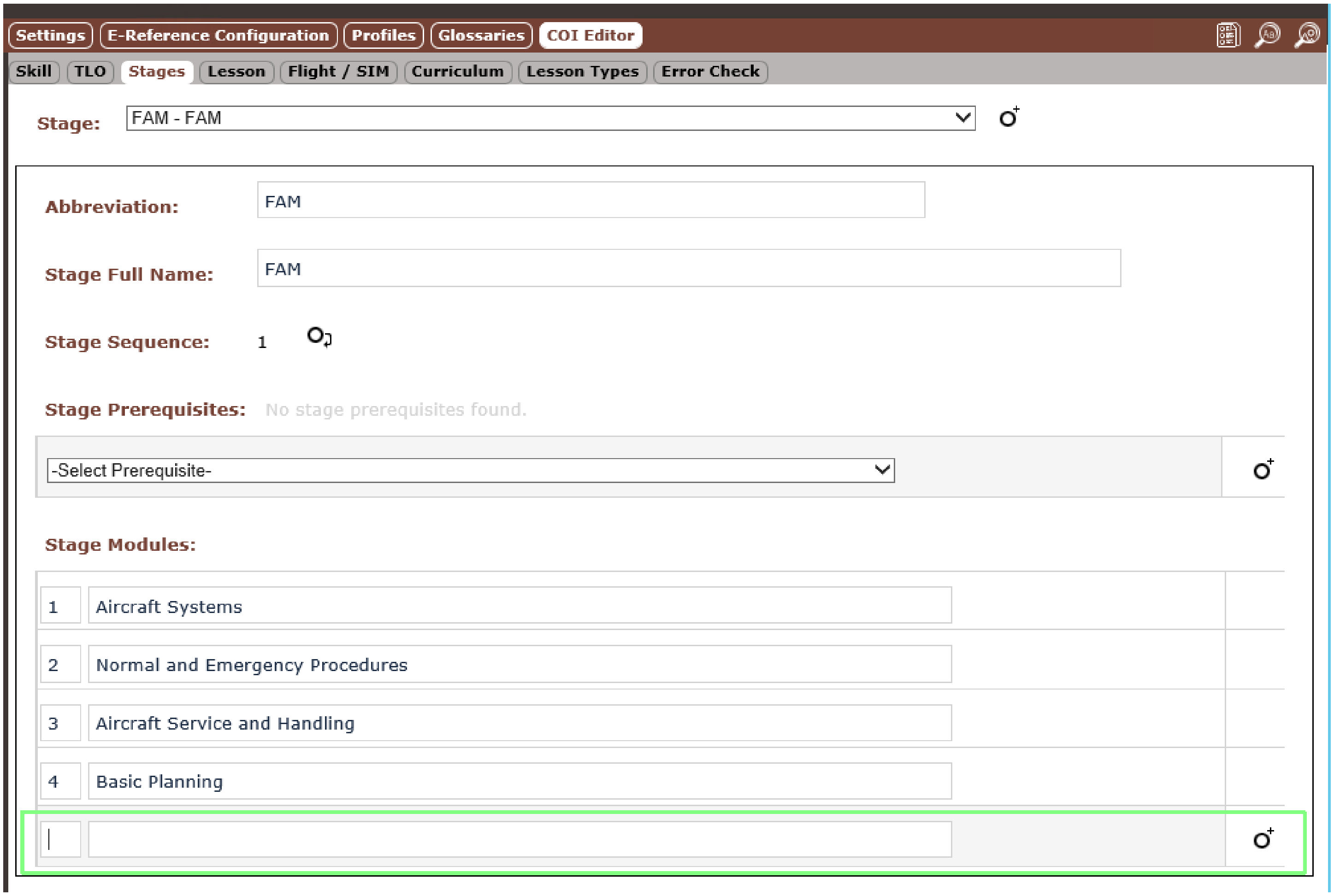
To remove a stage prerequisite, select the "Delete prerequisite" button for the stage prerequisite row.



Delete Stage Prerequisite

4.3.5.4.7 *Add Stage Modules*

If a further breakdown within the stage of training is desired, you can enter modules for the stage. To do this, enter the desired sequence the module will be taught within the selected stage, as well as the module name, then select the "Add Stage Module" button.



Add Stage Module

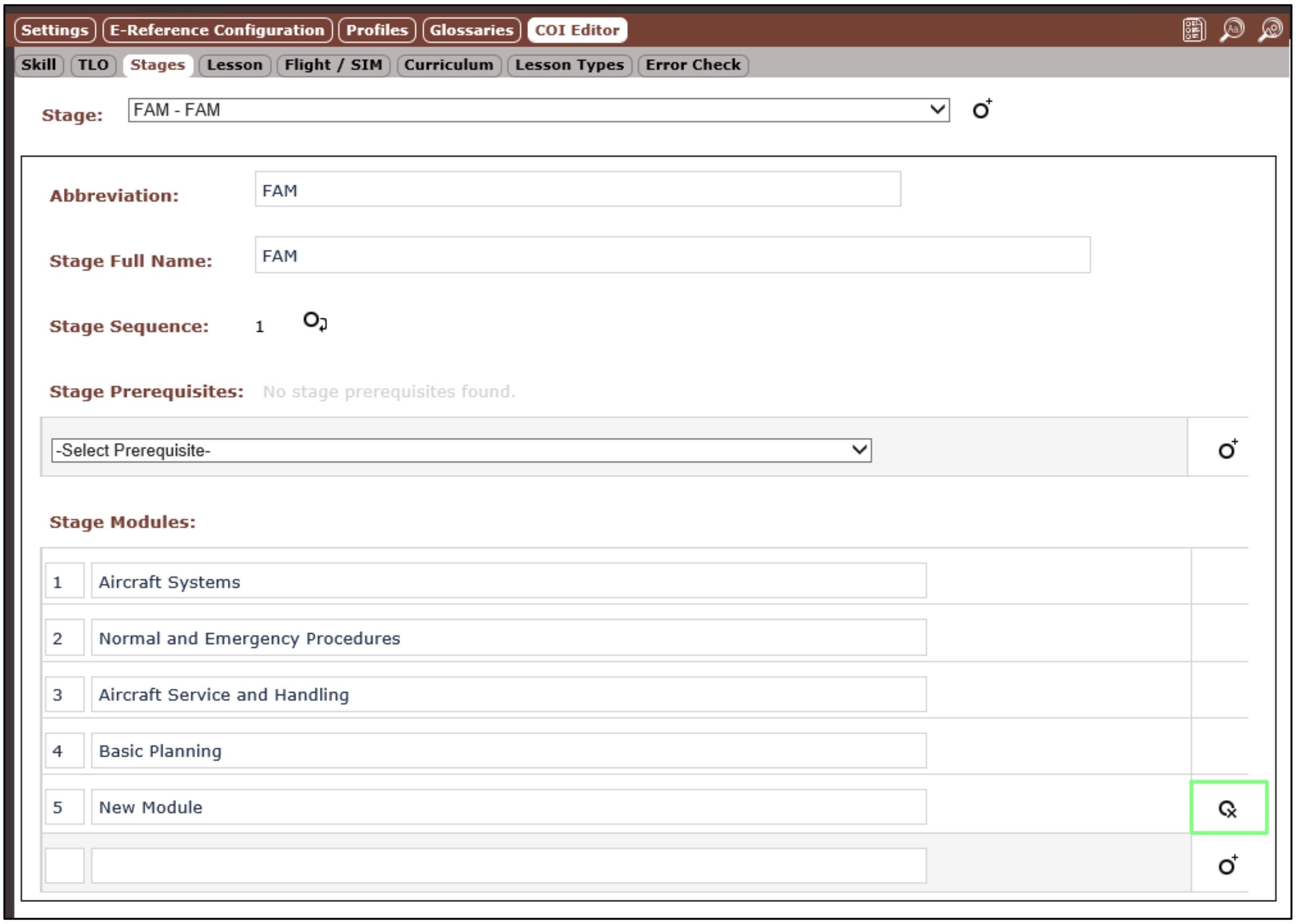
4.3.5.4.8 *Edit Stage Modules*

Stage modules as well as stage module sequences can be edited at any time by simply changing the text within the module row and clicking anywhere outside of the text area.

4.3.5.4.9 *Delete Stage Modules*

To remove a stage module, select the “Delete Module” button for the desired stage module row. Next, select the Save button. After Save is clicked, the stage module row will be removed.

Stage modules cannot be removed if they are already assigned to a lesson. The lesson will need to be assigned to a new module or stage, and then the module will be available for deletion.



Delete Stage Module

4.3.5.5 Curriculum Tab

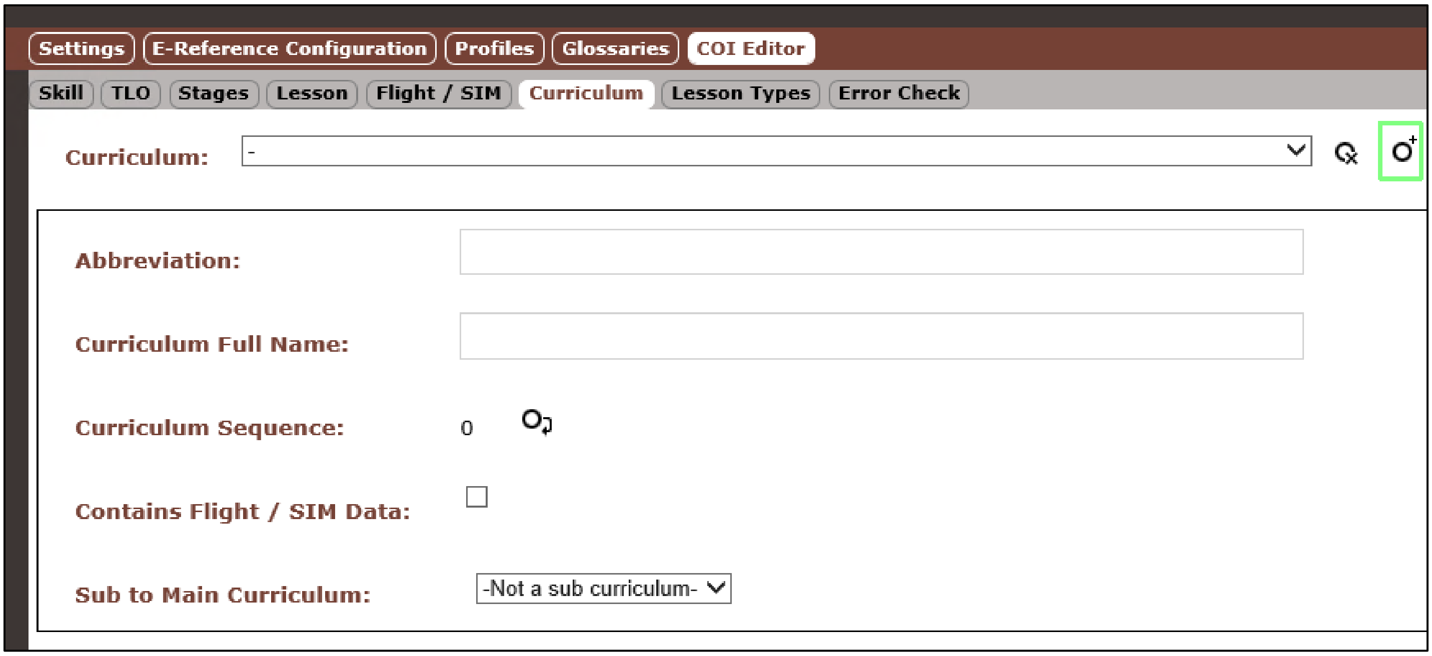
Curricula for the project will need to be established before lessons or flight events can be added to a stage. To create / modify curricula, select the “Curriculum” tab.

4.3.5.5.1 *Add Curriculum*

To add a curriculum, select the “Add Curriculum” button. A new form will be available to enter the new curriculum abbreviation and full name. It is recommended to keep the abbreviation as short as possible to allow for space on the edit forms. Select anywhere outside of the text area to update the abbreviation and full name values.

If the curriculum contains flight events, then select the “Contains Flight/SIM data” checkbox. This selection controls whether the curriculum will display from the Flight/SIM radio selection in the main header and from the reports that relate to flight SIM data.

If the curriculum is part of a larger curriculum, select the main curriculum that it is part of from the “Sub to Main Curriculum” selection. If the curriculum stands alone or is a main curriculum, then leave the selection “-Not a sub curriculum-“. An example of a sub to a main curriculum could be a refresher curriculum. A pilot could be required to re-take training from the main curriculum, but not be required to re-take all lessons.



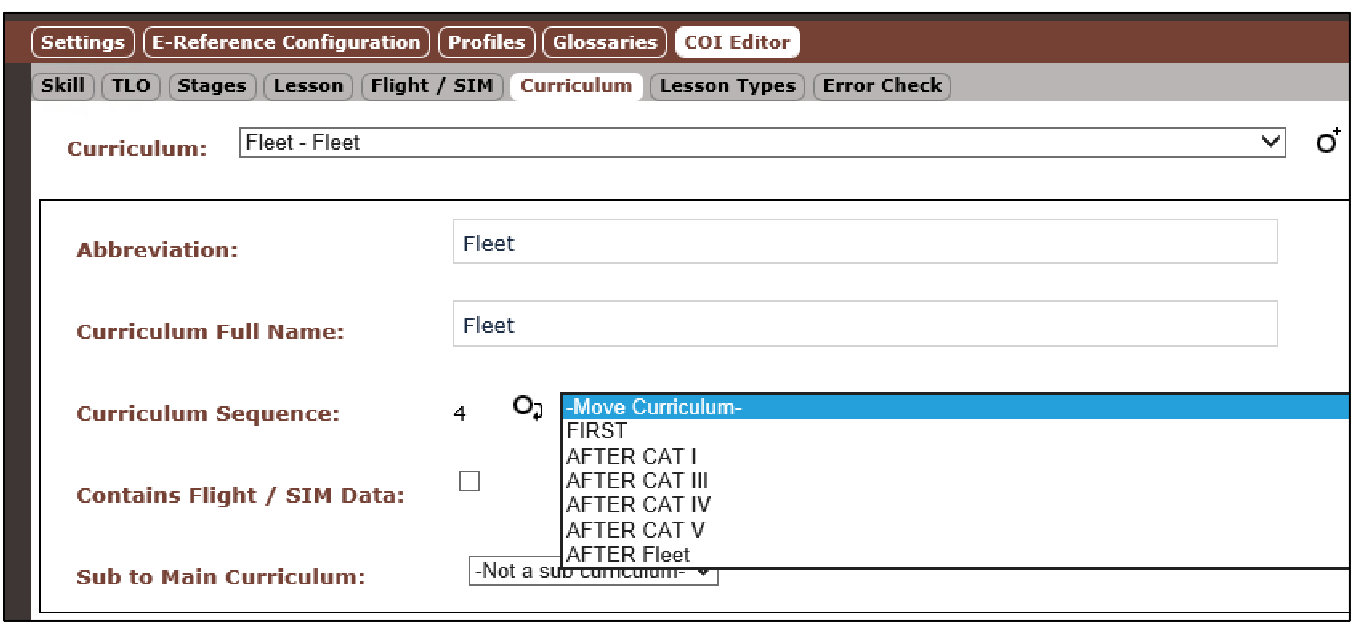
Add Curriculum

4.3.5.5.2 *Edit Curriculum*

Curricula can be edited any time by simply change the curriculum text or selections. Clicking anywhere outside of the text areas will automatically save the changes.

4.3.5.5.3 *Move Curriculum*

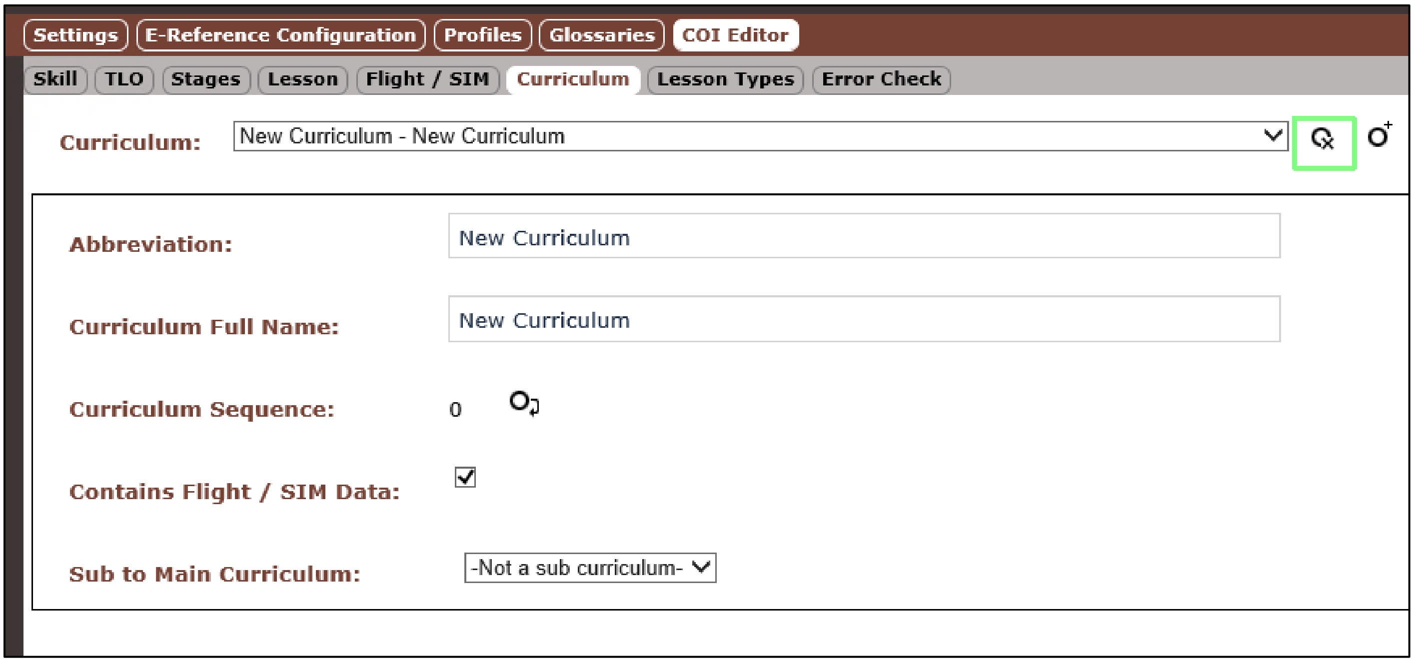
To move a curriculum, select the "Move Curriculum" button next to the sequence label. A drop-down menu will appear to the right of the button. Select the new location from the dropdown and the stage will then automatically move to the new location.



Move Curriculum

4.3.5.5.4 *Delete Curriculum*

Curricula cannot be deleted if they are selected for a lesson or flight SIM event. If they are, you will need to assign these lessons or flight SIM events to a different curriculum selection first. A “Delete Curriculum” button will appear after a curriculum is selected from the dropdown if the curriculum is safe for deletion.



Delete Curriculum

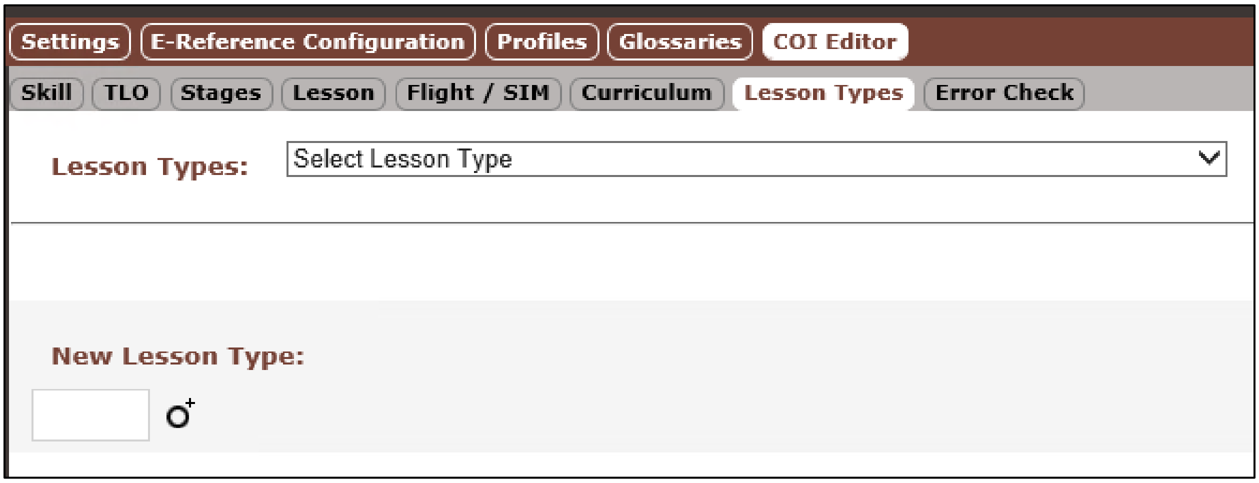
4.3.5.6 Lesson Types Tab

Lesson Types for the project will need to be established before lessons can be added to a stage. To create / modify Lesson Types, select the “Lessons Types” tab.

4.3.5.6.1 *Add Lesson Type*

To add a lesson type, enter new lesson type text and then select the “Add New Lesson Type” button.

Examples of lesson types are “ICW and CAI”.



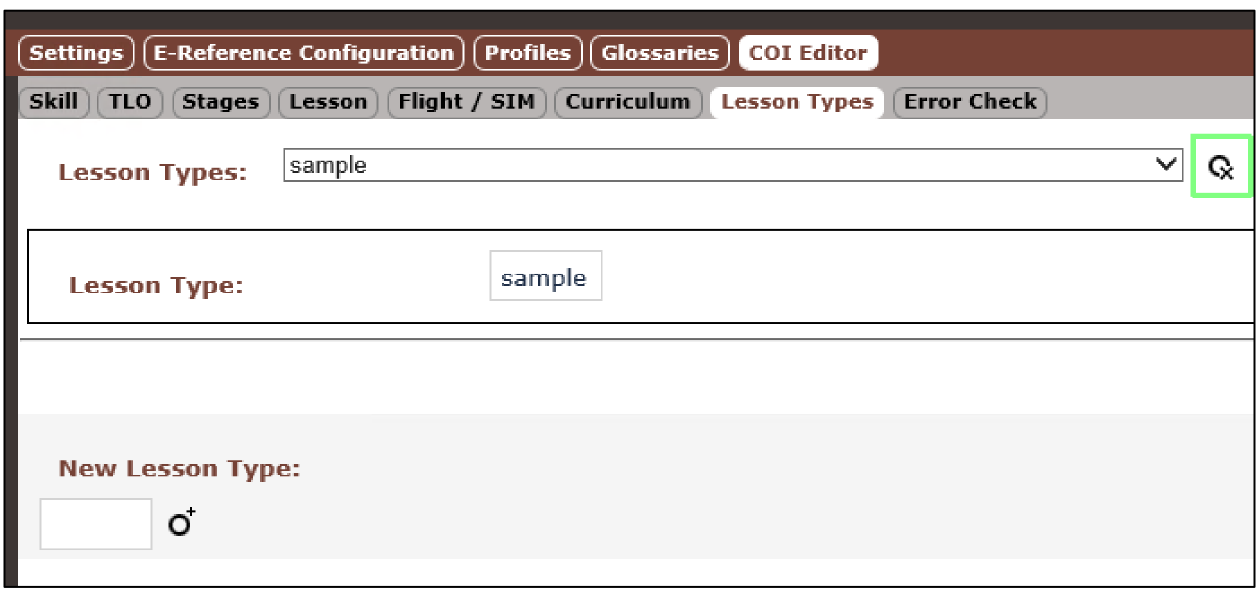
Add Lesson Type

4.3.5.6.2 *Edit Lesson Type*

Lesson types can be edited any time by simply change the lesson type text. Clicking anywhere outside of the text area will automatically save the changes.

4.3.5.6.3 *Delete Lesson Type*

Lesson types cannot be deleted if they are selected for a lesson. If they are, you will need to assign these lessons to a different lesson type selection first. A “Delete Lesson Type” button will appear after a lesson type is selected from the dropdown if the lesson type is safe for deletion.



Delete Lesson Type

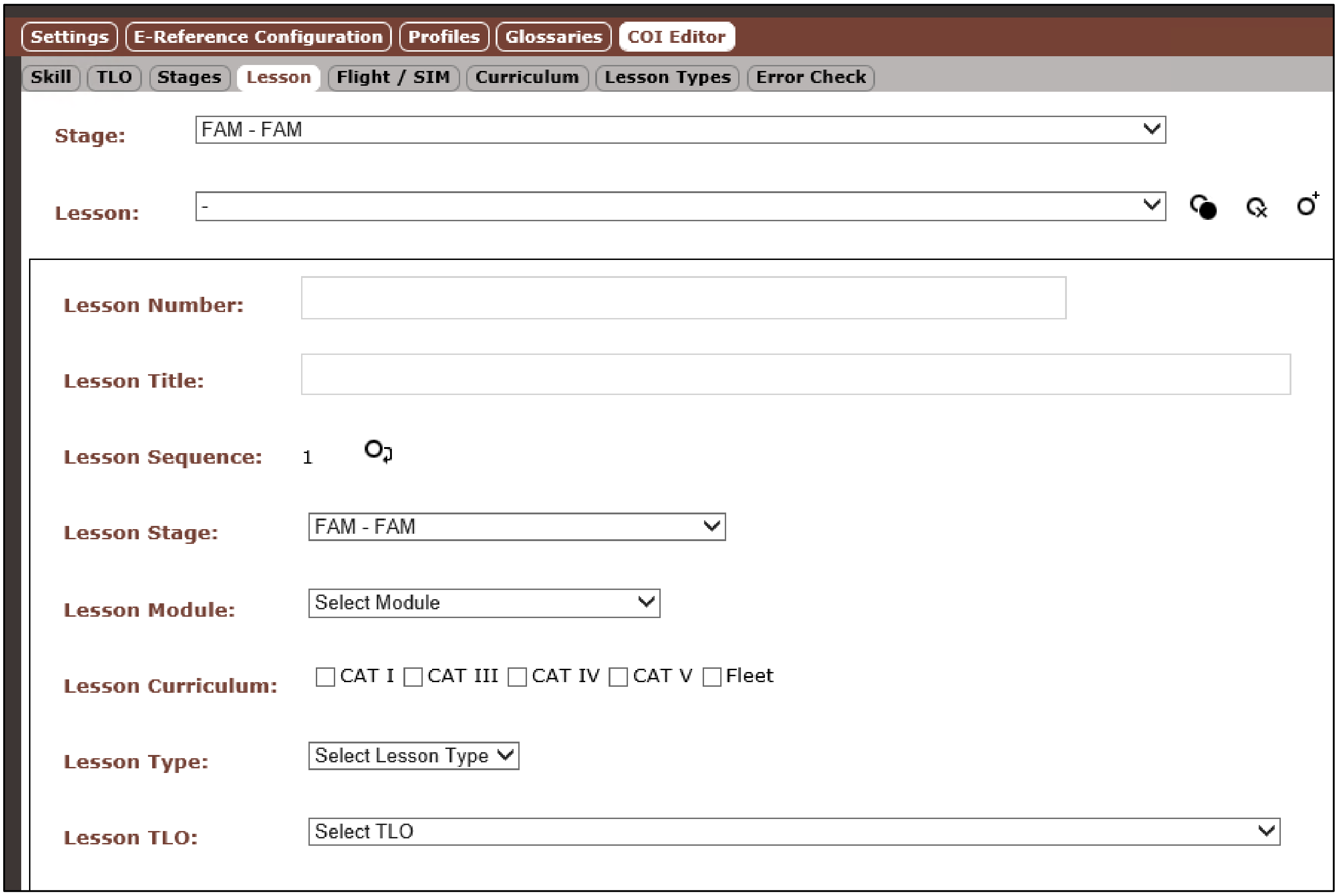
4.3.5.7 Lesson Tab

After stages have been entered for the project, the next thing the project will need to do is define the lessons and flight events for each stage. To add, edit, and delete lesson records begin by selecting the “Lessons” tab and then the desired stage drop-down menu.

4.3.5.7.1 *Add Lesson*

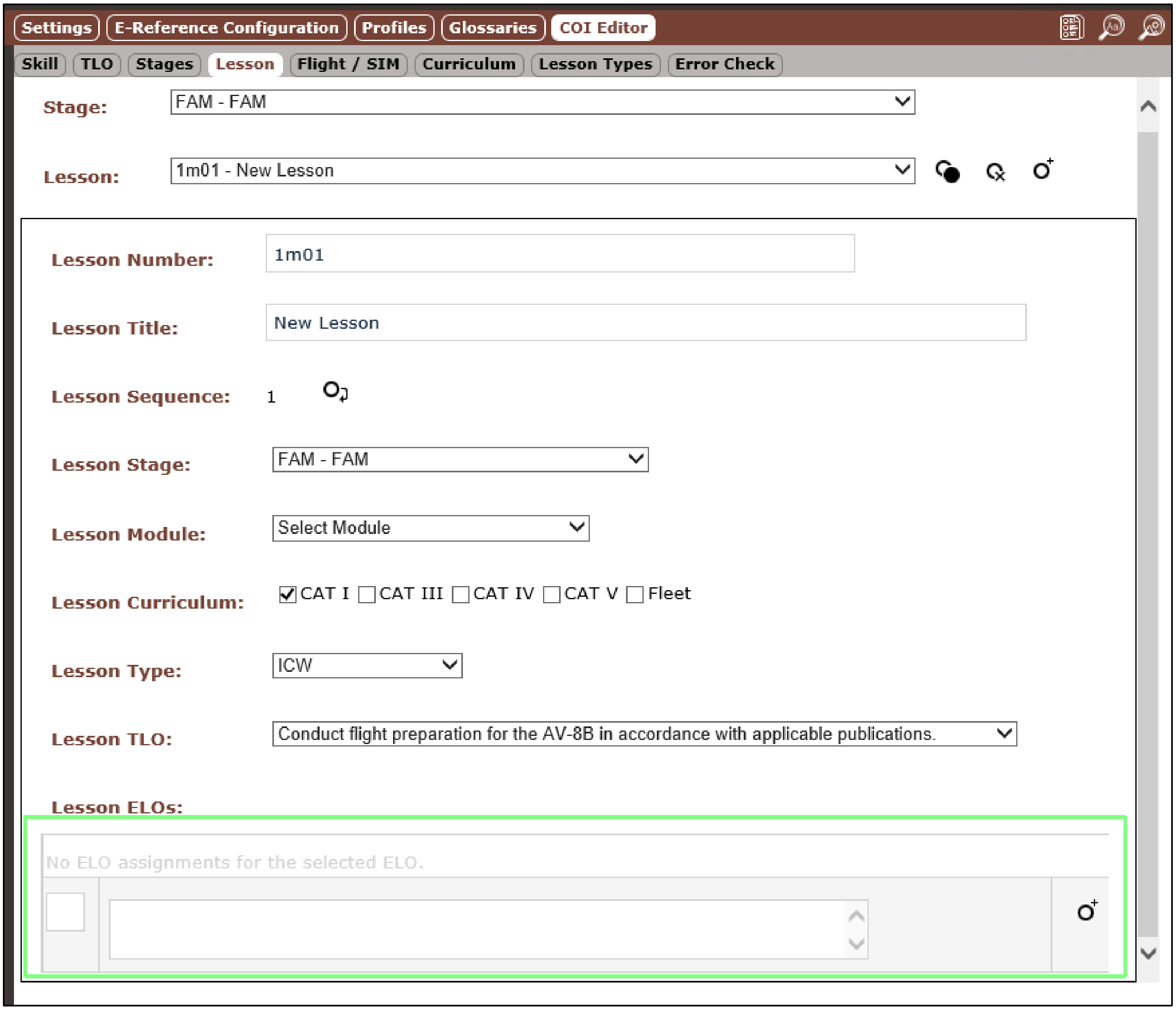
To add a lesson, select the “Add Lesson” button.

A new form will be available to enter the lesson number, lesson title, curriculum, lesson module (if applicable), lesson type, and TLO. Click anywhere outside of the text areas to save the changes.



Add Lesson

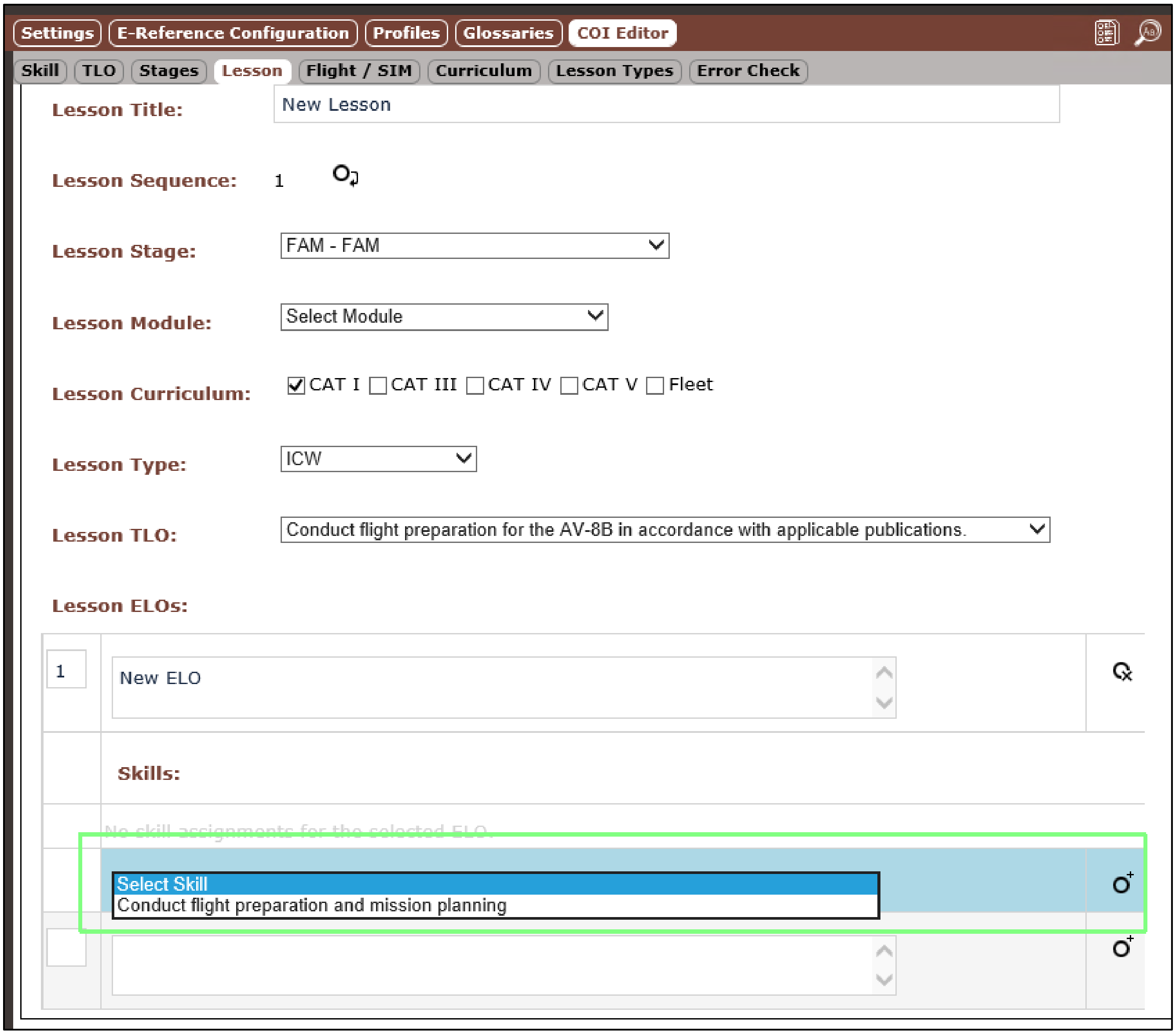
Next, enter ELOs for the lesson by entering the desired sequence the ELO will be taught within the lesson and the ELO text within the “Lesson ELOs” section of the form. Select the “Add Lesson ELO” button to add the ELO.



Add Lesson ELO Form

If skills were added for the selected TLO then you will need to enter the skill relationships for the ELOs.

After the ELO is added, a drop-down menu will appear with all child skills for the lesson TLO after selecting the "Add Skill" link. These skills are assigned to the TLO from the TLO tab. If desired skills do not appear in the drop-down menu, revisit the TLO tab to assign them to the TLO.



Add ELO Skill Form

To add the skill for the ELO, select the skill from the dropdown menu and then select the "Add ELO Skill" button.

ELO skills can be removed at any time by selecting the "Delete Skill" button next to the skill record. This deletion does not delete the actual skill record and only deletes the ELO reference to the skill. To remove the actual skill record you will need to visit the TLO tab and remove the TLO reference for the TLO and then the Skills tab to remove the skill.

4.3.5.7.2 *Edit Lesson*

Lessons can also be edited at any time from the Lesson tab. Simply change any of the fields on the form and select outside of the text area to update the values.

There are several things to keep in mind when making lesson changes. First, if ELO text is changed, ensure the skill selected for the ELO still reflects the ELO. When deleting an ELO, first ensure the skill selected is covered in another ELO either in the same lesson or another lesson. An easy way to do this is to navigate to the skill overview section within the

COI report output. If these skills are not considered during ELO deletions or modifications then this could result in a flight event flying a task that was no longer taught.

The figure below shows a page from the skill overview section of the COI report. If the ELO from this example was deleted or changed drastically, “Describe an ejection seat preflight”, this would then result in a task “Ejection seat preflight” flown without first being taught.

TLO: Operate the AV-8B ejection seat in accordance with the NATOPS Manual.

Contains the following skill(s):

Perform ejection seat preflight

Lesson / ELO Skill Reference	
(FAM) 2m19	Describe an ejection seat preflight.

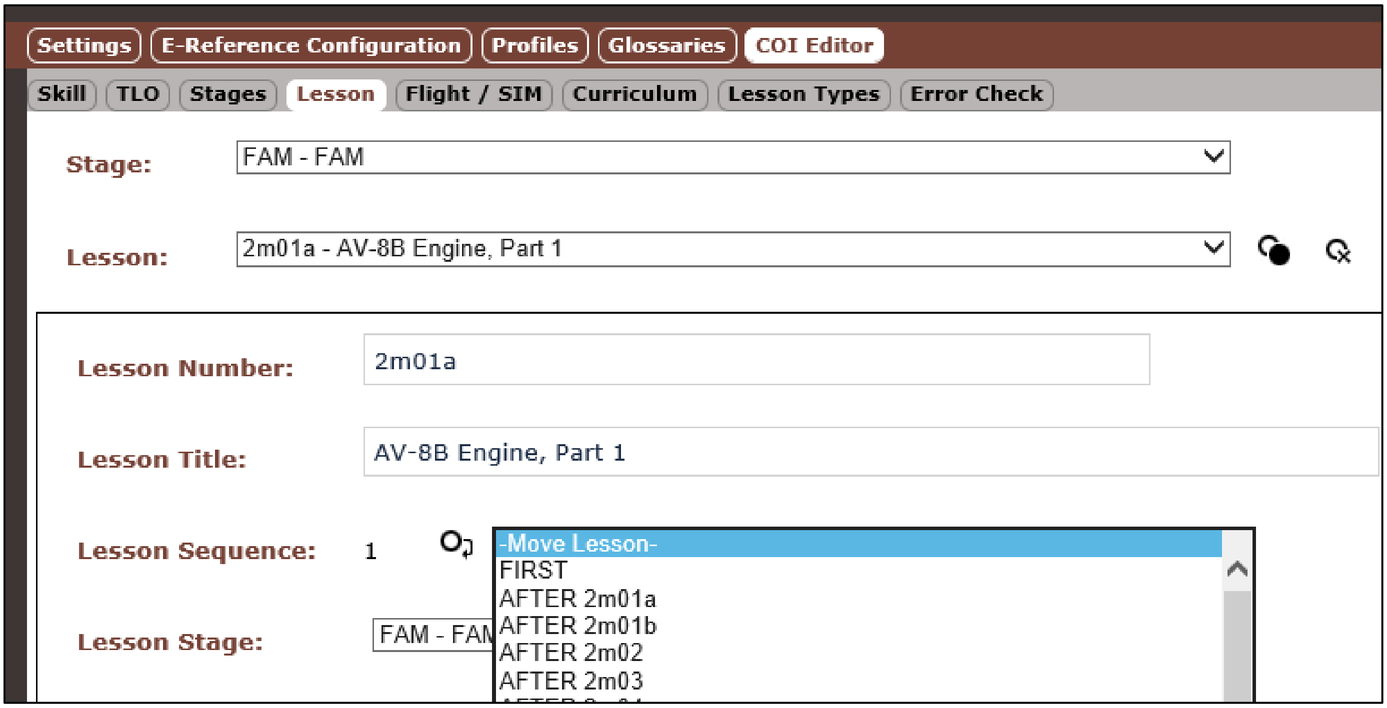
Flight / SIM Skill Reference		
FAM 1113	Ejection seat preflight	I

Skill Overview Section in COI Report

The final thing to consider is lesson and ELO movement to other stages. You will need to ensure that all skills still remain taught before the student performs the flight events for these skills. If you are moving the lesson or ELOs to a stage later taught in training, careful consideration will need to be taken to ensure these flight events are moved later in the training as well. The skill overview section will be helpful in these situations as well as the skill xls charts, both available from the Project Reports area.

4.3.5.7.3 *Move Lesson*

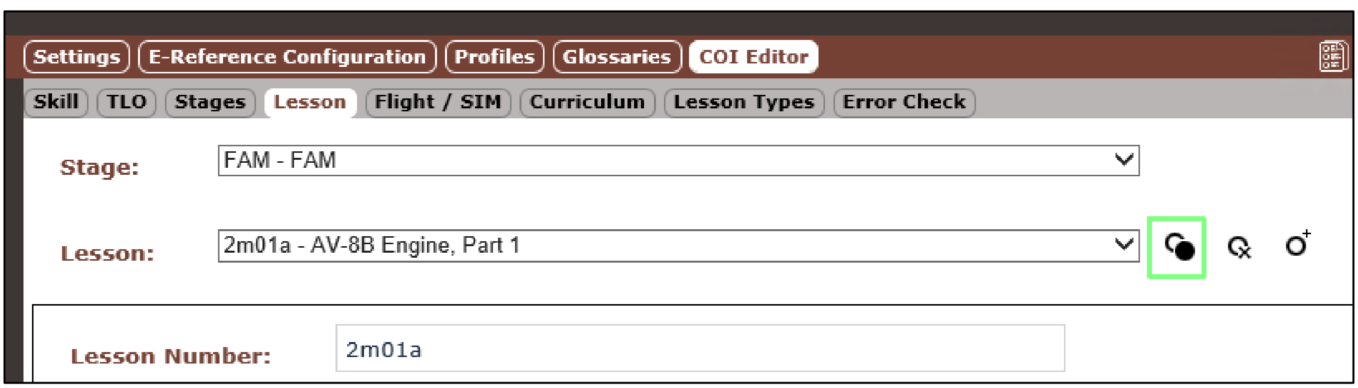
To move a lesson select the “Move Lesson” button next to the sequence label. A drop-down menu will appear to the right of the button. Select the new location from the dropdown and the lesson will then automatically move to the new location.



Move Lesson

4.3.5.7.4 *Copy Lesson*

An identical copy of the lesson record can be copied to use as a template in creating a new lesson record. To copy an existing lesson, select the lesson from the drop-down menu, and then select the "Copy Lesson" button.

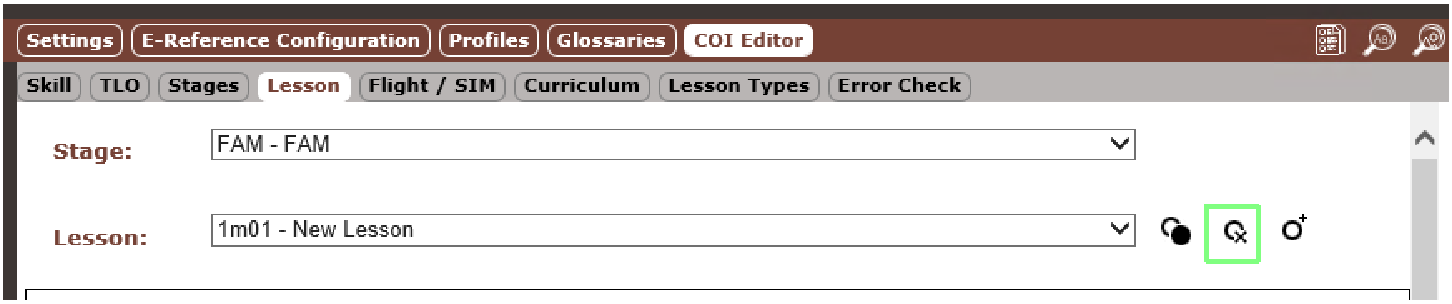


Copy Lesson

4.3.5.7.5 *Delete Lesson*

Lessons can also be deleted from the Lesson tab. To delete a lesson, select the lesson from the drop-down menu and then select the "Delete Lesson" button.

As listed above in the Edit Lesson section, you will need to ensure the skills that will be deleted as a result of the lesson deletion are evaluated and moved to other lessons to ensure the original tasks are still taught if still applicable. The skill overview section will be helpful in these situations as well as the skill xls charts, both available from the Project Reports area.



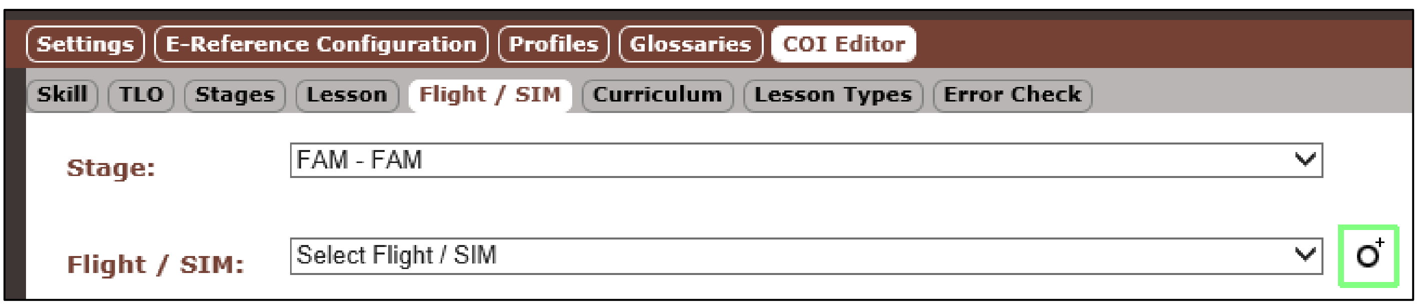
Delete Lesson

4.3.5.8 Flight /SIM Form

After stages have been entered for the project, the next thing the project will need to do is define the lessons and flight events for each stage. To add, edit, and delete Flight/SIM records, begin by selecting the “Flight / SIM” tab and then the desired stage drop-down menu.

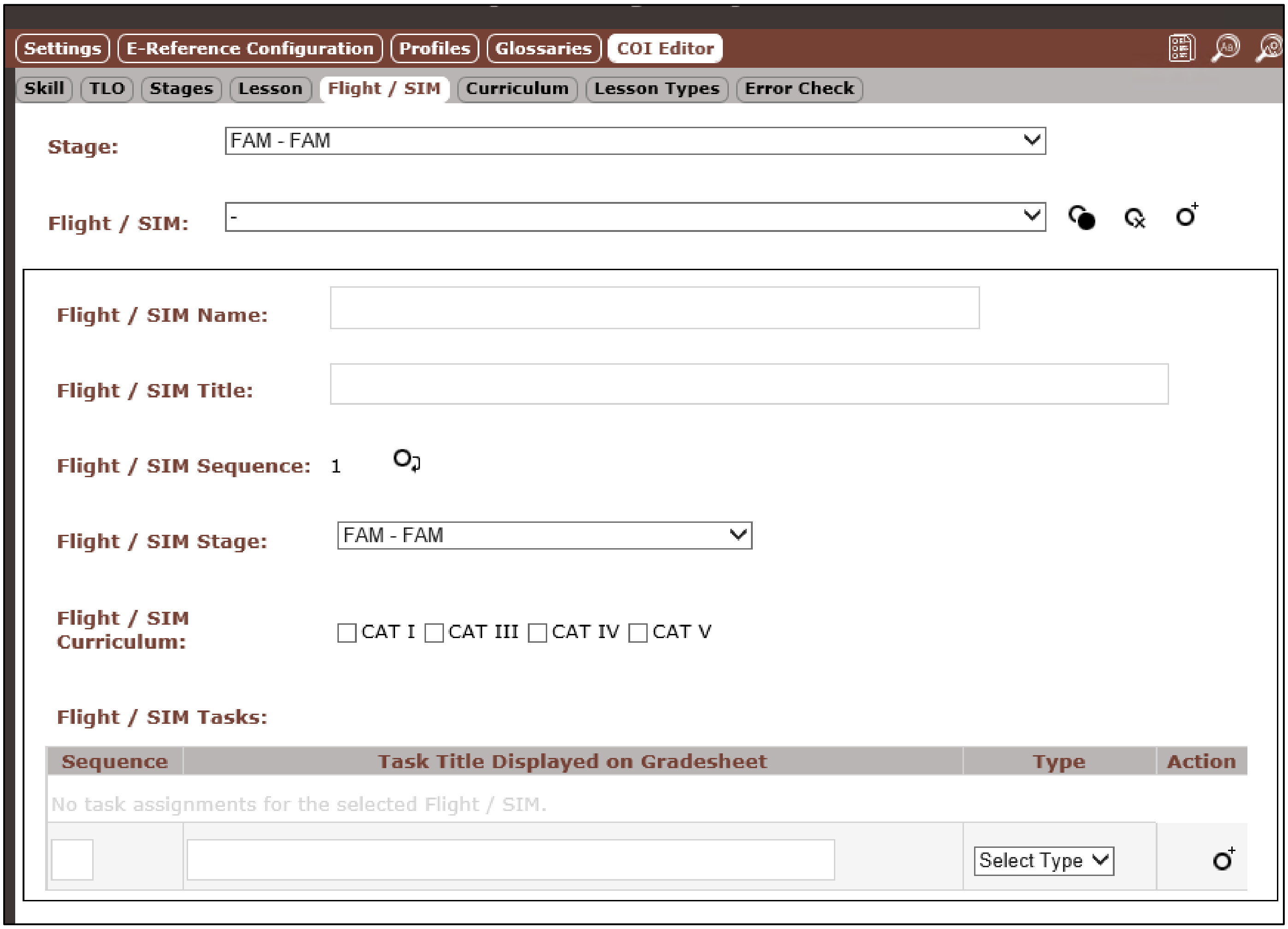
4.3.5.8.1 *Add Flight/SIM*

To add a flight / SIM, select the “Add Flight” button.



Add Flight / SIM

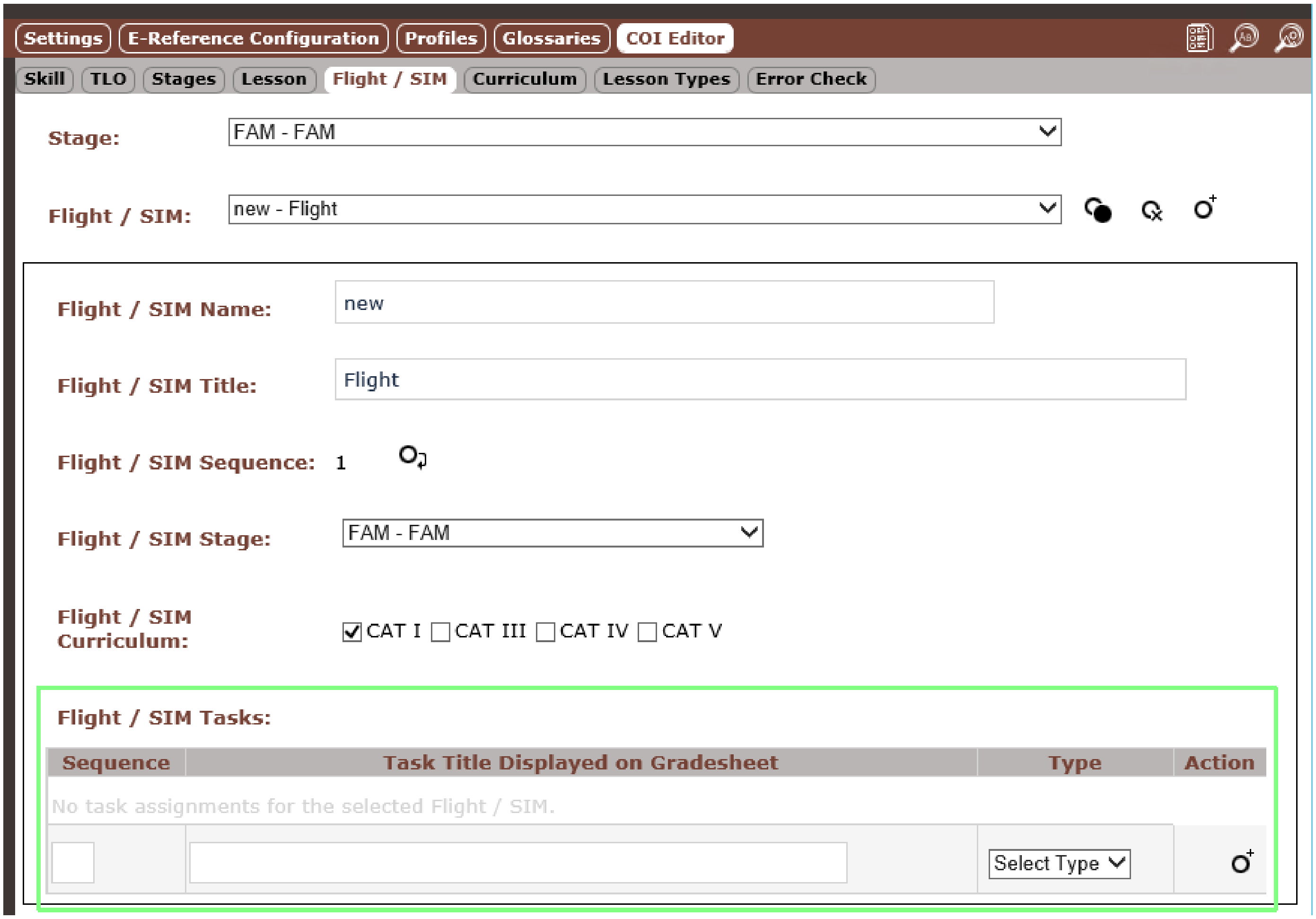
A new form will be available to enter the flight name, flight title, and curriculum. Click anywhere outside of the text areas to save the changes.



Add Flight / SIM

Next, enter tasks for the event within the "Flight / SIM Tasks" section of the form. These tasks will fall under one of the following categories (Introduce, Review, Evaluate, or Not Graded).

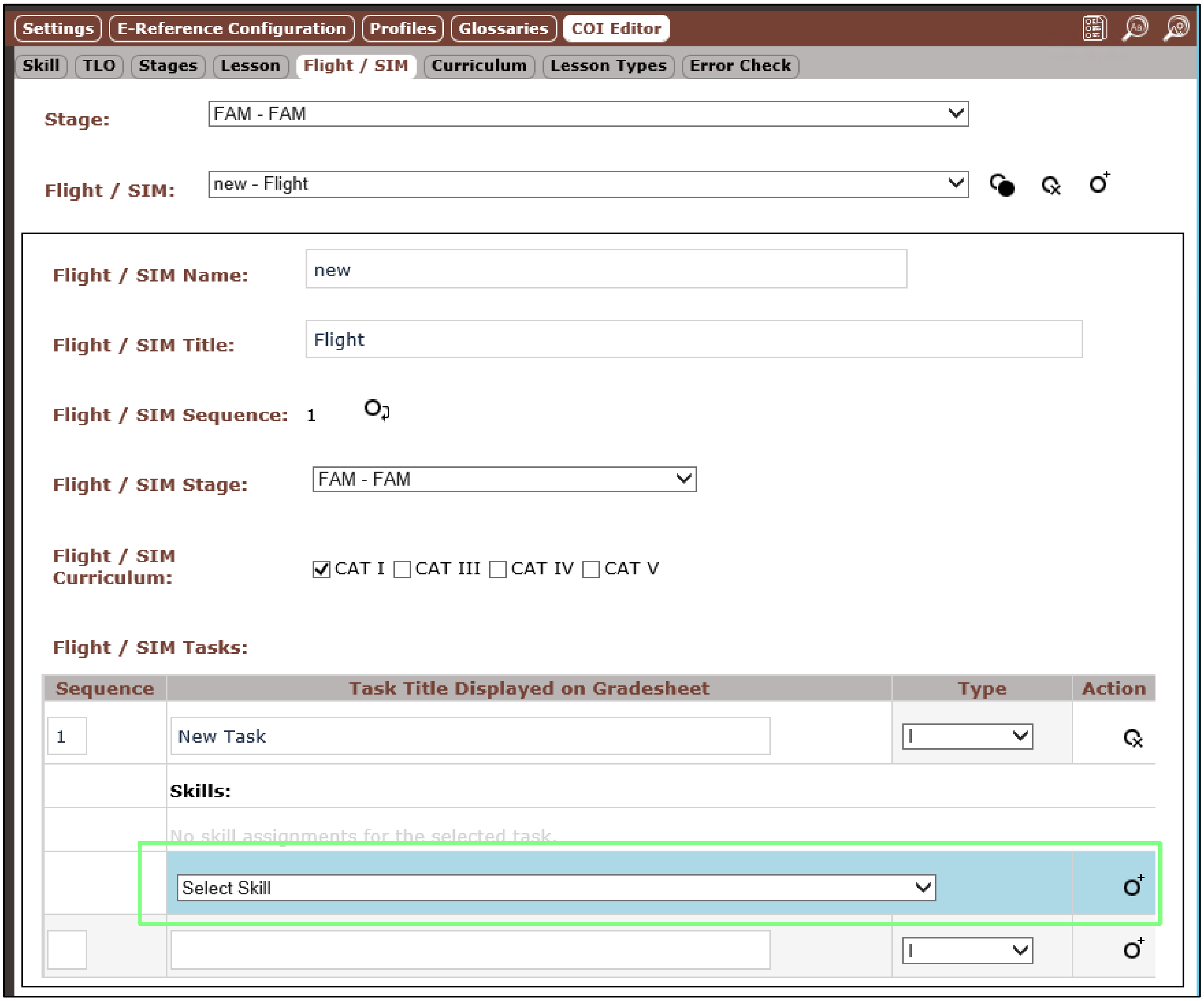
Enter the sequence the task will appear on the gradesheet, the task title displayed on the gradesheet, and the type of task (Introduce, Review, Evaluate, or Not Graded). If it is the first time a student will practice a task, it is designated as a Type I for Introduce. Subsequent practices are designated as a Type R for Review. Tasks that are tested are designated as a Type E for Evaluation. Select the "Add Flight Task" button to add the task.



Add Flight/SIM Task

If skills have been added for the project, enter the skill reference for each of these tasks by selecting the "Add Skill" link. Select the skill from the skill drop-down menu and then select the “Add Task Skill” button.

Skills can be removed at any time by selecting the “Delete Skill” button next to the skill record. This deletion does not delete the actual skill record and only deletes the task reference to the skill. To remove the actual skill record you will need to visit the Skills tab to remove the skill.



Add Flight/SIM Task Skill

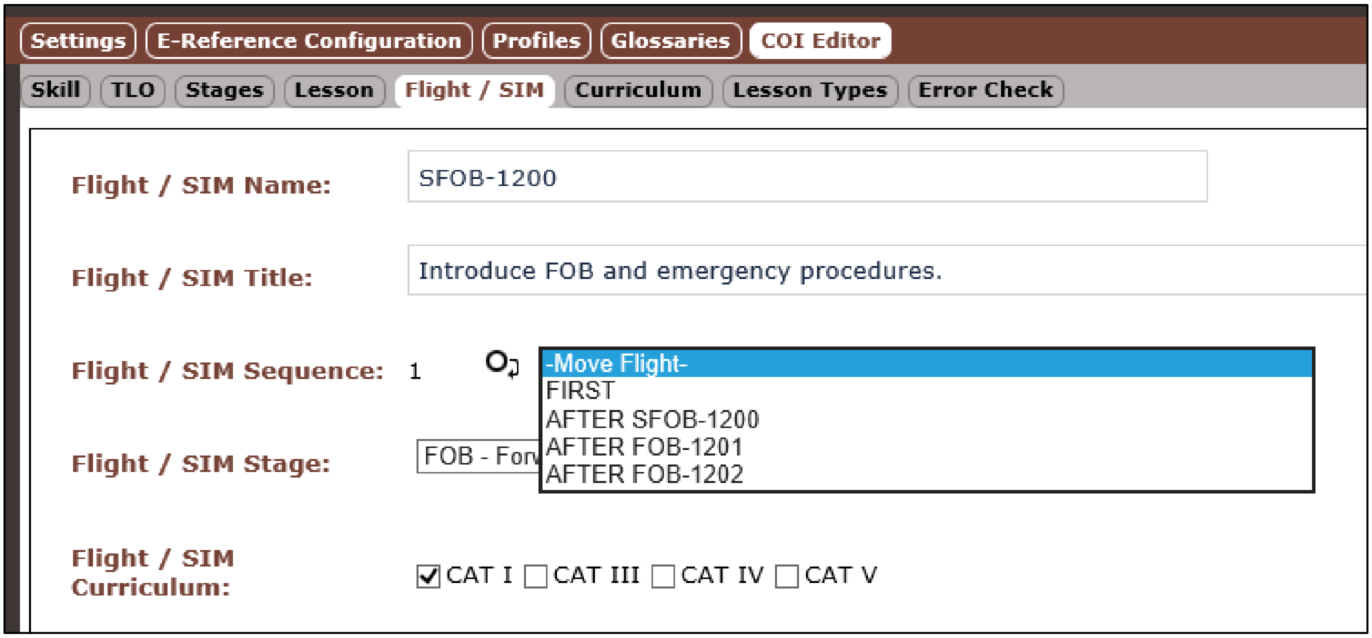
4.3.5.8.2 *Edit Flight / SIM*

Flight events can also be edited from the Flight/SIM tab. Simply select the desired flight / SIM from the drop-down menu, and then change any of the fields on the form. Click anywhere outside of the text areas to save the changes.

For any flight event movements to other stages of training, you will need to ensure that all skills still remain taught before the student performs the flight events for these skills. If you are moving the flight event or tasks to an earlier stage in training, careful consideration will need to be taken concerning the lessons to ensure they are moved earlier in the training as well. The skill overview section will be helpful in these situations as well as the skill xls charts, both available from Project Reports area.

4.3.5.8.3 *Move Flight / SIM*

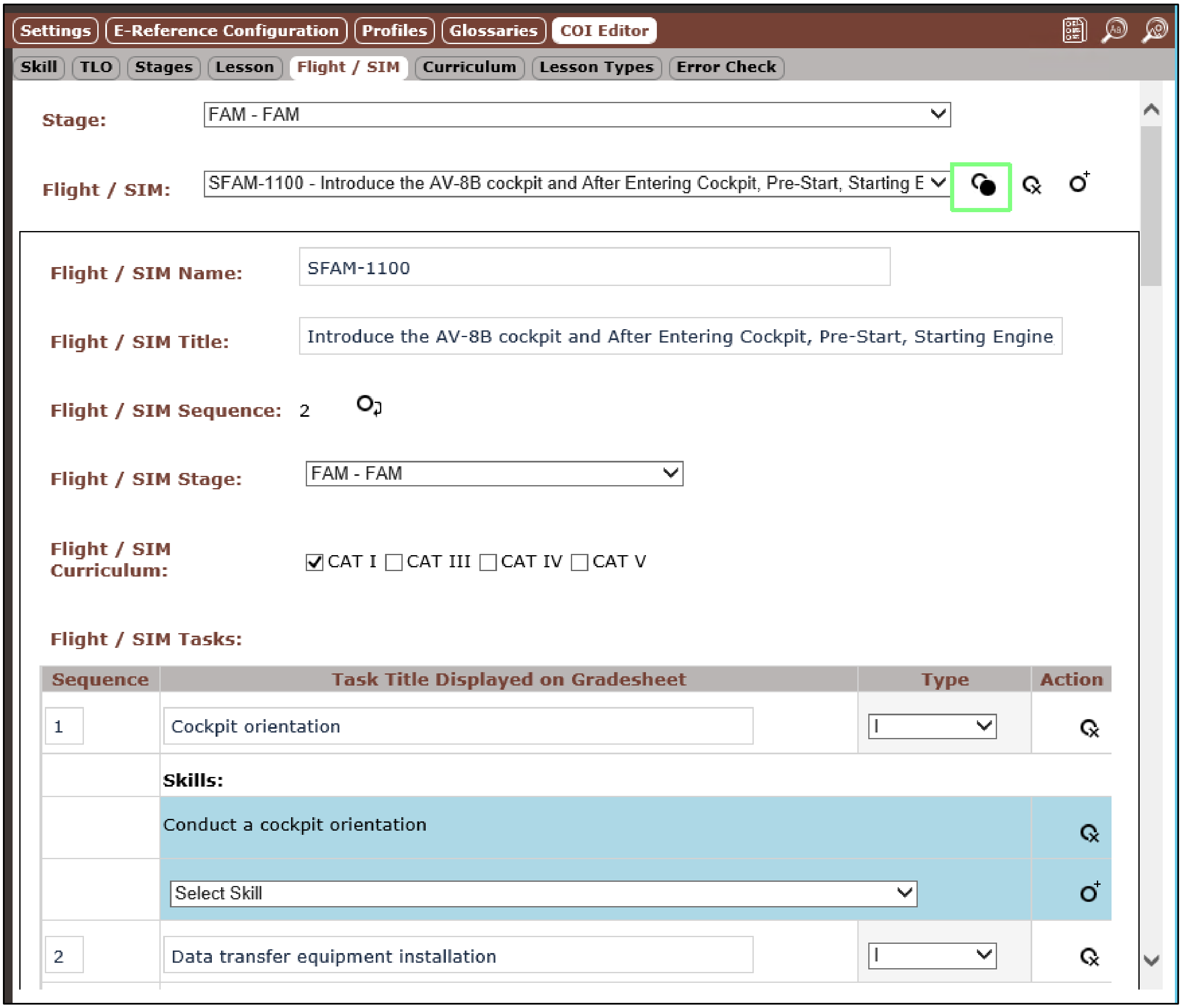
To move a flight / SIM select the "Move Flight" button next to the sequence label. A drop-down menu will appear to the right of the button. Select the new location from the dropdown and the flight / SIM will then automatically move to the new location.



Move Flight / SIM

4.3.5.8.4 *Copy Flight / SIM*

Certain flight events are very similar and instead of creating these from scratch you can copy an existing event to edit. To do this, locate the flight you would like to copy from the flight / SIM drop-down menu and then select the "Copy Flight" button.

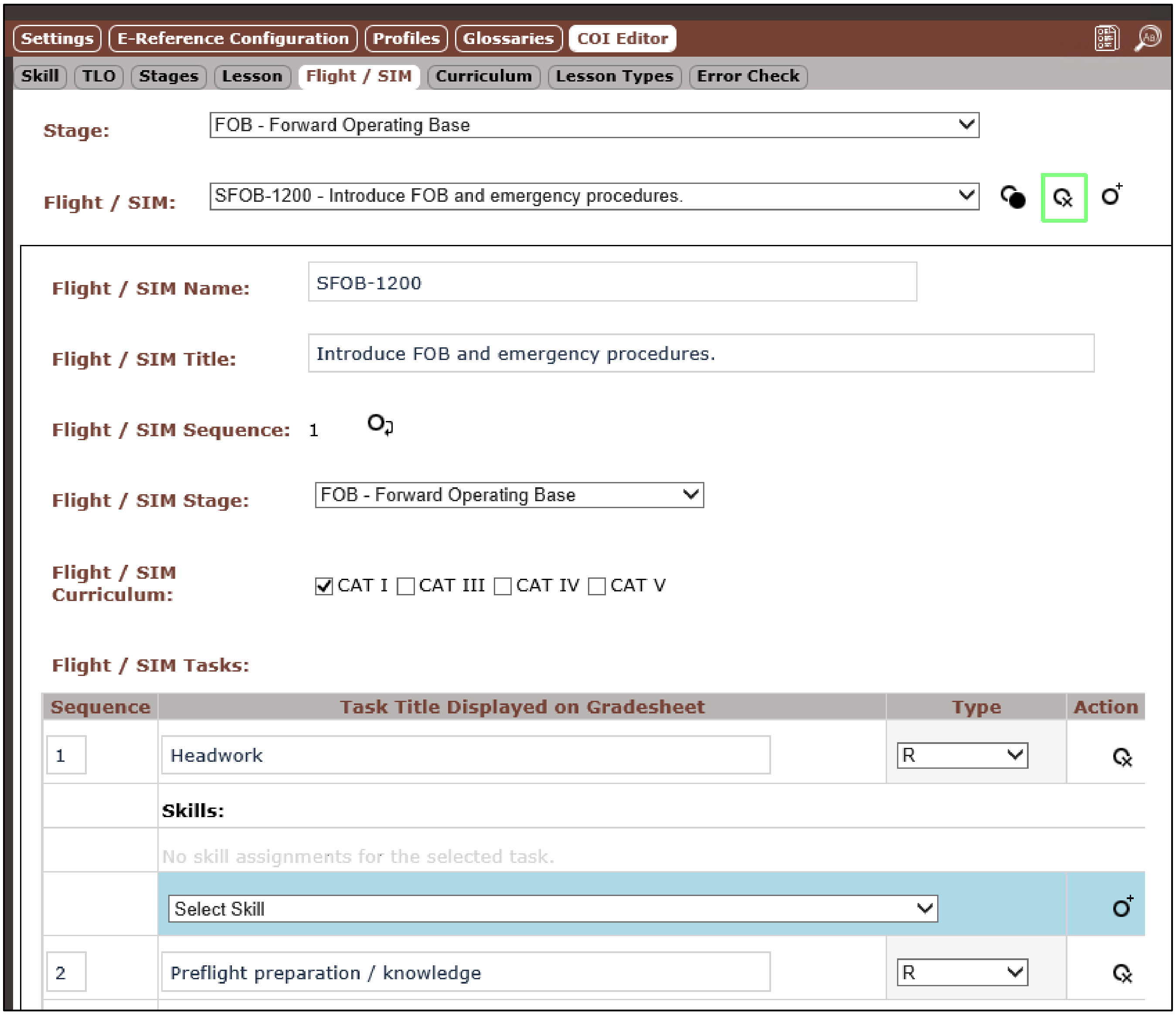


Copy Flight / SIM

4.3.5.8.5 *Delete Flight/SIM*

Flight events can also be deleted from the Flight/SIM tab. To delete a flight event, locate the event within the flight / SIM drop-down menu and then select the “Delete Flight” button.

Before deleting a flight event, the referenced skills should be evaluated to ensure they exist in other flights if they are still applicable to the training program.



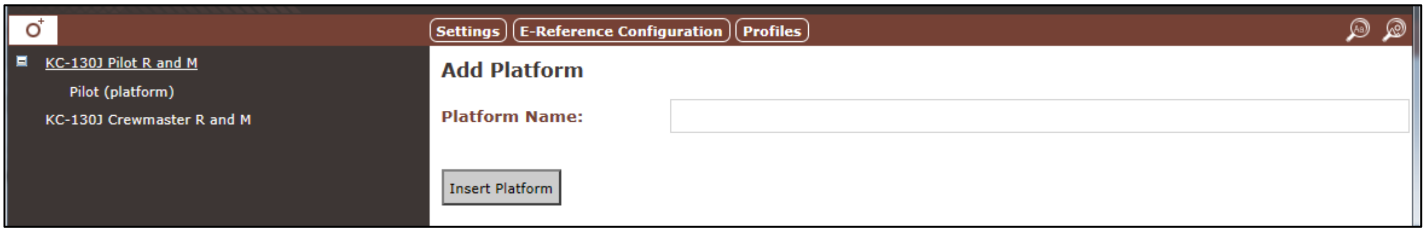
Delete Flight / SIM

4.4 Platform

The platform is the top most “tree” item for the project. This is typically a repeat of the project name, but could be used for more detailed grouping within the project.

4.4.1 Add Platform

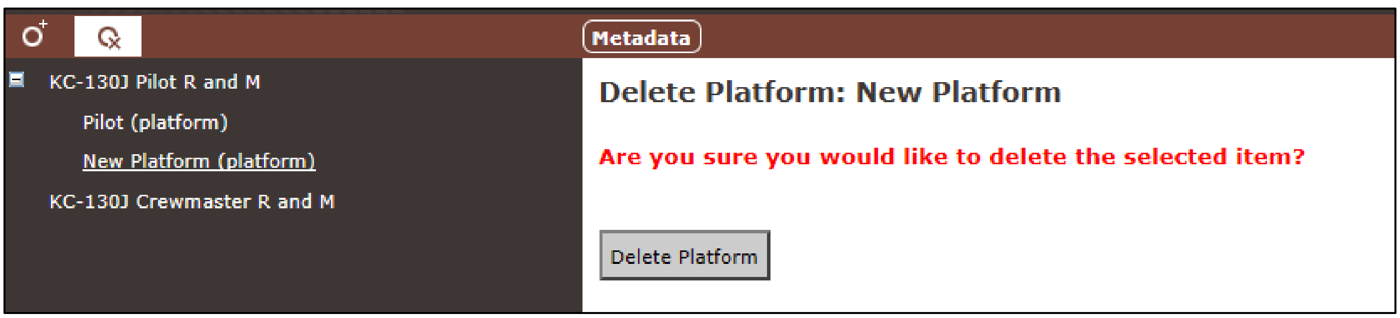
Select the project node (top item) within the treeview, and then select the Add button. An Add Platform form will display to the right of the treeview. Enter the Platform Name and select the Insert Platform button.



Add Platform

4.4.2 Remove Platform

Select the platform node within the treeview, and then select the Delete button. A Delete Platform form will display to the right of the treeview. Select the Delete Platform button to delete the platform. Note: A Delete button will not be available for the platform if the platform contains outlines.



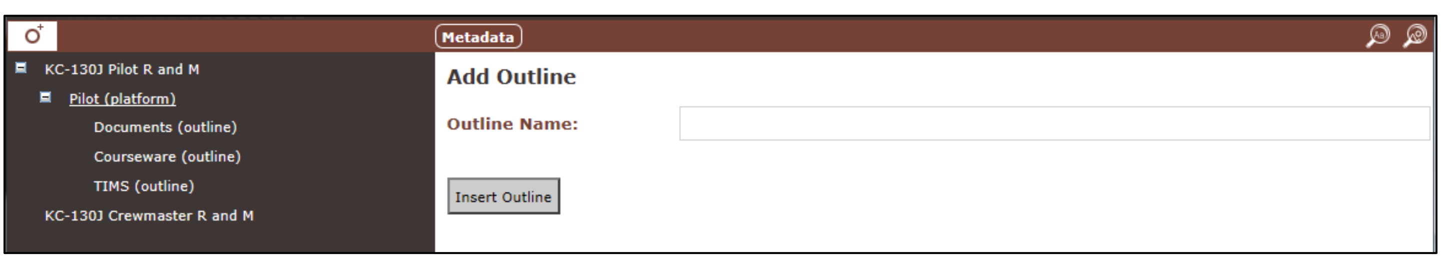
Remove Platform

4.5 Outlines

The outline is the next "tree" item for a platform. The outline is the container for the curriculum. A platform can contain many outlines, such as an outline for "Courseware" and an outline for "Document Deliverables". This allows more flexibility when grouping to separate other deliverables from the student curriculum.

4.5.1 Add Outline

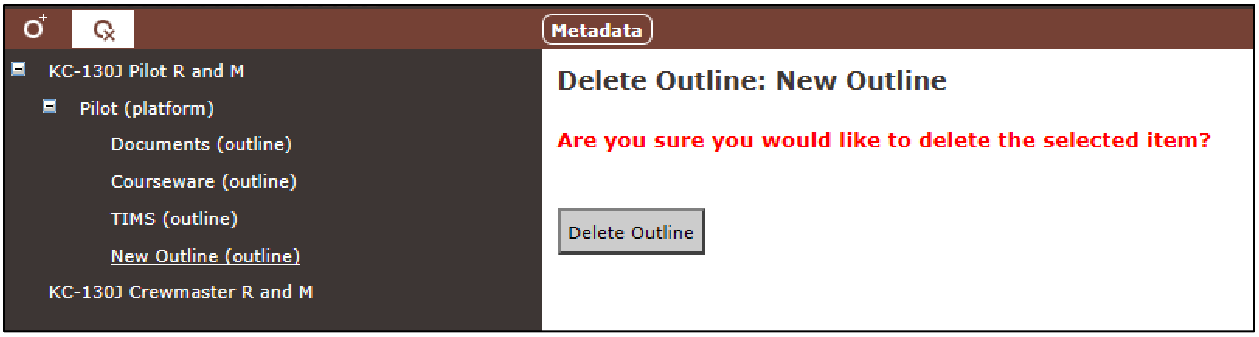
Select the platform node within the treeview and then select the Add button. An Add Outline form will display to the right of the treeview. Enter the Outline Name and select the Insert Outline button.



Add Outline

4.5.2 Remove Outline

Select the outline node within the treeview and then select the Delete button. A Delete Outline form will display to the right of the treeview. Select the Delete Outline button to delete the outline. Note: A delete button will not be available for the outline if the outline contains curriculum items.



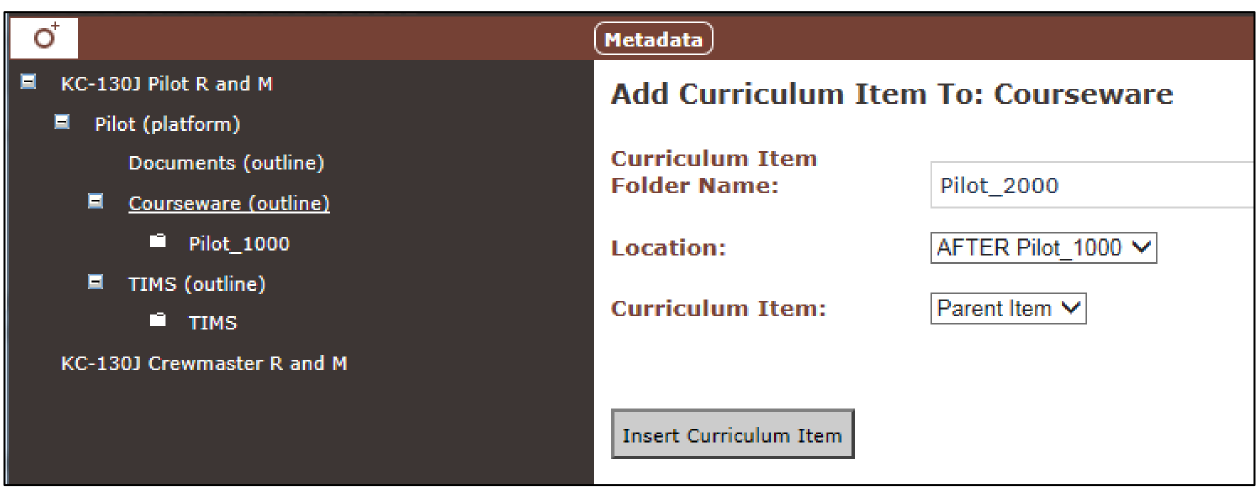
Remove Outline

4.6 Curriculum Item

Curriculum items are added to an outline. The top most curriculum items would reflect the stages or courses in a curriculum and the bottom most items would reflect the actual Sharable Content Object (SCO). A SCO is typically a lesson.

4.6.1 Add Top Curriculum Item

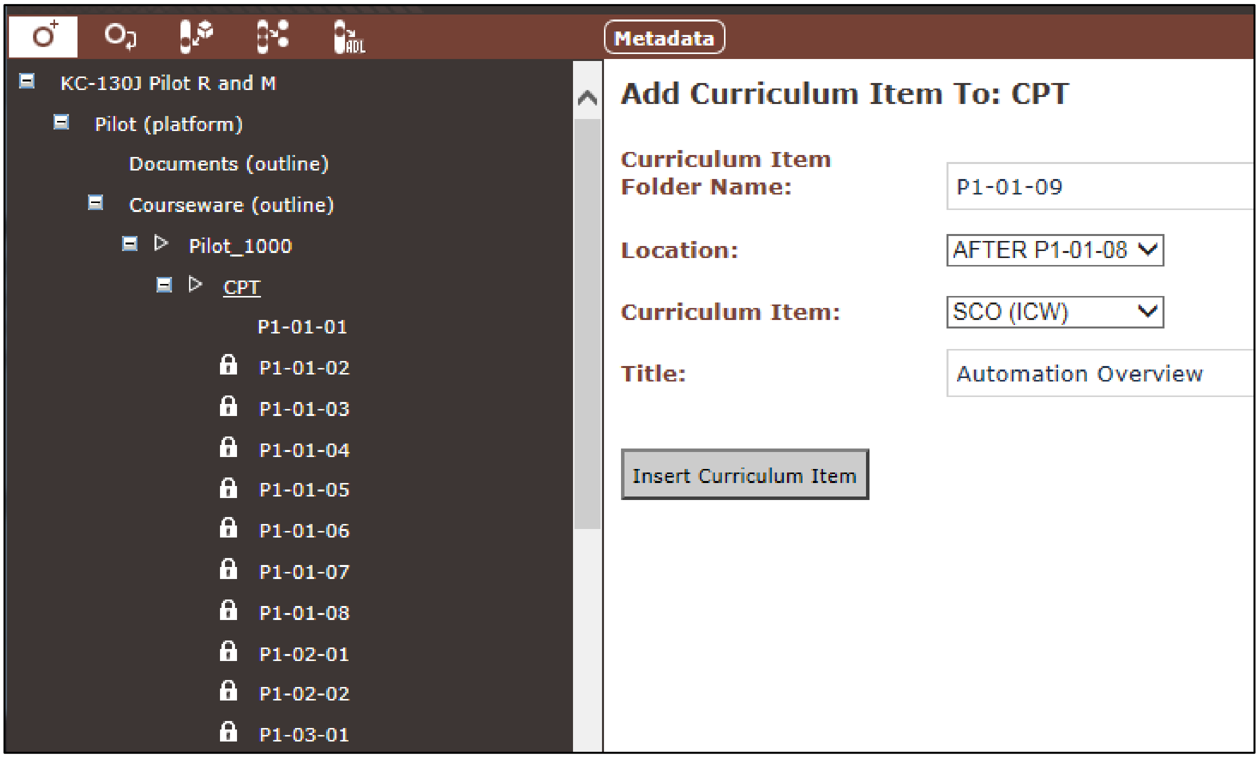
Select the outline node within the treeview and then select the Add button. An Add Curriculum Item form will display to the right of the treeview. Enter the Curriculum Item Folder Name, select the location, and then select the Insert Curriculum Item button. Note: A curriculum item is added as a folder within the file system. Any invalid folder characters will be replaced with a dash ("-").



Add Curriculum Item

4.6.2 Add SCO Curriculum Item

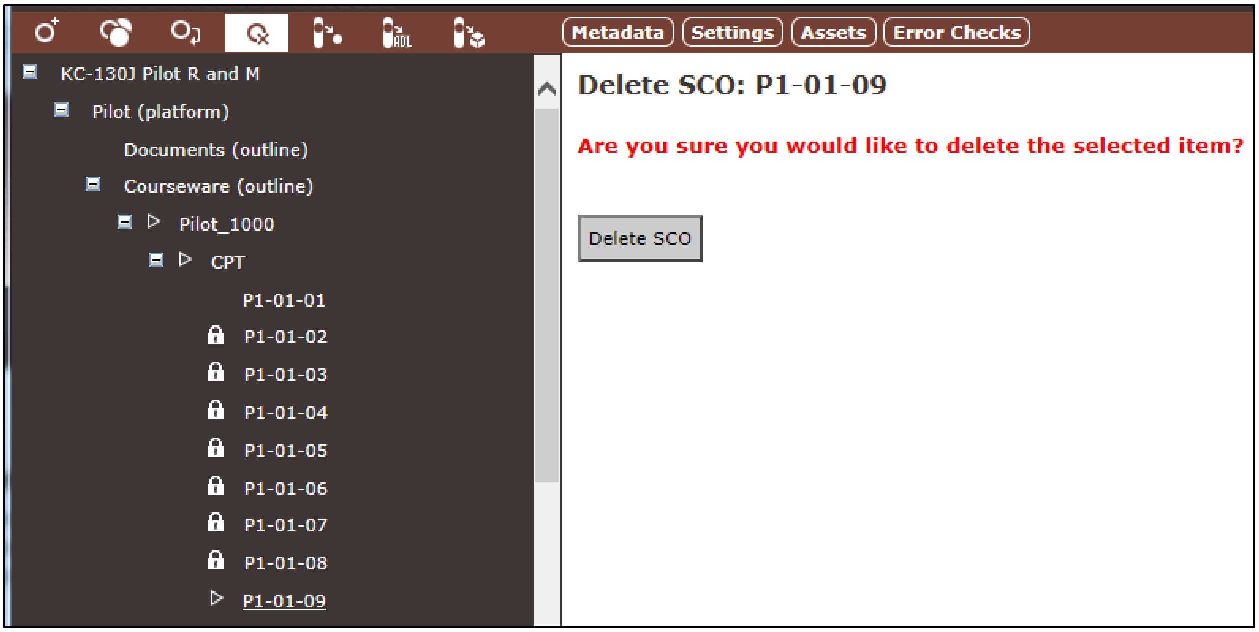
Select the top / parent curriculum node within the treeview, and then select the Add button. An Add Curriculum Item form will display to the right of the treeview. Enter the Curriculum Item Folder Name, select the location, select a SCO item from the Curriculum Item drop-down menu, and then select the Insert Curriculum Item button. Note: A curriculum item is added as a folder within the file system. Any invalid folder characters will be replaced with a dash ("-").



Add SCO

4.6.3 Remove Curriculum Item

Select the curriculum node within the treeview and then select the Delete button. A Delete form will display to the right of the treeview. Select the Delete Curriculum Item or Delete SCO button to delete the curriculum item. Note: A delete button will not be available for a top curriculum item if the item contains SCOs.



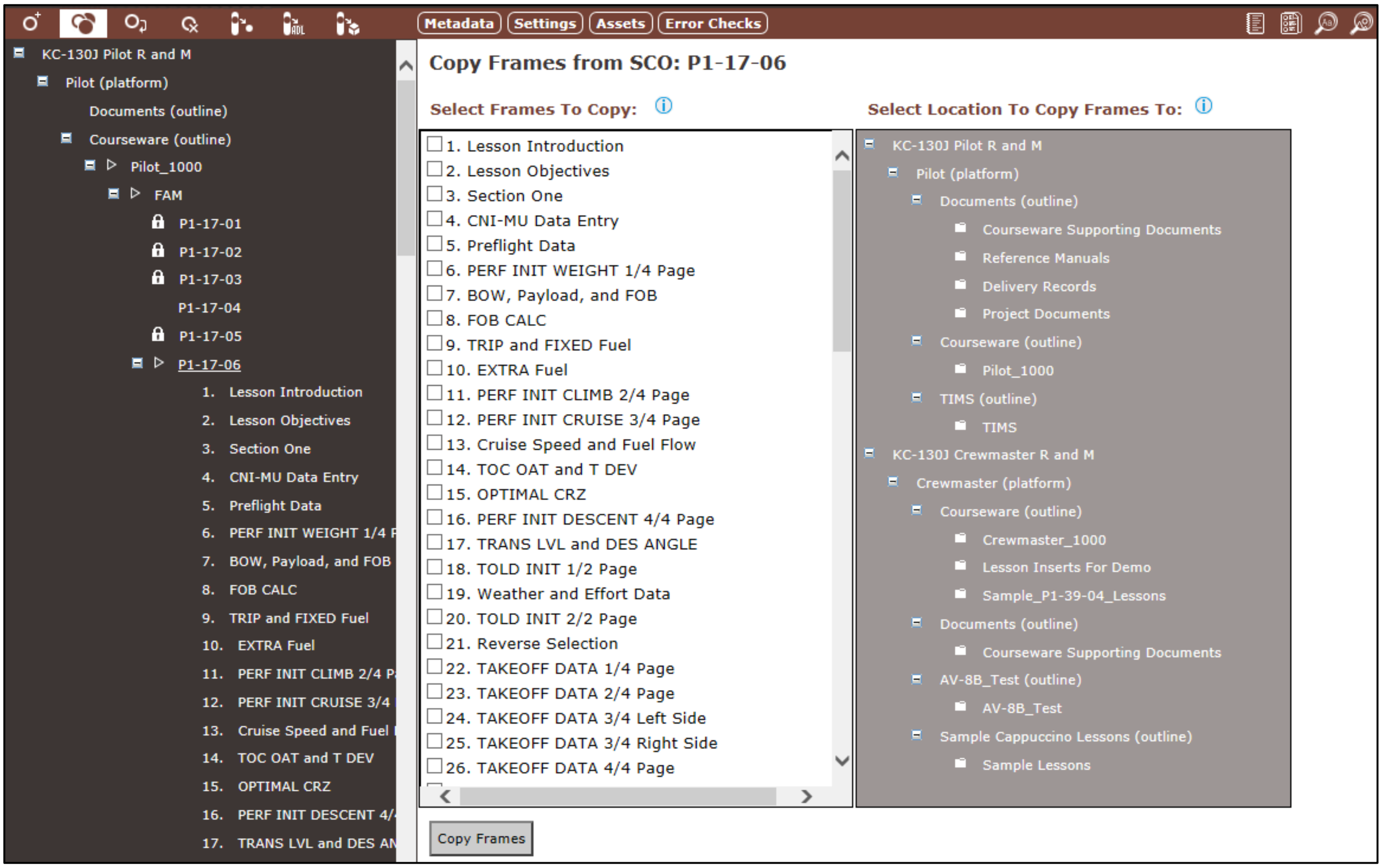
Remove Curriculum Item

4.6.4 Restore Curriculum Item / SCO

If the curriculum item removed is a SCO, an IME archive will automatically be created within the "sco_packages" folder within the IME folder structure in the following format: _archive_[date/timestamp]_[SCO name]_IME_import_package.zip. This file can then be imported using the IME import action later if desired. Refer to the "IME Folder Structure" section of the MELD Administrator Guide for more information concerning the folder structure.

4.6.5 Copy Frames

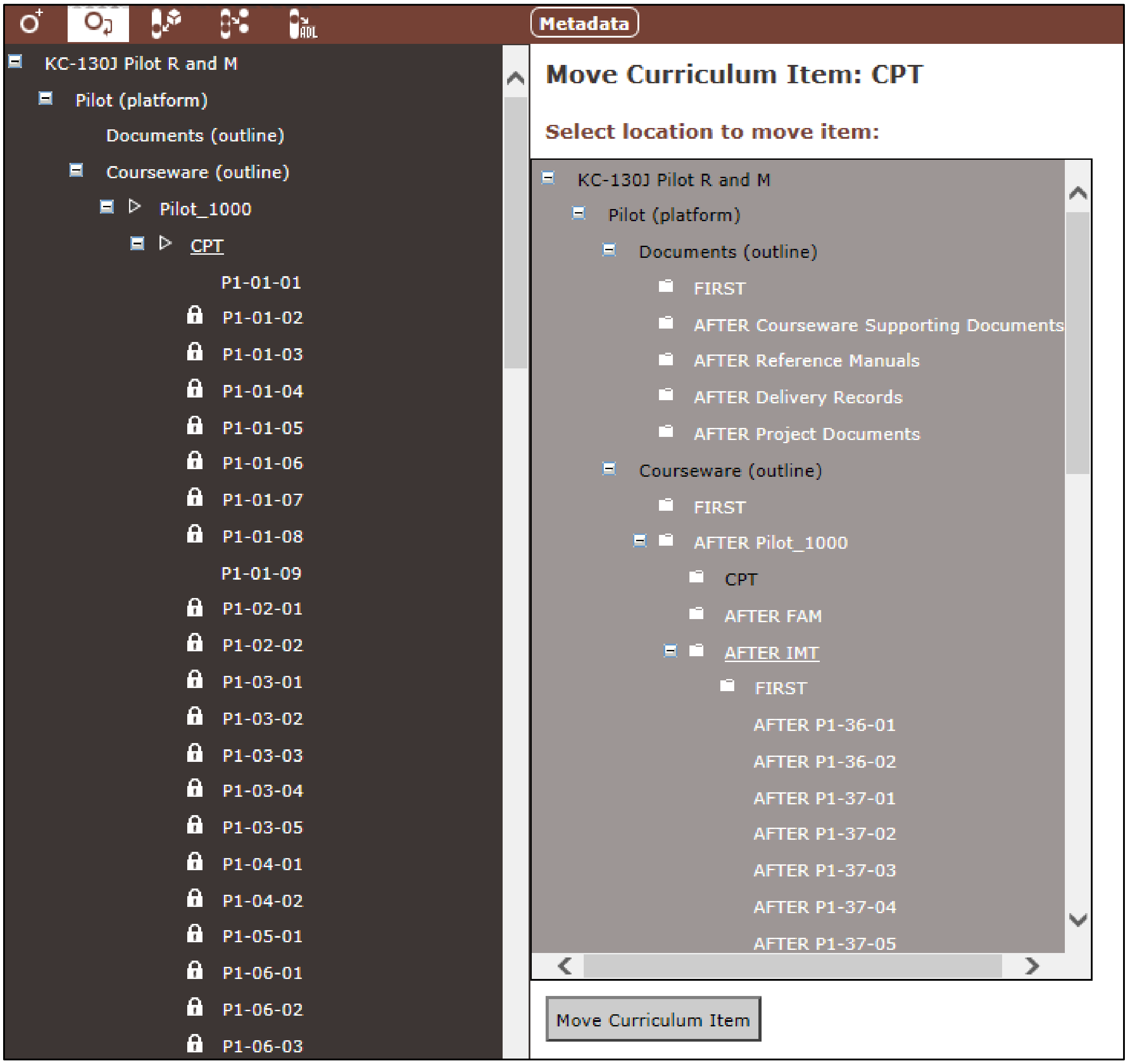
If a SCO is selected within the treeview, a Copy Frames action is available. Select the frames to copy and then the location to copy the frames to. A frame or SCO are the only selections allowed for the copy location.



Copy Frames

4.6.6 Move Curriculum Item

Select the curriculum node within the treeview and then select the Move button. A Move Curriculum Item form will appear. Select the location to move the item, and then select the Move Curriculum Item button. All available locations for movement will display in white.



Move Curriculum Item

4.6.7 Export SCO Curriculum Item

Select the SCO curriculum node within the treeview, and then select the Export button. The SCO is now available for review within Online Review and will contain all changes made to the SCO frames. All previously displayed blue nodes will appear white. The last exported date for the SCO, displayed in the IME footer, will update to reflect the new date.

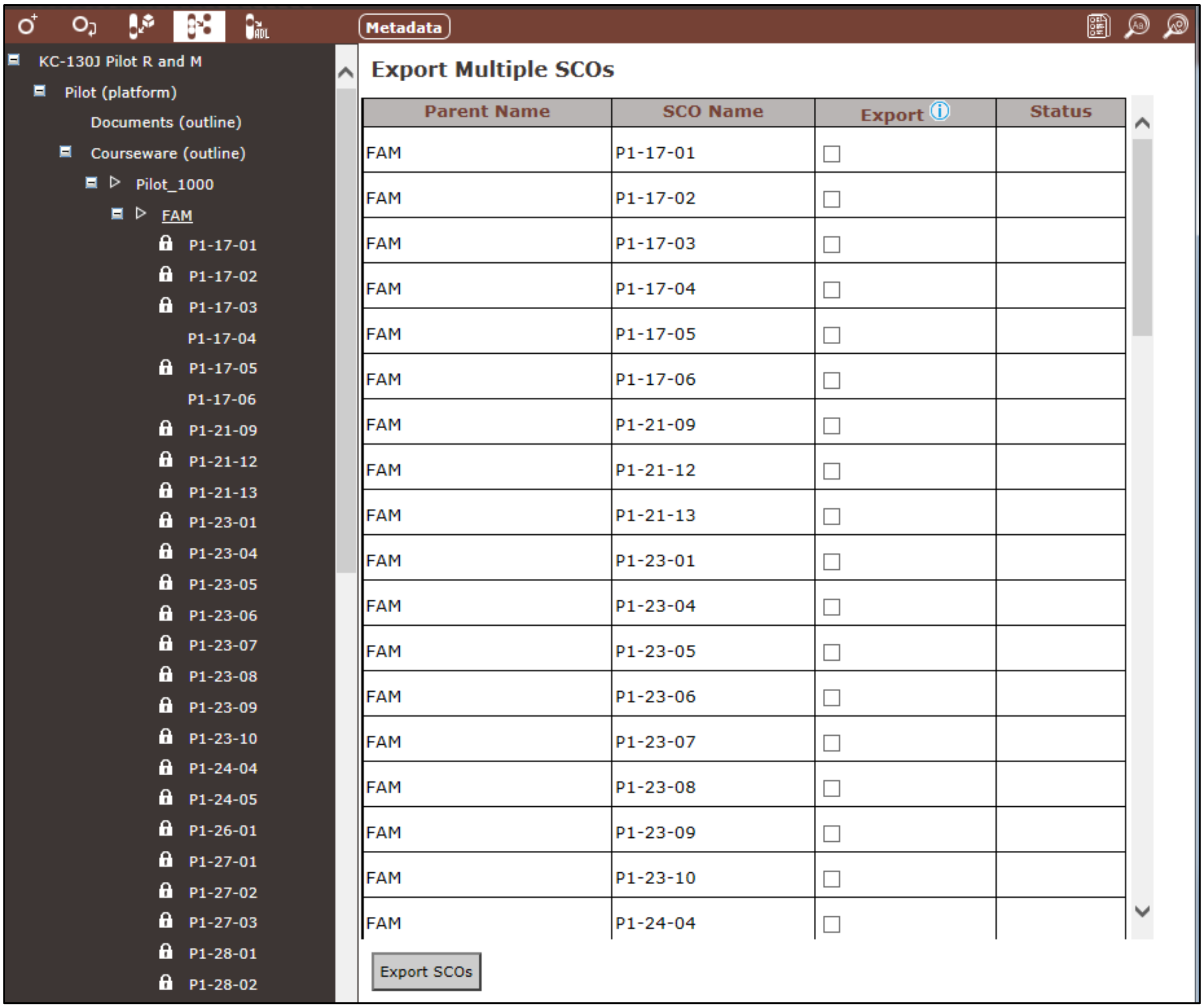
Export SCO

4.6.8 Export Multiple SCOs

If a SCO parent is selected (this is typically a stage or course of training), an Export Multiple SCOs action is available that will list all children SCOs that can be selected for export at once.

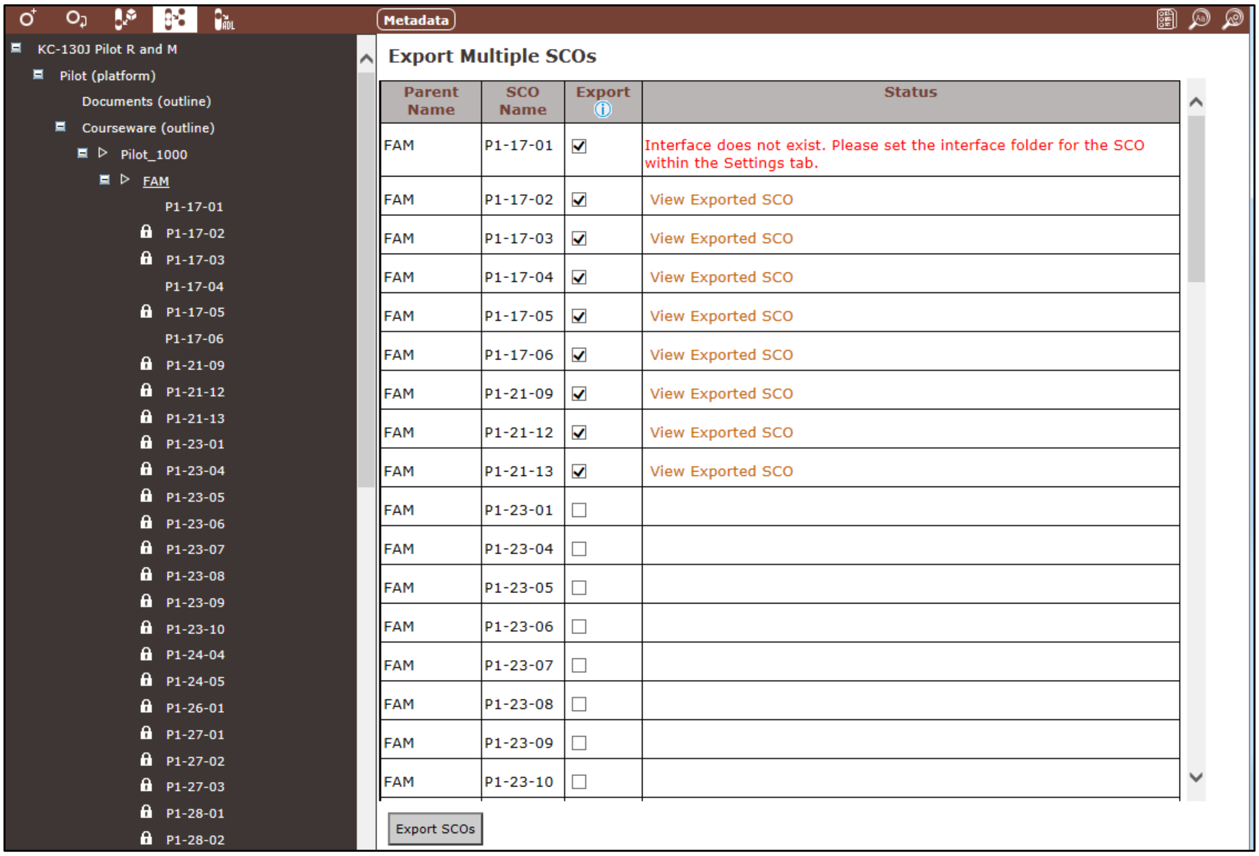
To check a range of SCOs at once, first check the box for the first SCO in the range, then select the SHIFT key, and finally check the box for the last SCO in the range.

Select the Export SCOs button when all desired SCOs have been selected. This may take several minutes depending on how many SCOs have been selected for export.



Export Multiple SCOs

The Status column will display errors found during the export. If no errors have returned, then a link to view the SCO is available.



Export Multiple SCOs – Status Column

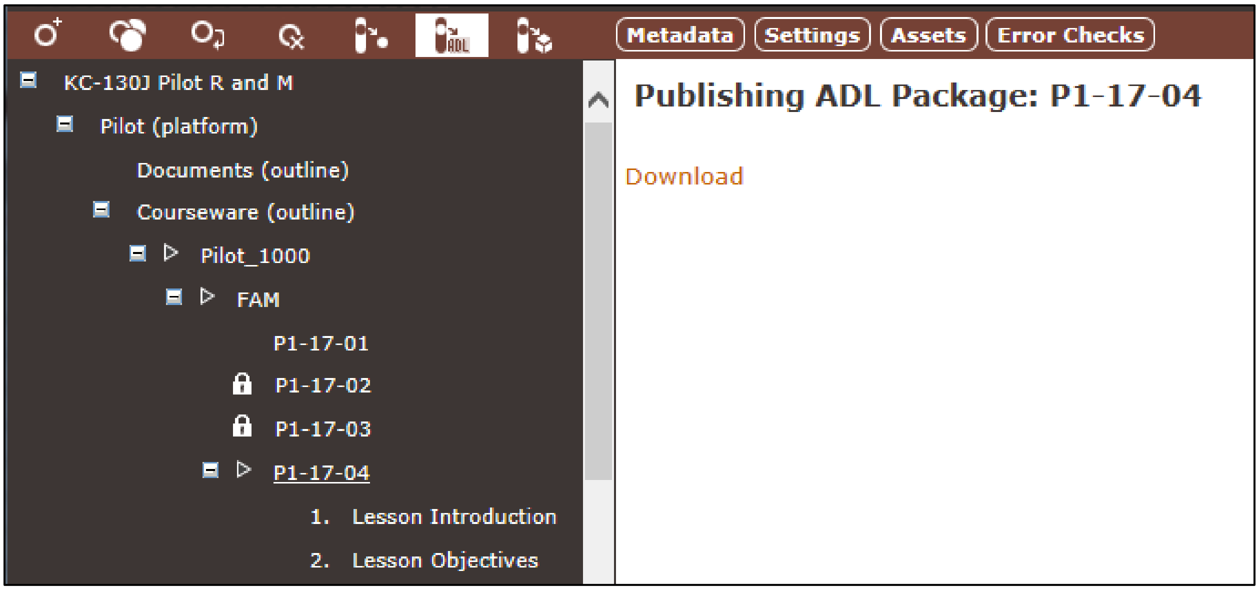
4.6.9 Package ADL for LMS Delivery

Select the SCO curriculum node within the treeview and then select the Package ADL For LMS Delivery button. A "Download" link will be available when the package is finished.

The data used to generate the ADL package is pulled from the Metadata tab for the SCO as well as the "ADL Version" value pulled from the SCO profile.

This .zip file contains all the information needed to import the SCO into an ADL conformant LMS.

Note: When packing in xAPI format, xAPI will be appended to the zip filename.



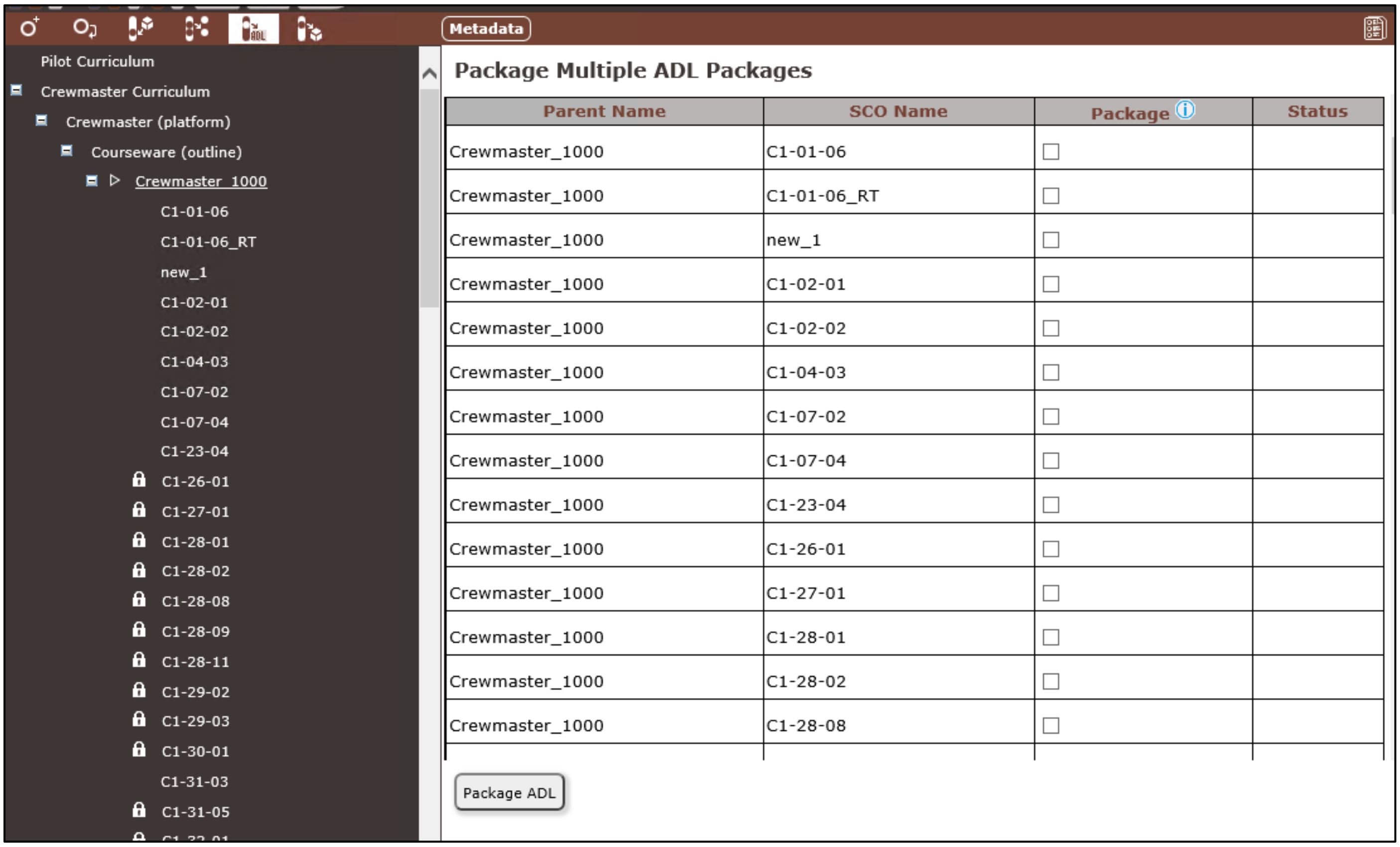
Package SCO for LMS Delivery

4.6.10 Package Multiple ADL for LMS Delivery

If a SCO parent is selected (this is typically a stage or course of training), a Package Multiple ADL Packages action is available that will list all children SCOs that can be selected for ADL packaging at once.

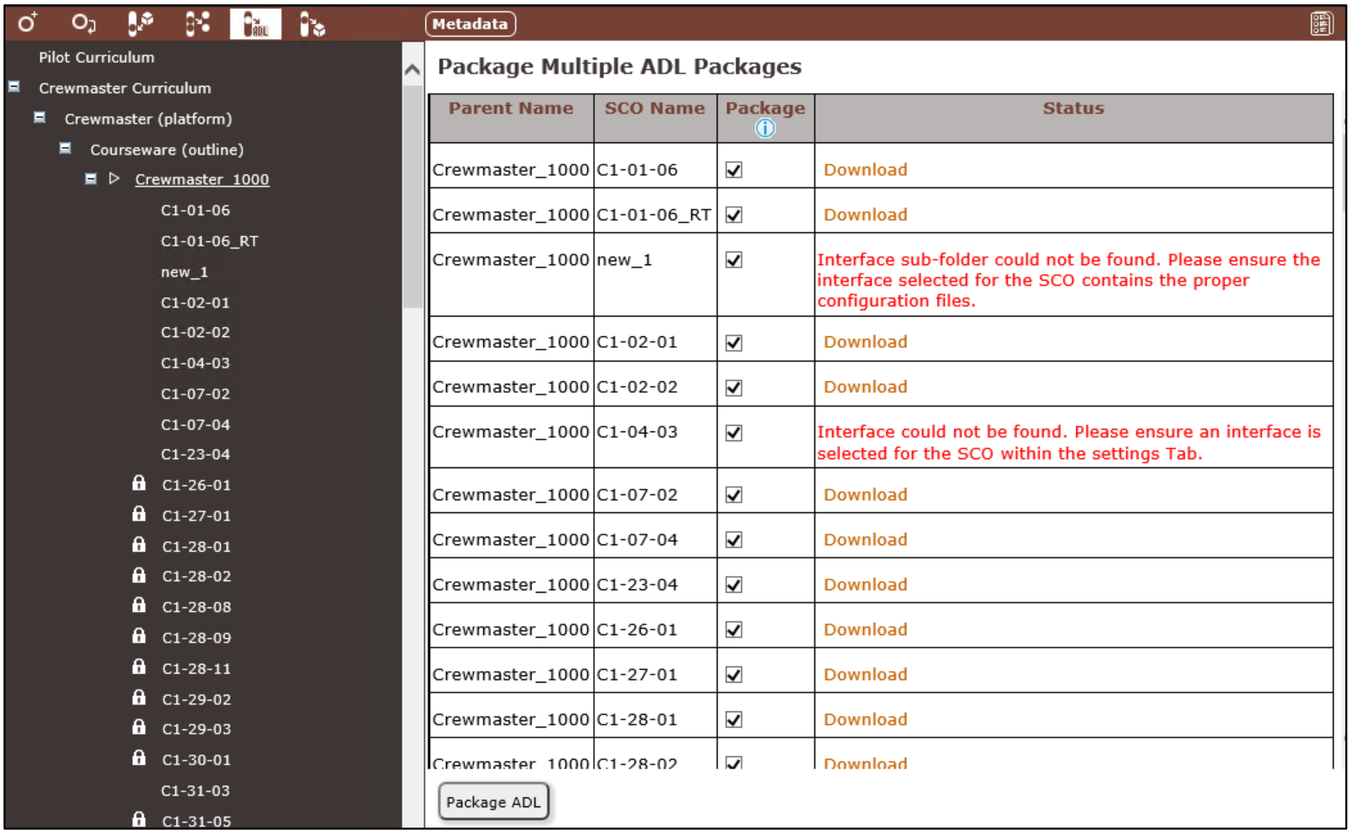
To check a range of SCOs at once, first check the box for the first SCO in the range, then select the SHIFT key, and finally check the box for the last SCO in the range.

Select the Package ADL button when all desired SCOs have been selected. This may take several minutes depending on how many SCOs have been selected for export.



Package Multiple SCOs for LMS Delivery

The Status column will display errors found during the export and packaging. If no errors have returned then a Download link is available.

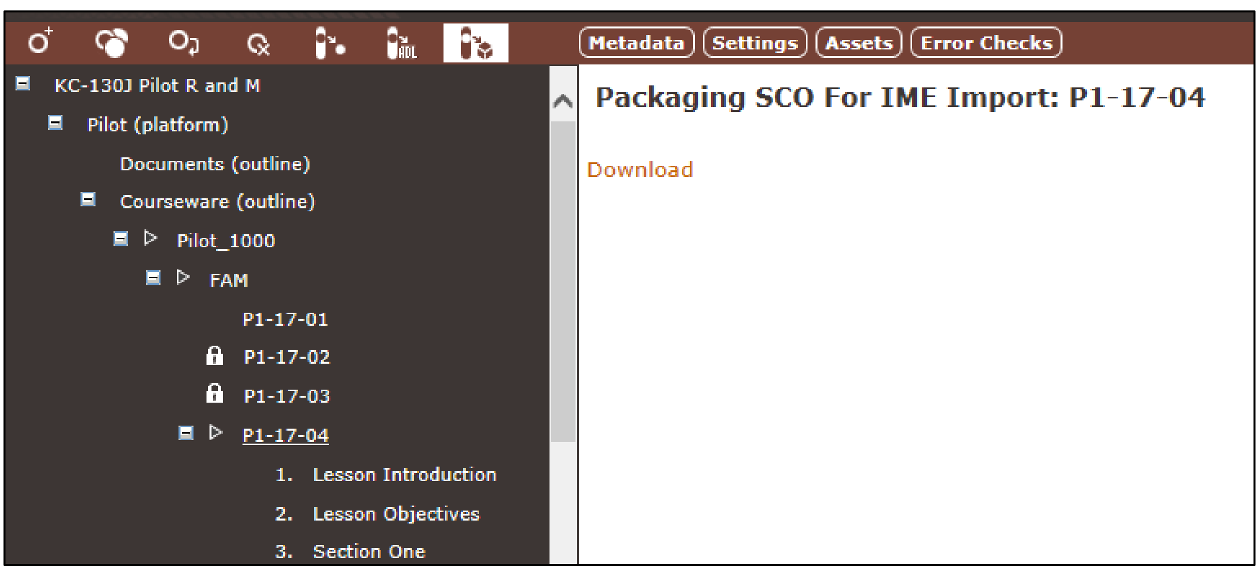


Package Multiple SCOs for LMS Delivery – Status Column

4.6.11 Package SCO for IME Import

Select the SCO curriculum node within the treeview, and then select the Package SCO for IME Import button. A "Download" link will be available when the package is finished.

This .zip file contains all the information needed to import the SCO into another MELD project.



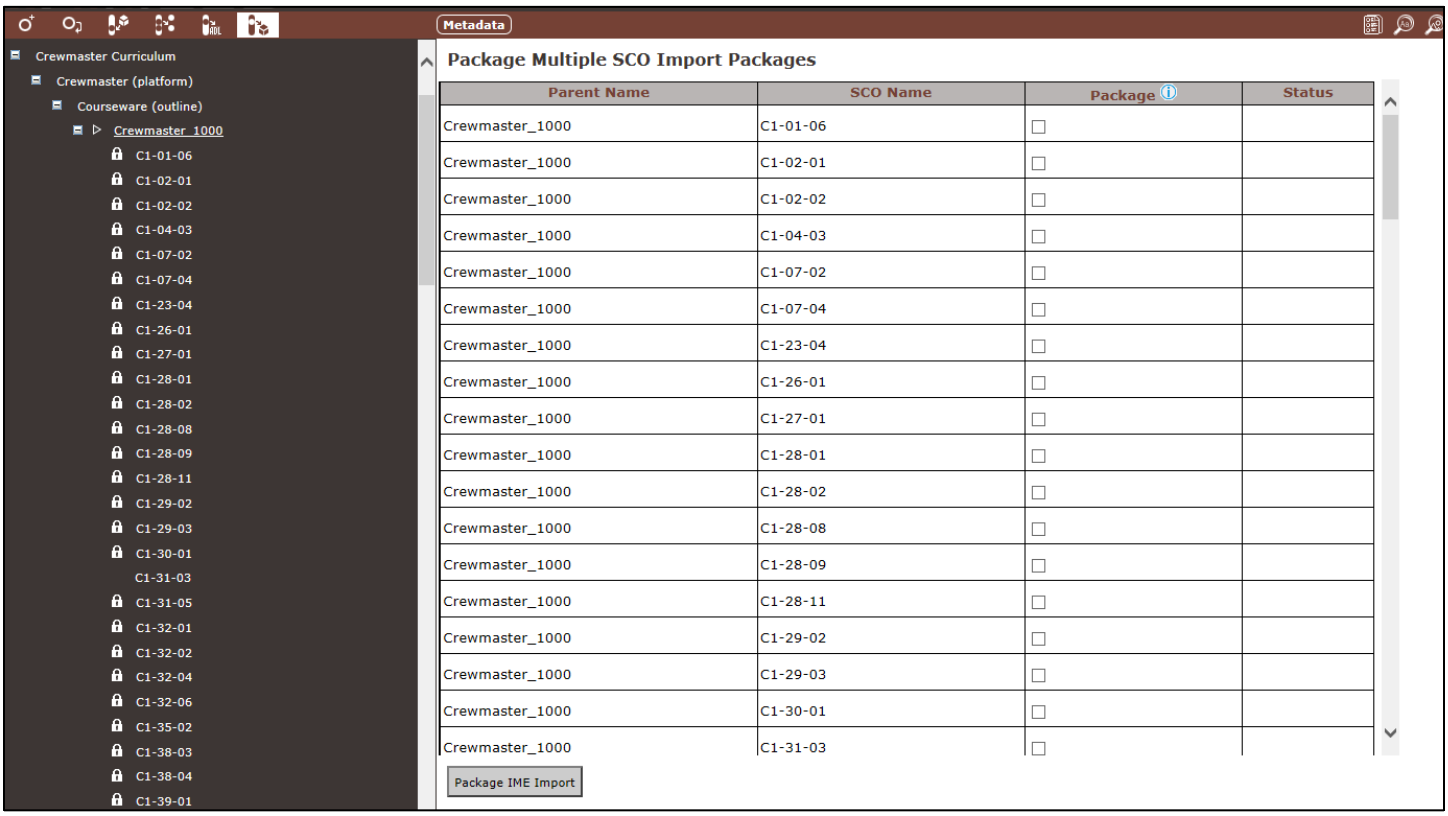
Package SCO for IME Import

4.6.12 Package Multiple SCOs For IME Import

If a SCO parent is selected (this is typically a stage or course of training), a Package Multiple SCOs For IME Import action is available that will list all children SCOs that can be selected for packaging at once.

To check a range of SCOs at once, first check the box for the first SCO in the range, then select the SHIFT key, and finally check the box for the last SCO in the range.

Select the Package IME Import button when all desired SCOs have been selected. This may take several minutes depending on how many SCOs have been selected.



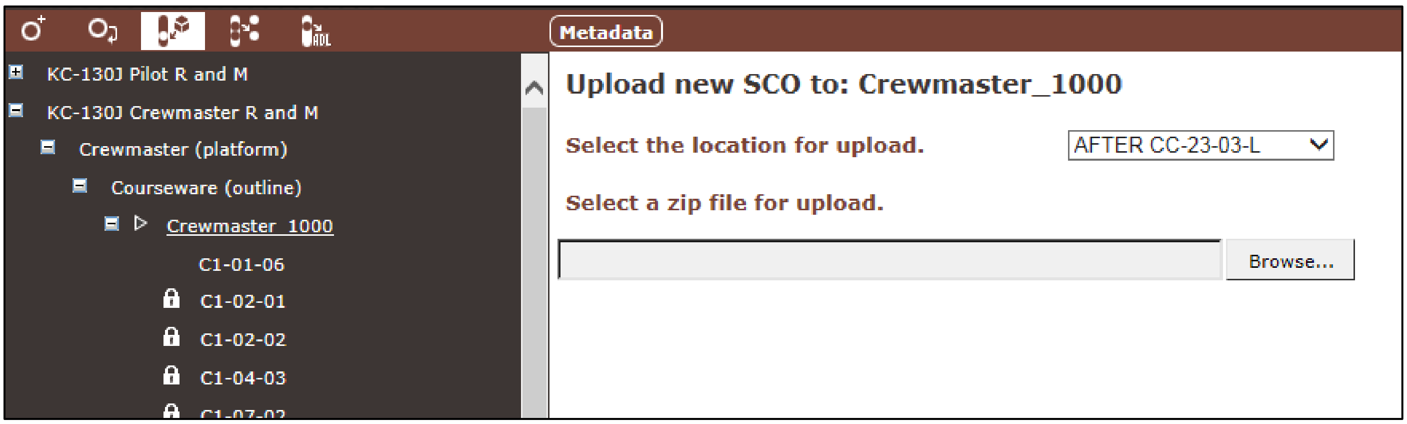
Package Multiple SCOs for IME Import

The Status column will display errors found during the export and packaging. If no errors have returned then a Download link is available.

4.6.13 Import SCO

SCOs that have been packaged for IME import can be imported into another IME project or even the same project if a copy of the SCO is desired. Projects using a custom import routine created by the MELD support team will also be able to use this import feature.

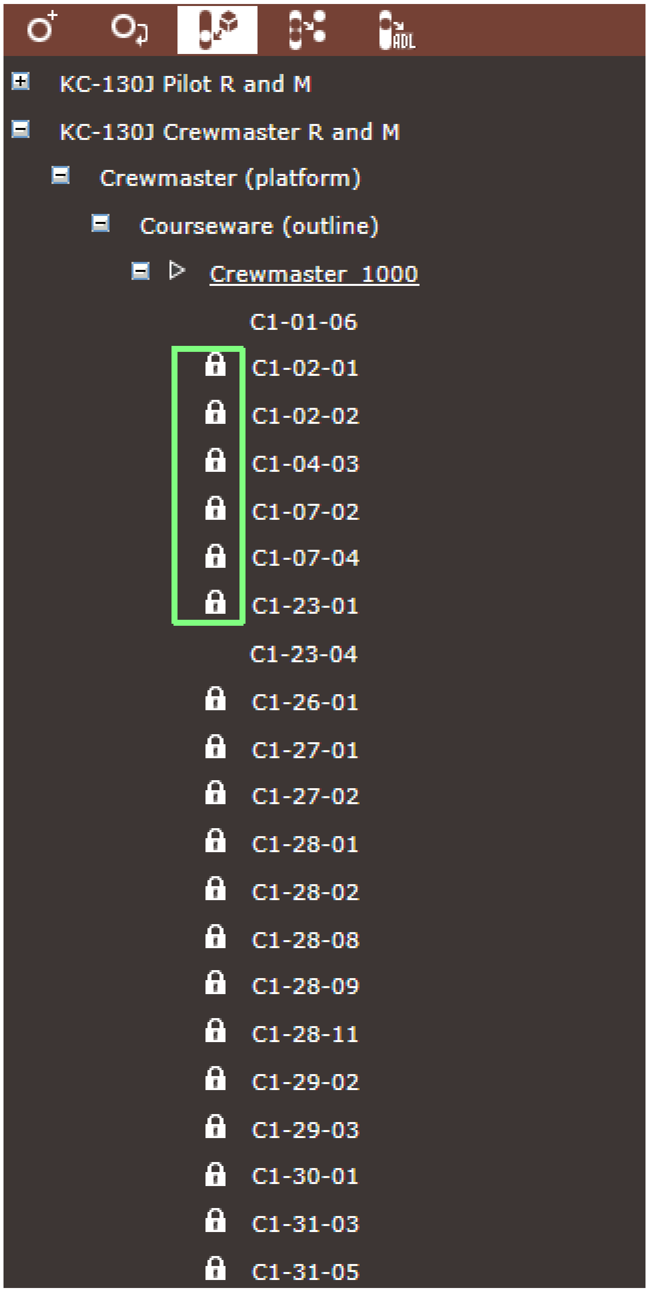
Select a parent curriculum node within the treeview. This is typically a stage or course node and cannot be a SCO node. Next select the Import button. Select the location for upload and then browse for the zip file containing the SCO import package (Zip format). The import will begin as soon as a SCO import package is selected. The treeview will be refreshed with the new SCO as soon as the import completes.



Import SCO

4.6.14 Locked SCO

SCOs that display a lock icon within the treeview are not editable. Content can be displayed within the tabs, but cannot be changed. A SCO is unlocked when it is placed into work from workflow and locked again during external review and acceptance.



Locked SCOs

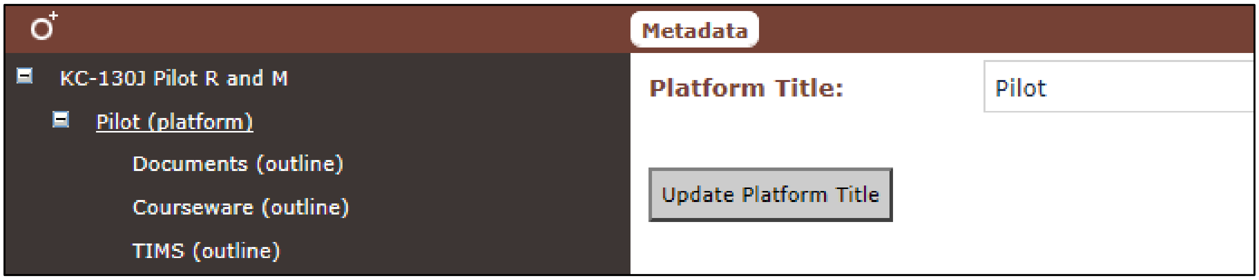
4.7 Metadata

The Metadata tab contains the fields that describe the selected item. Platforms, outlines, and curriculum items all contain metadata fields.

4.7.1 Update Platform, Outline and Top Curriculum Item Metadata

The metadata for platform, outline, and top curriculum items can be updated by selecting the node within the treeview and then selecting the Metadata tab.

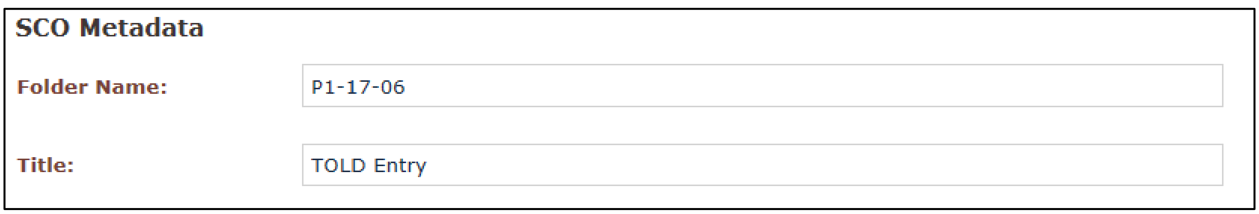
The metadata for these items consist of a title or folder name change.



Platform, Outline, Top Curriculum Metadata

4.7.2 Update SCO Metadata

The Metadata for a SCO can be updated by selecting the SCO within the treeview and then selecting the Metadata tab.



Sample SCO Title Metadata

4.7.2.1 Folder Name

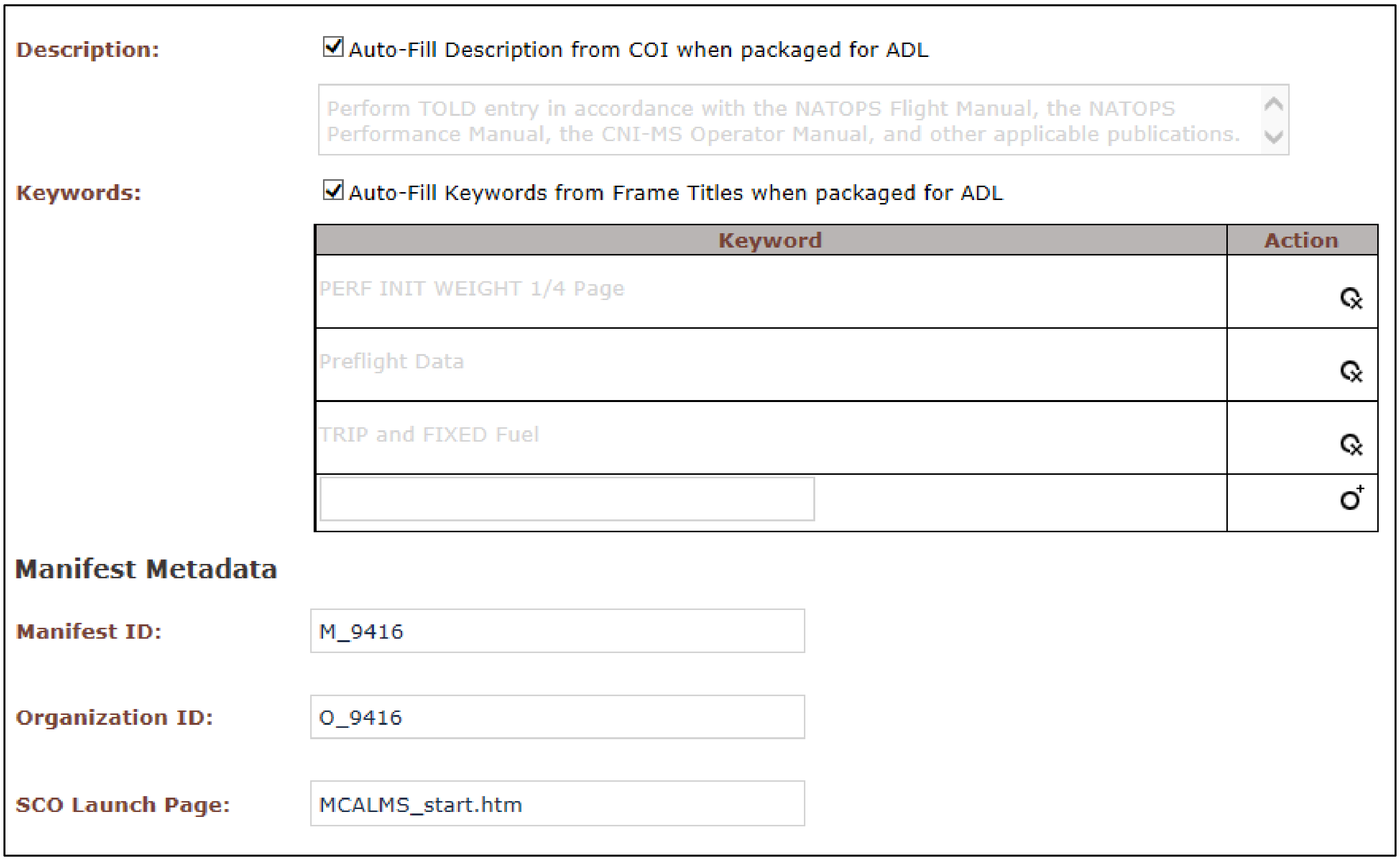
The name of the folder created within the file system for the SCO.

4.7.2.2 Title

The title that is displayed within the SCO as well as the title listed within the learning management system for the SCO.

4.7.2.3 SCORM Metadata Values

When SCORM 1.2 or 2004 is selected for the assigned profile for the SCO, the below values are available on the Metadata form.



Sample SCORM Metadata

4.7.2.3.1 *Description*

The value contains the description for the SCO that is read by the learning management system. If the "Auto-Fill" checkbox is selected, this field will automatically populate with the TLO listed in the COI editor for the SCO.

4.7.2.3.2 *Keywords*

These values contain the keywords that describe the SCO that are read by the learning management system. If the "Auto-Fill" checkbox is selected, these values will automatically populate with the top ten unique frame titles for the SCO.

4.7.2.3.3 *Manifest ID*

The ID listed within the manifest file that uniquely identifies the SCO package. Learning management systems use this ID to identify the packages during SCO package updates. If no value is listed, a default value of "M_" + Curriculum ID is used.

4.7.2.3.4 *Organization ID*

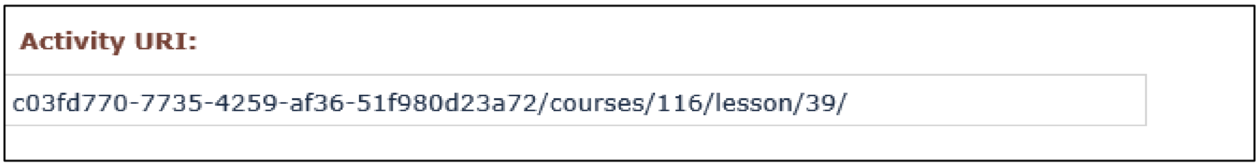
The ID listed within the manifest file that uniquely identifies the organization. Learning management systems use this ID to identify the packages during SCO package updates. If no value is listed, a default value of "O_" + Curriculum ID is used.

4.7.2.3.5 *SCO Launch Page*

This value identifies the page the leaning management system should launch when a user selects the SCO from the learning management system. A work-around for MCALMS' inability to launch a SCO in full screen mode is to use a start page that launches the "index.htm" file in full screen mode. If using a different LMS, the default value "index.htm" would typically be the value to use.

4.7.2.4 xAPI Metadata Values

When xAPI is selected for the assigned profile for the SCO, the below is available on the Metadata form.



Sample xAPI Metadata

4.7.2.4.1 *Activity URI*

The URI included within the xAPI package that uniquely identifies the SCO package. The MELD LMS uses this ID to identify the packages during SCO package updates. If no value is listed, a default value is added using the site, curriculum, and SCO database ids.

Note: This value must be unique and cannot be assigned to another SCO. The MELD LMS will not allow new imports with duplicate activity URI values.

4.7.2.5 ADL Package Title Format

This value identifies the format for the title displayed on screen within the learning management. The following choices are available:

1. SCO Title
   Produces: Emergency Locator Transmitter
2. SCO Folder Name – SCO Title
   Produces: CC-03-09-L – Emergency Locator Transmitter
3. COI Stage Name – SCO Title (Lesson Type)
   Produces - Unit 3. SYSTEM INTEGRATION AND DISPLAY AND RECORDING SYSTEMS - Emergency Locator Transmitter (Instructor-Led)
4. Platform Name – SCO Title
   Produces: KC-130J Crewmaster Emergency Locator Transmitter

4.7.2.6 Instructor Guide Metadata (For CAI SCOs)

4.7.2.6.1 *Class Periods*

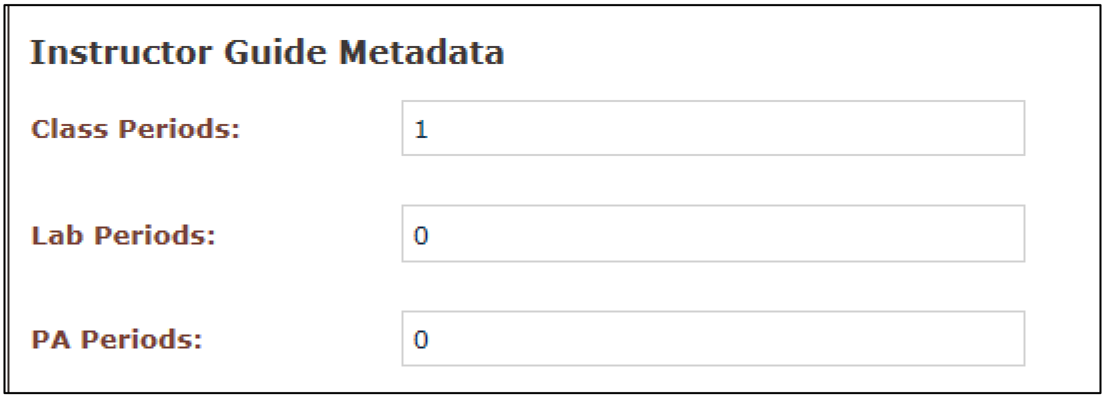
This value populates instructor guide with Class period data.

4.7.2.6.2 *Lab Periods*

This value populates instructor guide with Lab period data.

4.7.2.6.3 *PA Periods*

This value populates instructor guide with PA period data.



Sample Instructor Guide Metadata

INSTRUCTOR LECTURE GUIDE

Unit 3. SYSTEM INTEGRATION AND DISPLAY AND RECORDING SYSTEMS
Topic 3.9 EMERGENCY LOCATOR TRANSMITTER

CLASS PERIODS: 1
LAB PERIODS: 0
PA PERIODS: 0

Frame 1

Lesson Introduction

Trainee Preparation Materials:

A. Trainee Support Materials

1. Emergency Locator Transmitter, Outline Sheet 3-9-1

1. Emergency Locator Transmitter, Assignment Sheet 3-9-2

B. Reference Publications:

1. Equipment and Furnishings, NAVAIR 01-75GAJ-25GS-00-1

Instructor Preparation:

A. Review Assigned Trainee Material

B. Reference Publication:

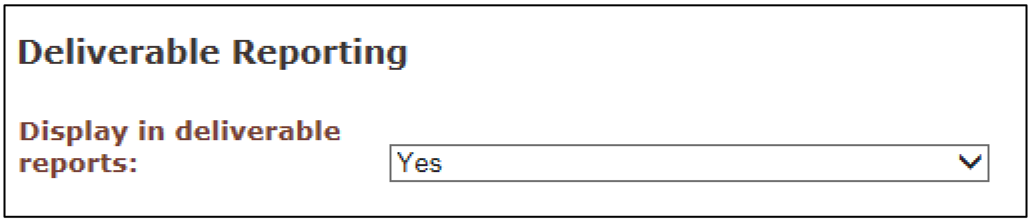
1. Equipment and Furnishings, NAVAIR 01-75GAJ-25GS-00-1

C. Training Materials Required:

1. Instruction Sheets:

Sample Exported Instructor Guide Metadata

4.7.2.7 Deliverable Reporting



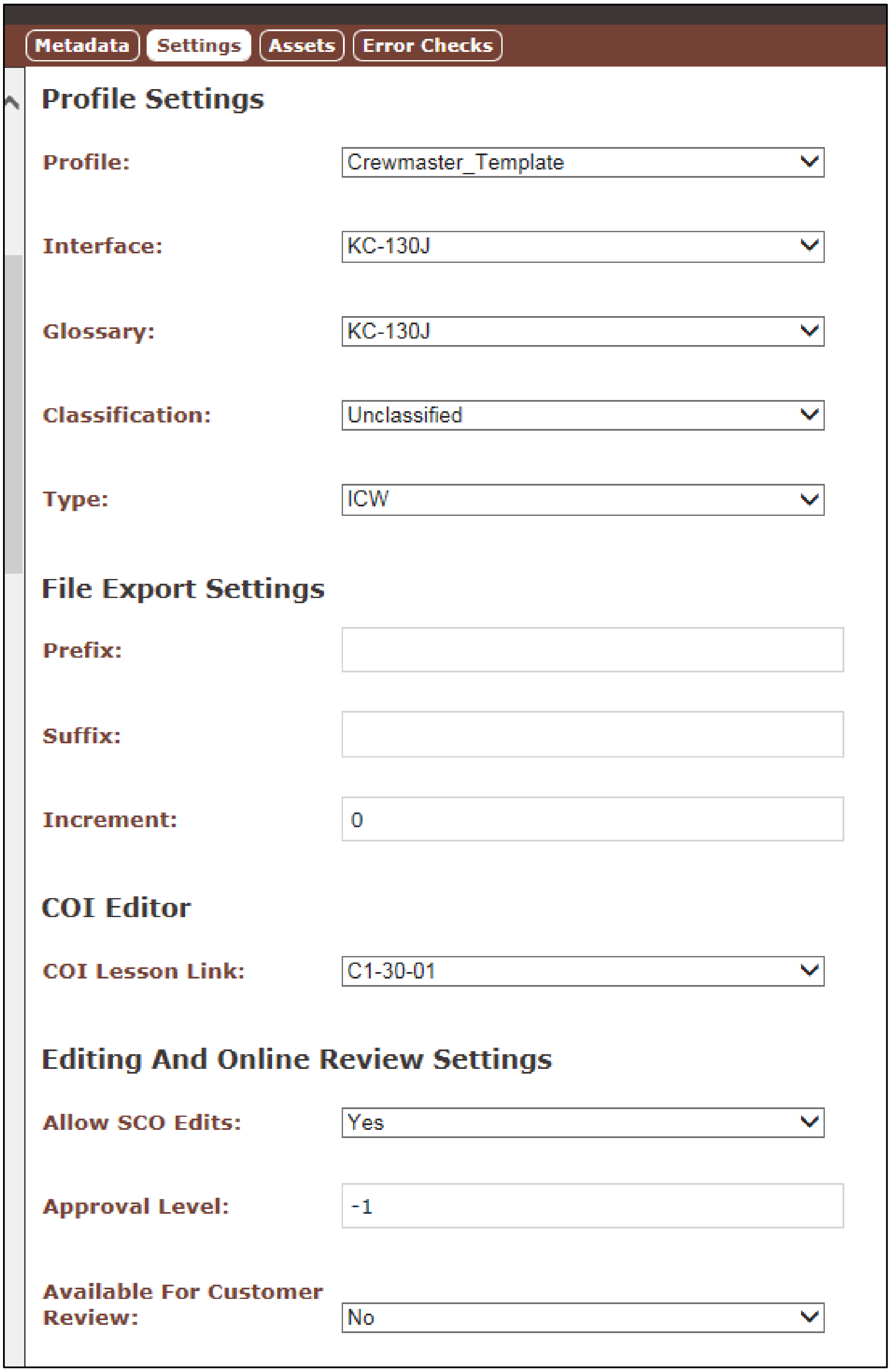
Sample Deliverable Reporting Metadata

This value determines if the SCO should display in the following reports:

1. CMATT QASP reports.
2. CMATT Courseware Listing Report

4.8 Settings

The Settings tab contains the settings necessary for the SCO to export properly. Other settings are also available within this tab that controls the link to the COI editor as well as editing and online review settings.



SCO Settings Tab

4.8.1 Profile Settings

4.8.1.1 Profile

The profile contains the templates and export settings used by the SCO.

4.8.1.2 Interface

The interface folder used for the SCO. This contains all the interface graphics, JavaScript files, and ADL utility files used to export the SCO. A "Sample_SCO_SCORM_2004" interface is included with the MELD install and can be modified as desired. Two additional interfaces to support the sample lessons are also available for modification "Sample_CAI_Cappuccino_Lesson" and "Sample_ICW_Cappuccino_Lesson".

For document SCOs, select the "Single_Document" interface. For merged guide SCOs, select the "Merged_Guide" interface.

4.8.1.3 Glossary

The glossary file linked to the SCO. The glossary file will copy to the exported interface file when the SCO is exported. Glossary files can be created from the Glossaries tab when a project is selected. Refer to the Glossaries section for more information on glossary creation and modification.

4.8.1.4 Classification

The classification value is used to identify the SCO throughout MELD. Values include "Unclassified, Confidential, and Secret"

4.8.1.5 Type

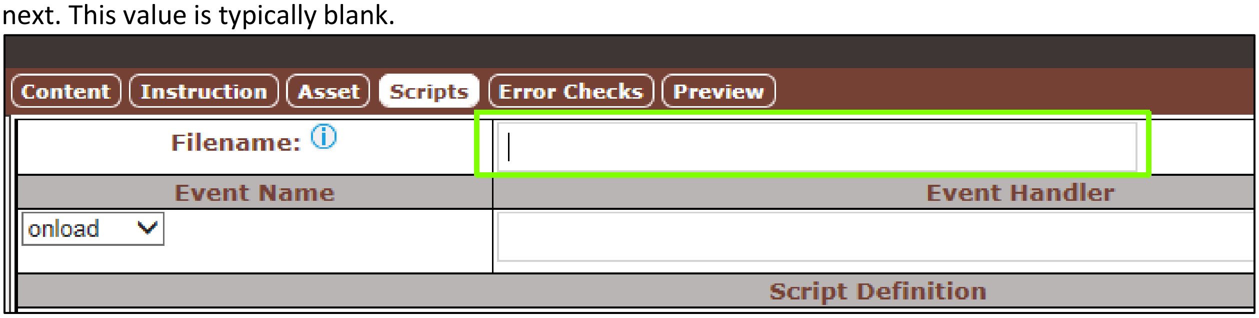
The type value is used to identify the SCO throughout MELD. This value will allow for Instructor Guide development within IME if CAI is selected and a Merge Guide tab if Merged Guides is selected.

4.8.2 File Export Settings

The **prefix**, **suffix**, and **increment** fields determine the filenames for the export pages.

The following demonstrates how a filename is created for each HTML page when exported from IME. Understanding the html filename is important when using links to HTML pages within the courseware.

1. **Prefix**: First the prefix is printed. If no prefix is available, then nothing is printed. The default value for this setting is blank.
2. **Filename**: If a value exists within the Filename field for a frame within the Scripts tab, then this value is printed next. This value is typically blank.



If the Filename field is blank, one of the two options is used to print the next value.

a. If the “Use Frame ID for HTML filenames” is selected for the SCO profile, then the Frame ID for the frame is printed next.
b. If the “Use Frame ID for HTML filenames” is not selected for the SCO profile, then the frame title is printed next.

5. **Suffix**: Next the Suffix is printed. If no suffix is available, then nothing is printed. The default value for this setting is blank.
6. **Increment**: Finally the Increment is printed. Be careful when using an increment of 0. If you do not have a unique frame title or filename value, pages will get overwritten. It is recommended to use the “Use Frame ID for HTML filenames” profile setting when using an increment of 0.

The filename preview for a selected page is displayed from the scripts tab.

4.8.3 COI Editor

The **COI Lesson Link** drop-down menu will attach a SCO to a COI Lesson. This allows generation of an objectives page as well as allows the question frames to link to specific enabling objectives within the COI.

4.8.4 Editing and Online Review Settings

4.8.4.1 Allow SCO Edits

A user with IME – Lock / UnLock SCO permissions can enable / disable the SCO for editing purposes. This value is also set automatically to “No” after the SCO has passed the highest level of internal review (ready for customer review).

4.8.4.2 Approval Level

This value reflects the last approval level for the SCO. An approval level is reset to -1 when the SCO is placed into work. When the SCO passes the internal review, the approval level is automatically set to 0. When the SCO passes customer review, the level is reset to the customer review level (1 or higher depending on the number of customer reviews). This value can be manually set at any time from a user with IME – Lock / UnLock SCO permissions.

Under normal circumstances, online review and workflow work together to make the approval level assignments a seamless process. This value is available for a manual override in case something needs to be modified out of process. For example, when notifying the customer that a lesson is ready for customer review you realize that a comment response needed to be updated. To allow commenting out of process , simply change the approval level to -1 to allow comment edits, then change the approval level back to 0 (or whatever the level previously was) once complete. If you notice that SCOs are displayed from the online review page that are not in work, you can manually override the approval level to 2 for single customer review setup, or 3 for multiple customer review setup.

4.8.4.3 Available for Customer Review

A SCO is automatically available for customer review when it passes internal review. The SCO is automatically unavailable for customer review when it is placed into work. This value can be manually set at any time from a user with IME – Lock / UnLock SCO permissions.

4.9 Merge Guides

If the SCO Type “Merged Guides” was selected for the SCO, a Merge Guides tab will be available. A merged guide is a collection of instructor and student guides, containing headers, table of contents, and table of figures. The merged guides tab is used to combine these documents for delivery / printing purposes.

The merged guide document is created based on the information added to the following information added to the **Merged Guides** tab.

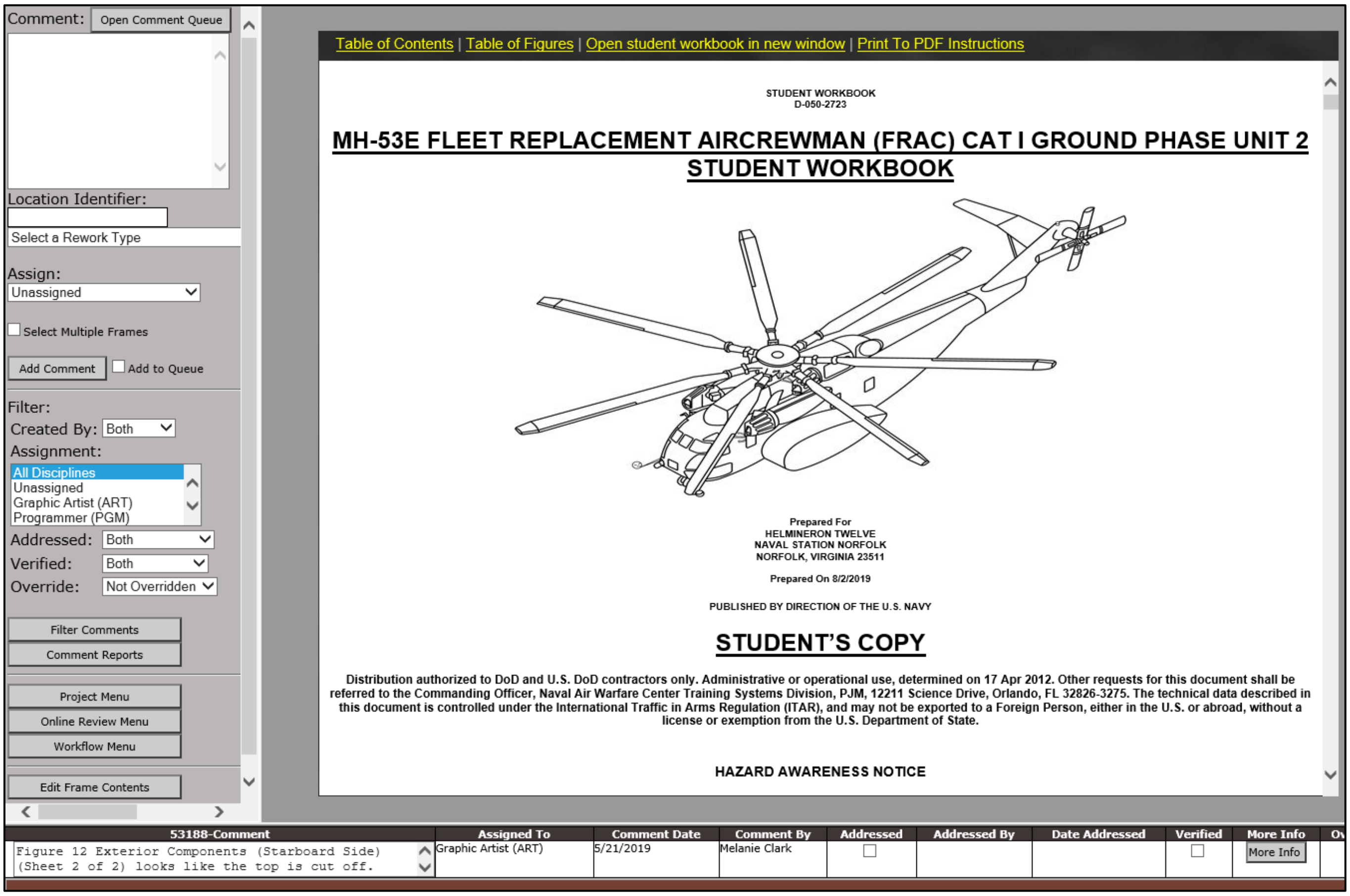
Sequence – Defines the order of the guide within the main document.
Guide- The SCO selected that contains the guide.
Type – Determines what type of guide to use within the main document. Options are “Student Guide”, “Instructor Guide”, and “ELO Questions”. “ELO Questions” are only available for ICW SCOs and “Student Guide” and “Instructor Guide” selections are only available for CAI SCOs.
Group – Defines the style used within the table of contents. The “Main” group displays with an italic / bold style within the table of contents.
Guide Title- Defines the title of the guide within the table of contents within the main document.
Insert Empty Page – Determines whether an empty page will display *before* the guide. The empty page will contain the text “This Page Intentionally Left Blank”.

Metadata | Settings | Merge Guides

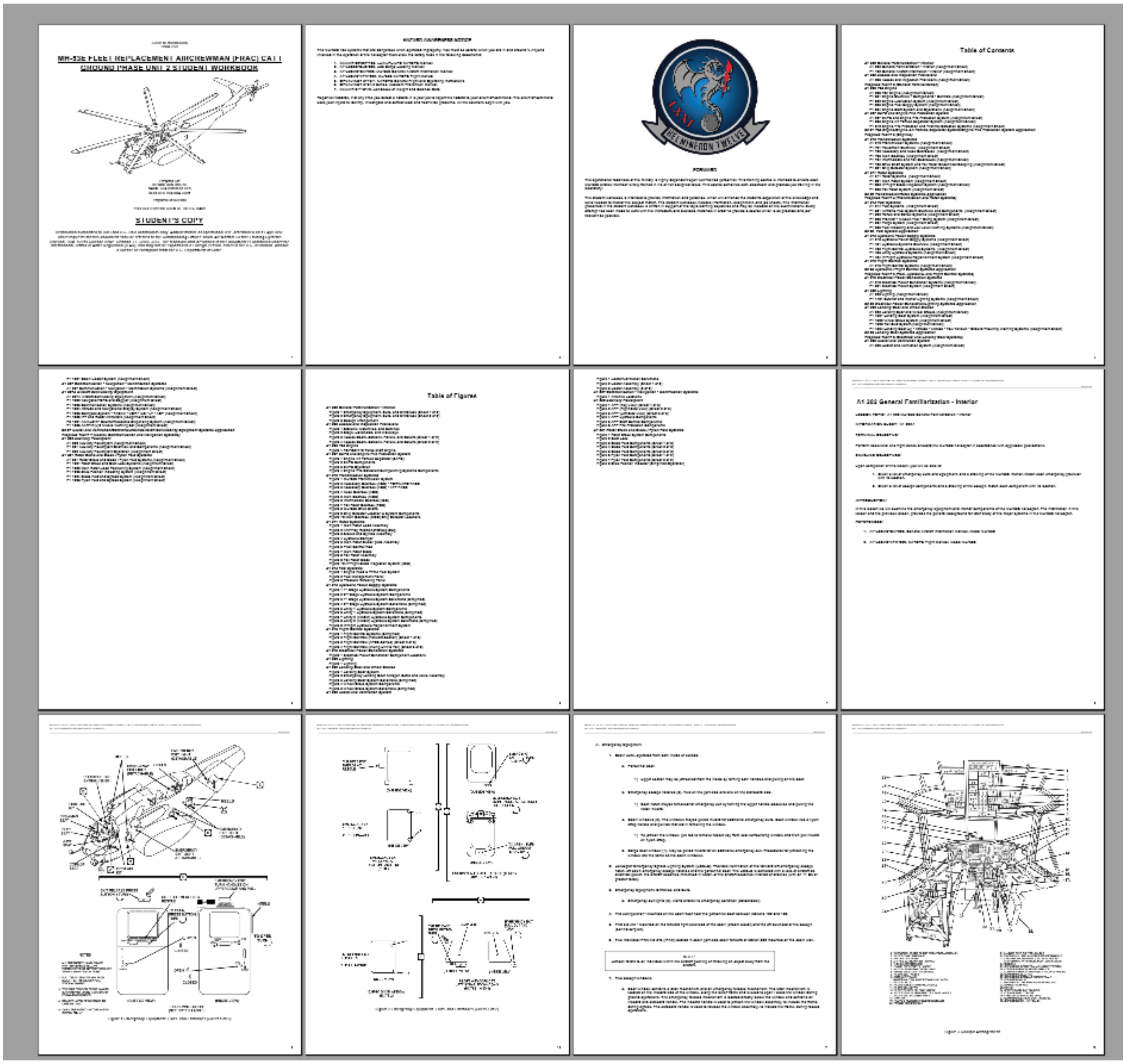
Sequence	Guide	Type	Group	Guide Title	Insert Empty Page	Action
15	A1 202 - A1 202 General Familiarization - Interior	Student Guide	Main	A1 202 General Familiarization - Interior	☐	
16	A1 202 Assignment Sheet - A1 202 Assignment Sheet	Student Guide	Sub	A1 202 General Familiarization - Interior (Assignment Sheet)	☐	
20	P1 102 - P1 102 General Aircraft Information - Interior	ELO Questions	Sub	P1 102 General Aircraft Information - Interior (Assignment Sheet)	☐	
25	A1 203 - A1 203 Access and Inspection Provisions	Student Guide	Main	A1 203 Access and Inspection Provisions	☑	
26	A1 203 Assignment Sheet - A1 203 Assignment Sheet	Student Guide	Sub	A1 203 Access and Inspection Provisions (Assignment Sheet)	☐	
35	Test 2 - Progress Test No. 2 (General Familiarization)	Student Guide	Main	Progress Test # 2 (General Familiarization)	☑	

Merged Guide Tab

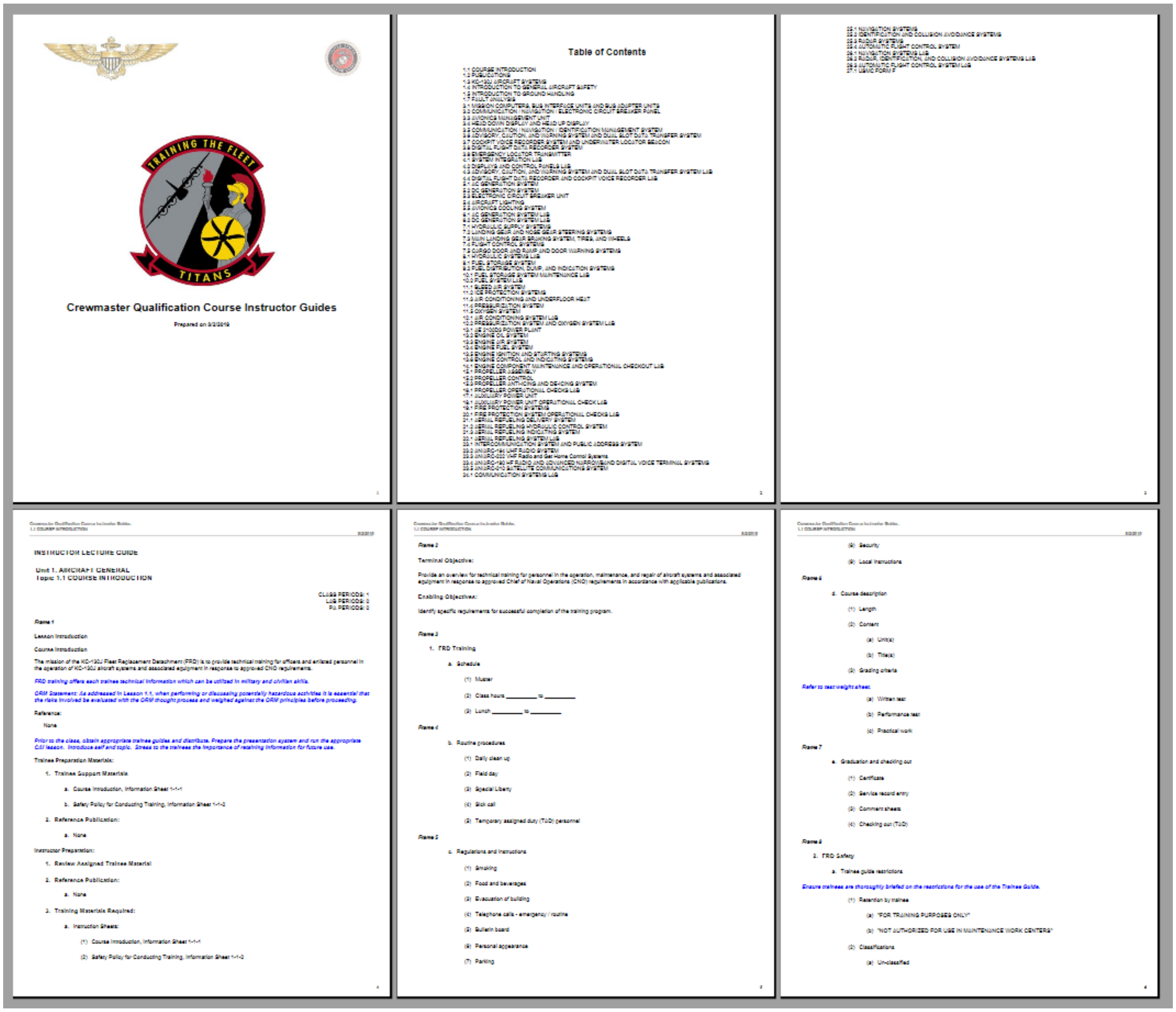
Export the merged guide SCO to review the main document within Online Review. Ensure the “Sample_Merged_Guide” interface was selected for this merged guide SCO first. If this interface is not available at your site, contact site support and they will provide the interface.



Sample Merged Guide within Online Review



Sample Merged Guide Printout (1)



Sample Merged Guide Printout (2)

4.10 Assets

The Assets tab lists all assets found within the IME media directory for the SCO. All html objects attached to a frame object are searched for additional assets and are also added to this asset list. Any js file references within these html files are also searched for additional assets and added to this asset list.

4.10.1 Asset Sorting

Assets can be sorted by filename, asset type, date modified, file size, or frame sequence by clicking on the column headers. Clicking again will toggle between ascending and descending order.

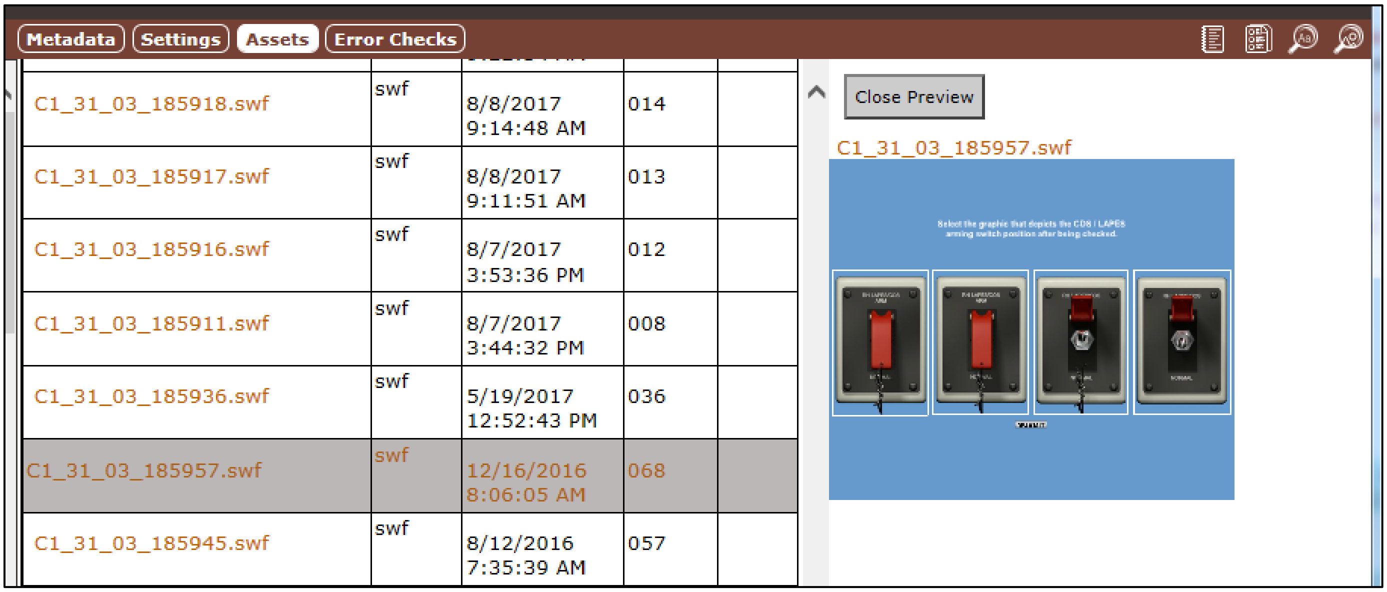
Metadata | Settings | Assets | Error Checks

	Asset Filename	Asset Type	Date Modified	File Size (MB)	Frame (s)
	P1_1303_13069.jpg	jpg	6/11/2019 10:00:32 AM	0.44	005
☐	P1_1303_13069.swf	swf	4/26/2018 8:24:32 AM	0.2	
	P1_1303_13074.jpg	jpg	6/11/2019 10:00:46 AM	0.35	007
☐	P1_1303_13074.swf	swf	4/26/2018 8:24:44 AM	0.26	
	P1_1303_13075.jpg	jpg	6/11/2019 10:01:36 AM	0.49	008
☐	P1_1303_13075.swf	swf	4/26/2018 8:24:56 AM	0.4	
	P1_1303_13076.jpg	jpg	6/11/2019 10:01:54 AM	0.42	009
☐	P1_1303_13076.swf	swf	4/26/2018 8:25:08 AM	0.26	
	P1_1303_13077.jpg	jpg	6/11/2019 10:02:02 AM	0.41	010
☐	P1_1303_13077.swf	swf	4/26/2018 8:25:24 AM	0.41	

Assets Tab

4.10.2 Asset Preview

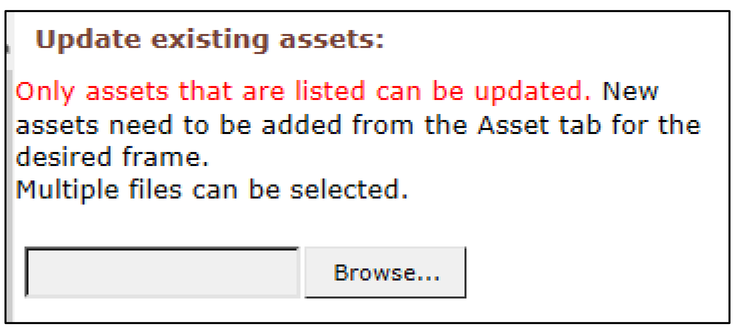
To preview an asset, click the asset filename. A preview window will display to the right of the asset listing. Clicking on the filename link above the preview image will open the asset in a new window displaying the original asset size.



Assets Tab - Preview

4.10.3 Multiple Asset Update

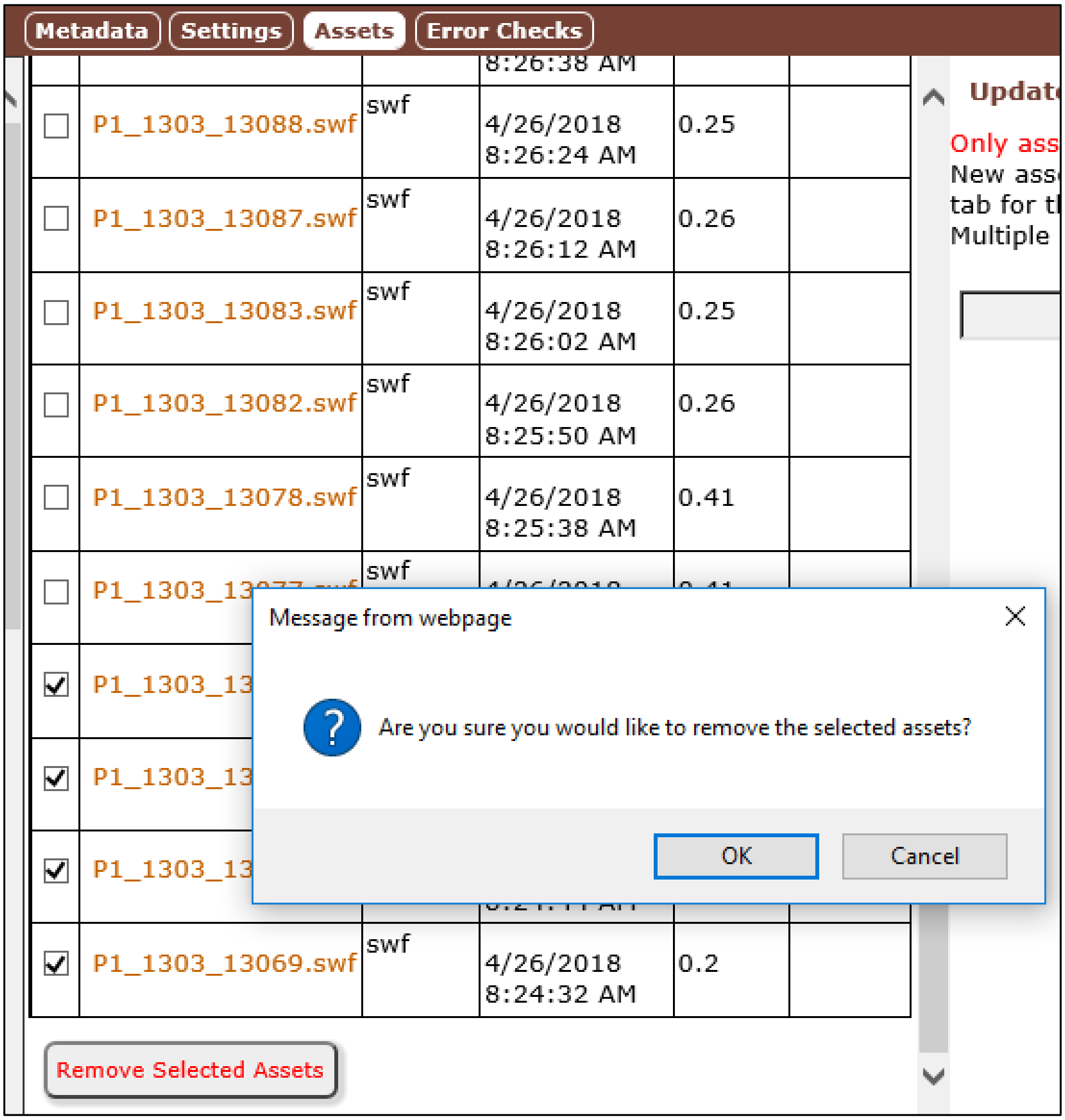
When a project is using the closed file system (default file system), a Browse button is available to update multiple assets within the media folder. Only assets that already exist in the media folder can be updated. The initial asset upload will need to be performed from the Asset tab for the selected frame.



Assets Tab – Update Multiple

4.10.4 Remove Asset(s)

When a frame is removed from IME, the asset is still available within the IME media folder. To permanently remove the asset from the IME location, select the asset(s) to remove and then select the “Remove Selected Assets” button. If an asset is assigned to a frame, then the checkbox will not be available. If a SCO is locked, the checkbox will also be unavailable.

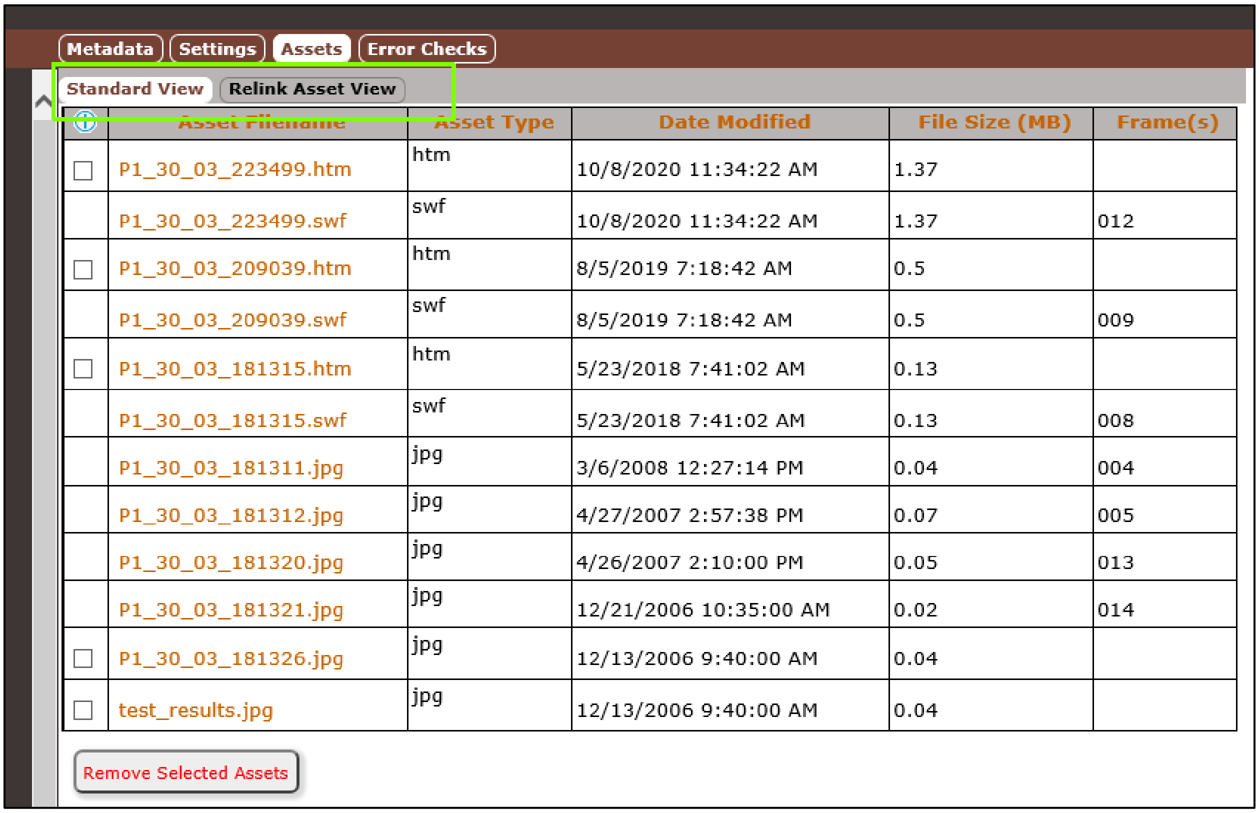


Assets Tab – Remove Selected Assets

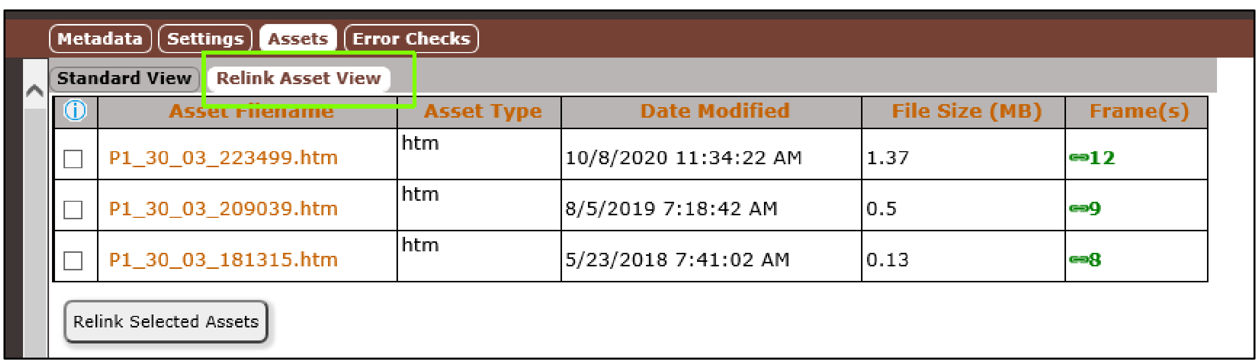
4.10.5 Re-Link Assets

If the project is not using the closed file system, a re-link feature will be available if there are assets within the IME media folder containing a matching asset tag that are not currently linked to other frames.

If the above criteria is met and assets are available for relinking, a new tab bar will become available that toggles between Standard View and Relink Asset View.



Assets Tab – Standard View



Assets Tab – Relink Asset View

The frames column within the Relink Asset View will display in green font the frame that was detected for relinking. To relink the assets, select the desired asset checkboxes and then select the “Relink Selected Assets” button.

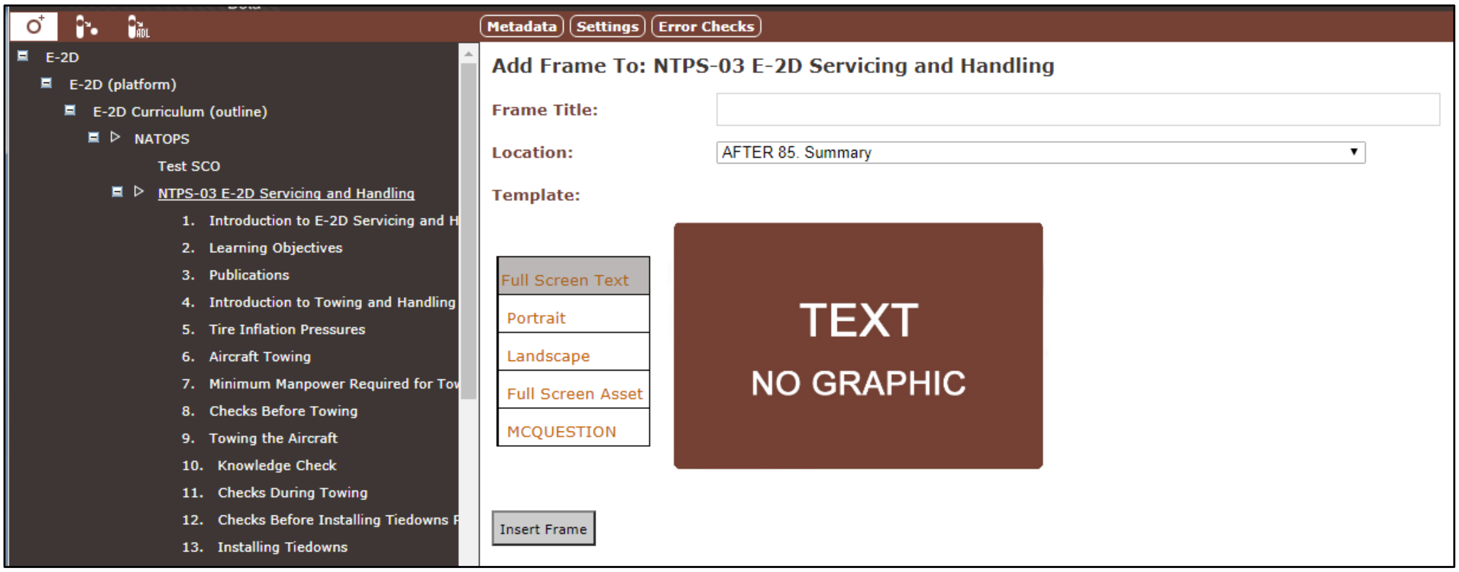
4.11 Frame

Frames are individual pages that make up the SCO. Each frame is generated from a template that contains any number of text and asset areas. These templates belong to the profile that was selected for the SCO. Refer to section “Profiles” in the MELD Administrator Guide for more information on profile templates.

4.11.1 Add Frame

Select an existing frame within the SCO or the SCO node within the treeview, and then select the Add button. An Add Frame form will display to the right of the treeview. Enter the following information and then select the Insert Frame button:

Frame Title: When viewing the SCO, the frame title will display in the title area for the frame.
Location: The location for the frame within the SCO.
Template: The template consisting of text and graphic areas that the frame will use. A thumbnail image will display when the template is selected that will assist in identifying the template.

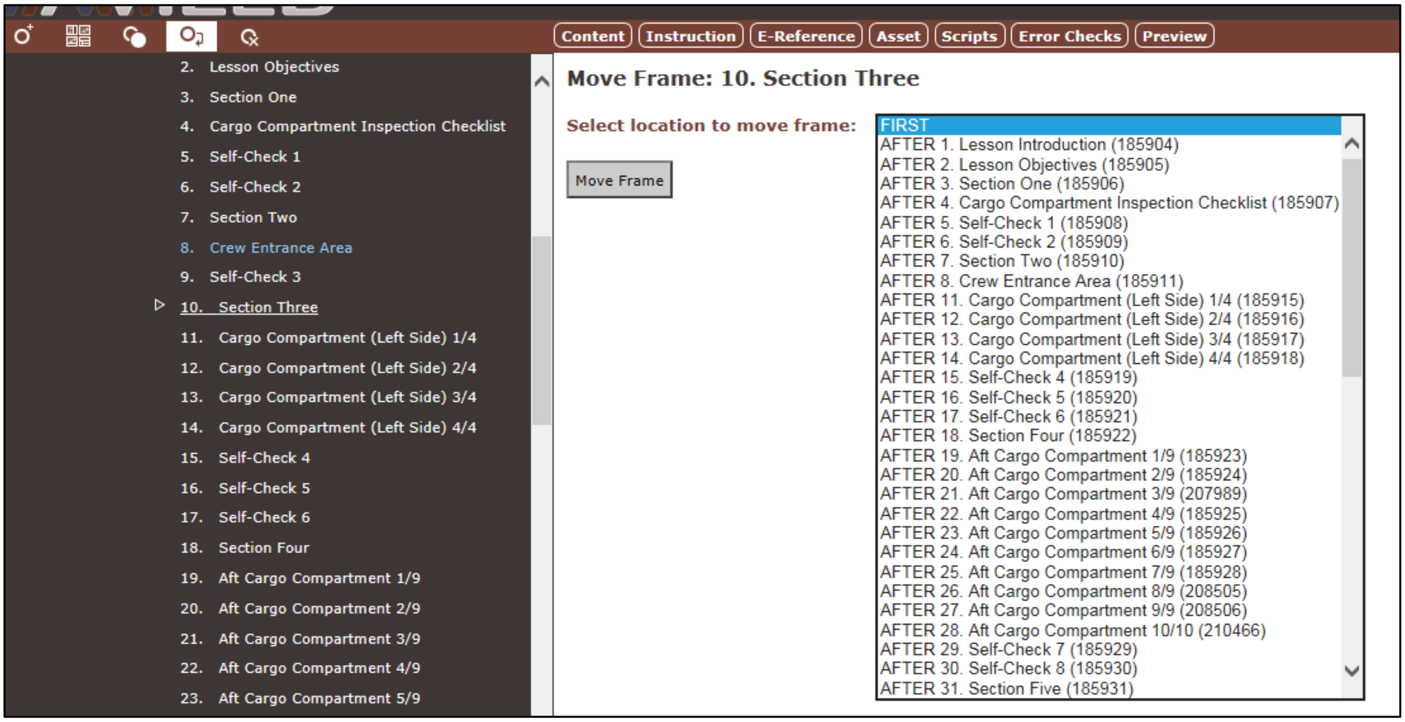


4.11.2 Change a Frame Template

Select the desired frame and then select the Change Frame Template button. A change template form will appear to the right of the treeview. Select the new template desired. A thumbnail image will display when the template is selected that will assist in identifying the template.

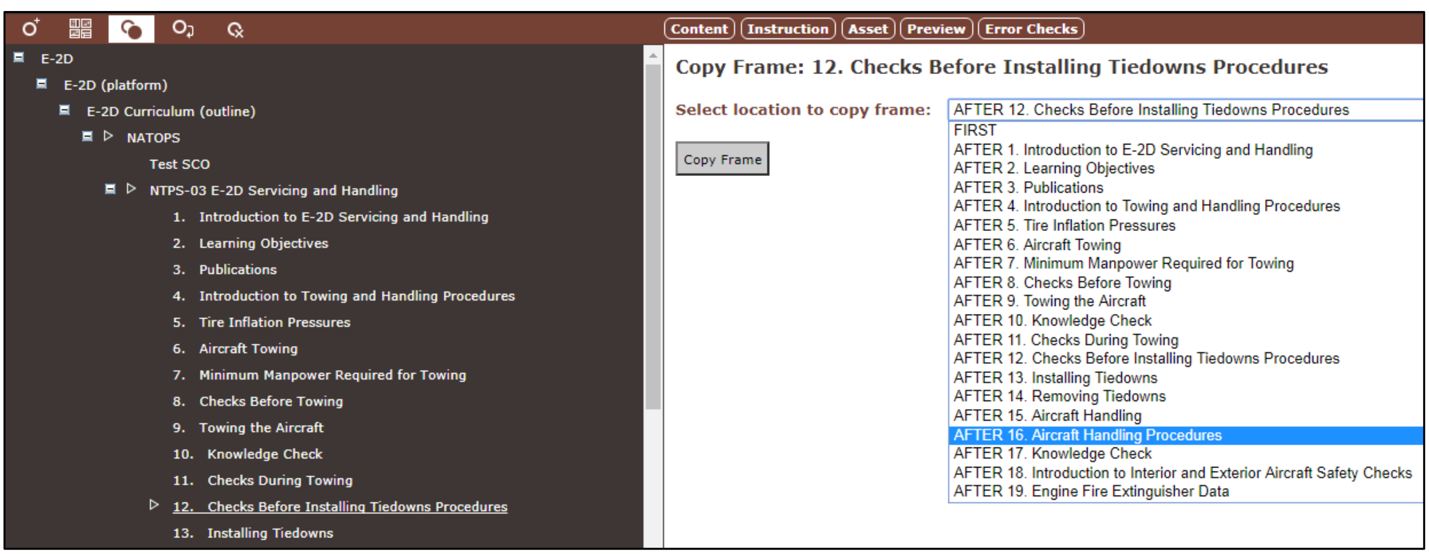
4.11.3 Move a Frame

Select the desired frame and then select the Move button. A Move Frame form will appear to the right of the treeview. Select the new location for the frame and then select the Move Frame button.



4.11.4 Copy a Frame

Select the desired frame and then select the Copy button. A Copy Frame form will appear to the right of the treeview. Select the copied location and then select the Copy Frame button.



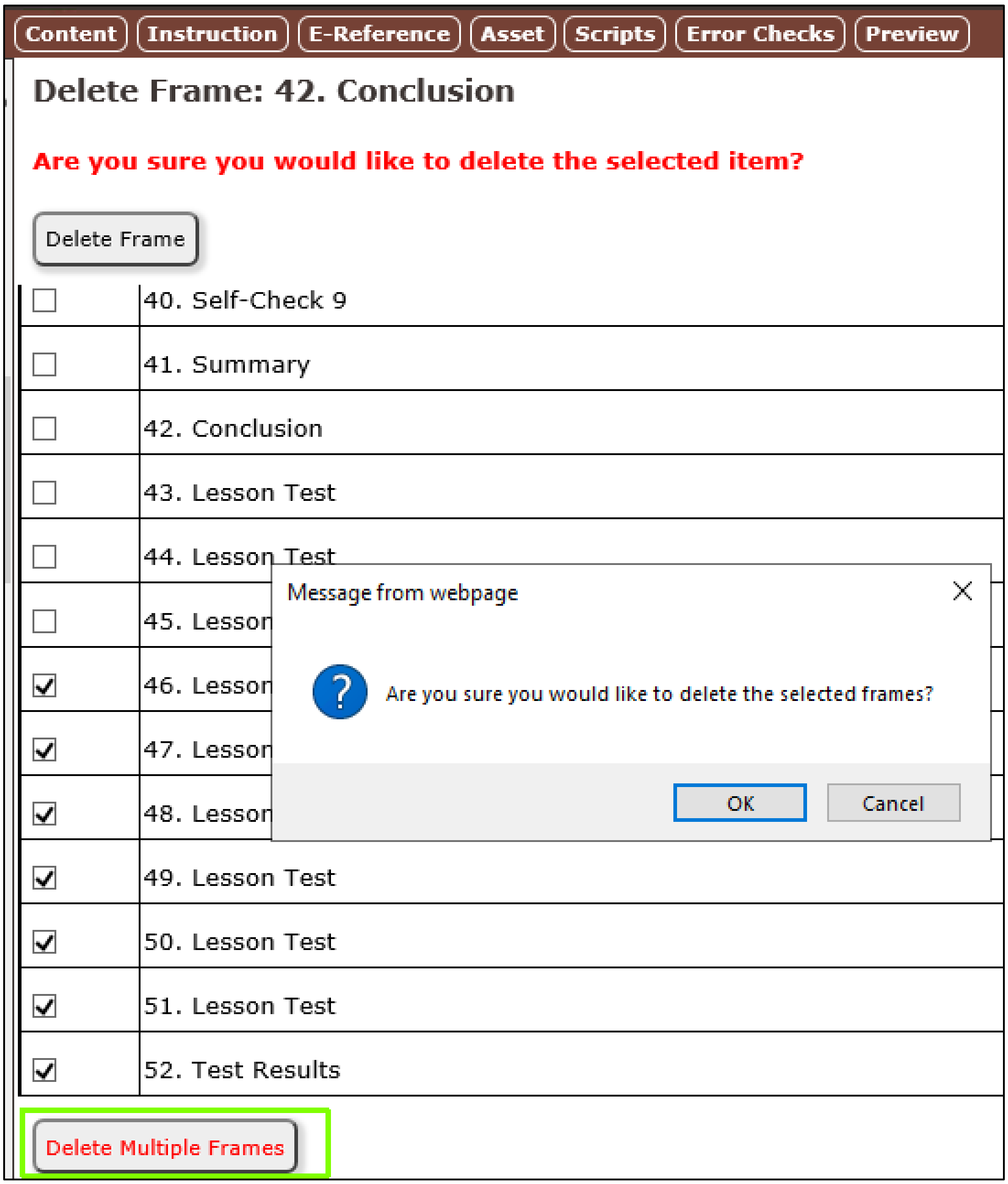
4.11.5 Delete a Frame

Select the desired frame and then select the Delete button. A new Delete Frame form will appear to the right of the treeview. Select the Delete Frame button to delete the frame.

4.11.5.1 Deleting Multiple Frames

Multiple frames can be deleted from the delete frame page by selecting the desired frames for deletion and then selecting the "Delete Multiple Frames" button.

Notes: Frames delete cannot be restored.



4.11.6 Content Tab

If no tabs have been selected, the Content tab is automatically selected when a frame node is selected. The Content tab allows editing for all text related fields for the frame. The fields on this tab are determined by the template used as well as the SCO type.

To change text within this tab, simply change the text and click outside of the text area.

4.11.6.1 Standard Frame

4.11.6.1.1 *Frame Title*

The frame title field represents the frame title displayed in the frame title area.

4.11.6.1.2 *Menu Title*

The menu title field represents the menu title displayed in the menu title area. Depending on the “Export All Menu Items” setting within the selected profile, the frame title will be used for the menu title if a menu title is not present. Refer to section “Profile Settings” within the MELD Administrator Guide for more information.

4.11.6.1.3 *Menu Title Font*

This value represents the font color used for the menu item. Depending on the profile “Menu Font List” setting, either a menu font dropdown will be available or a text area is available. Refer to section “Profile Settings” within the MELD Administrator Guide for more information for more information.

4.11.6.1.4 *Frame Text*

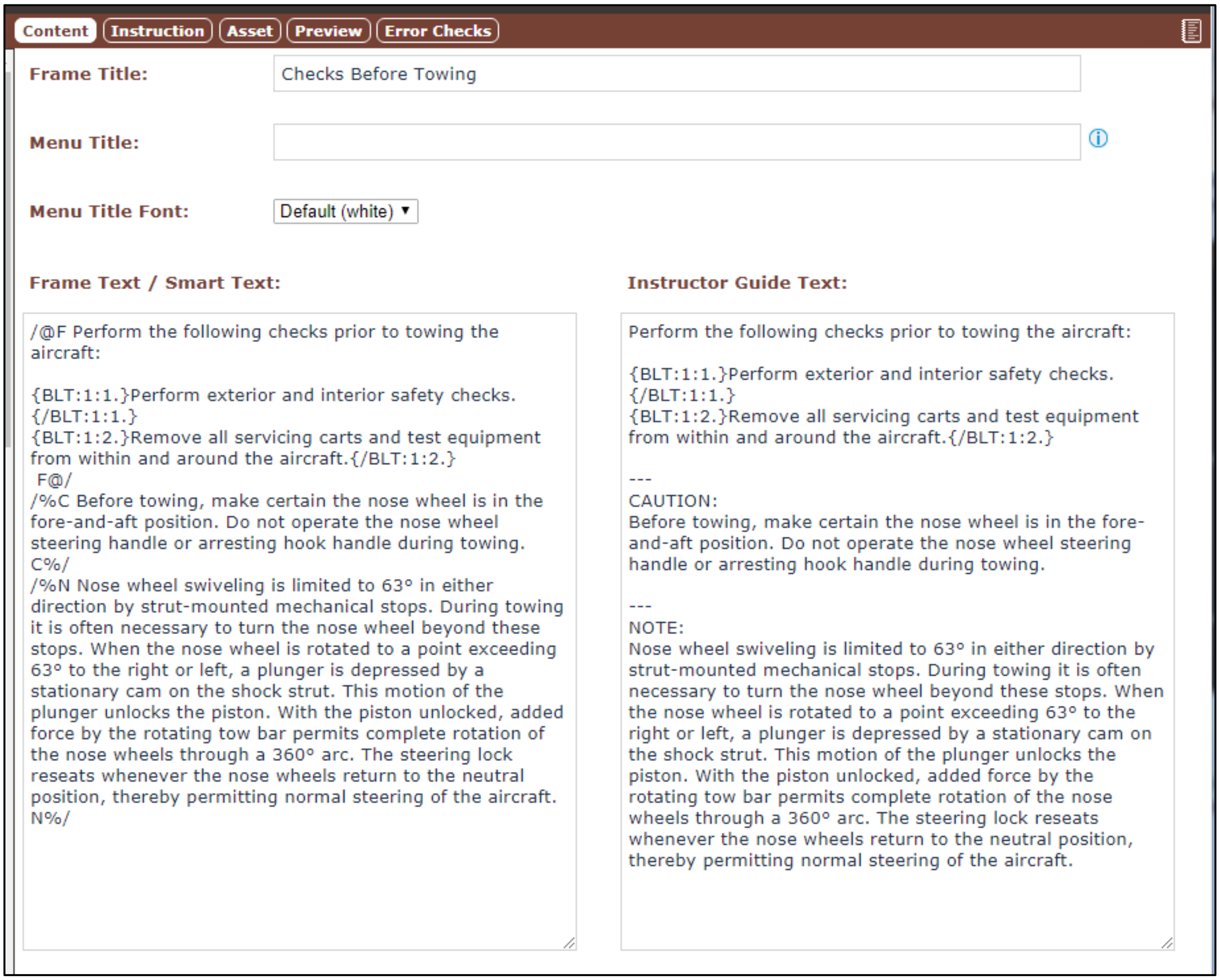
This value represents the text fields for the frame. The number of text areas defined within the selected frame template will display. This is typically one text area.

4.11.6.1.5 *Instructor / Student Guide Text*

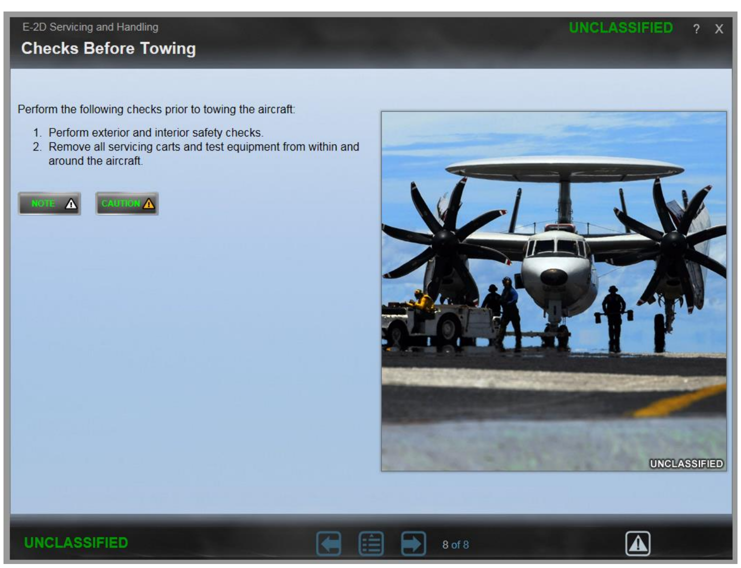
If the SCO Type selected is “CAI”, then an “Instructor / Student Guide Text” area is available for editing.

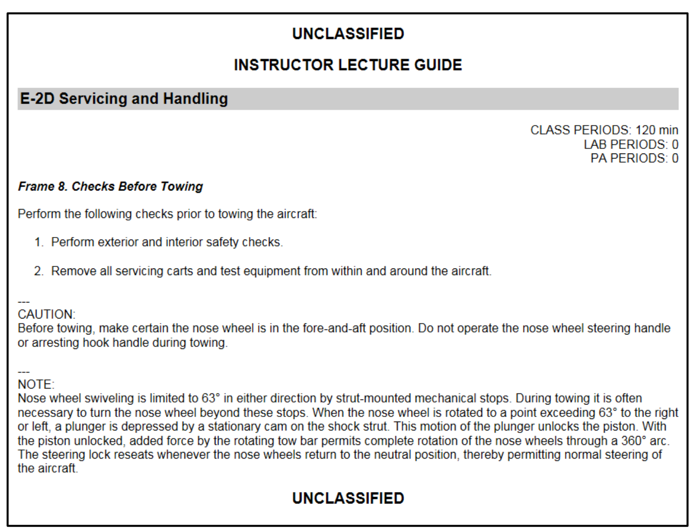
4.11.6.1.6 *Sample Content*

Listed below are 5 different Content tabs with the resulting exported SCO using different templates and interfaces to customize the appearance.



Sample 1 - Content Tab




UNCLASSIFIED

INSTRUCTOR LECTURE GUIDE

E-2D Servicing and Handling

CLASS PERIODS: 120 min
LAB PERIODS: 0
PA PERIODS: 0

Frame 8. Checks Before Towing

Perform the following checks prior to towing the aircraft:

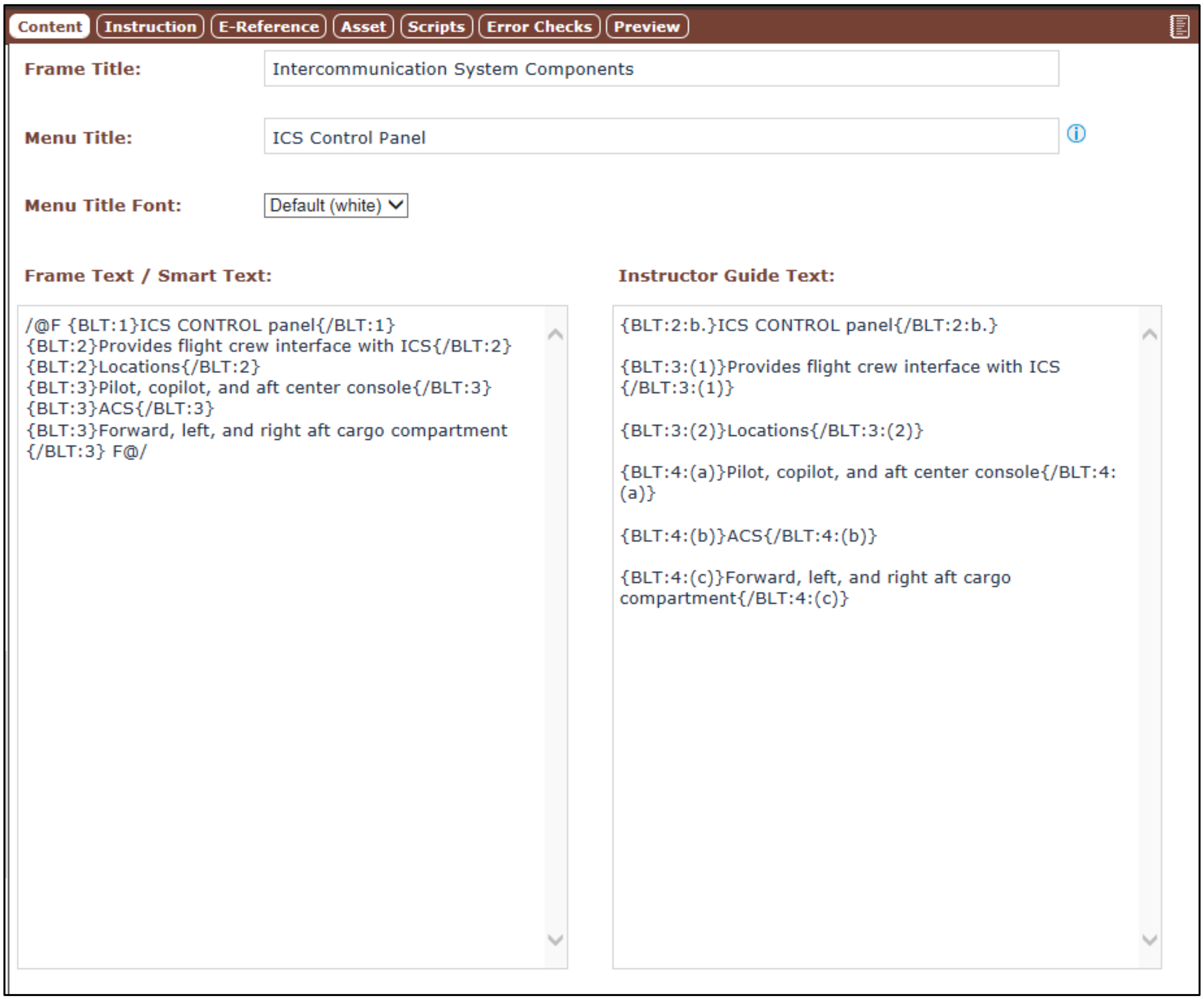
1. Perform exterior and interior safety checks.
2. Remove all servicing carts and test equipment from within and around the aircraft.

CAUTION:
Before towing, make certain the nose wheel is in the fore-and-aft position. Do not operate the nose wheel steering handle or arresting hook handle during towing.

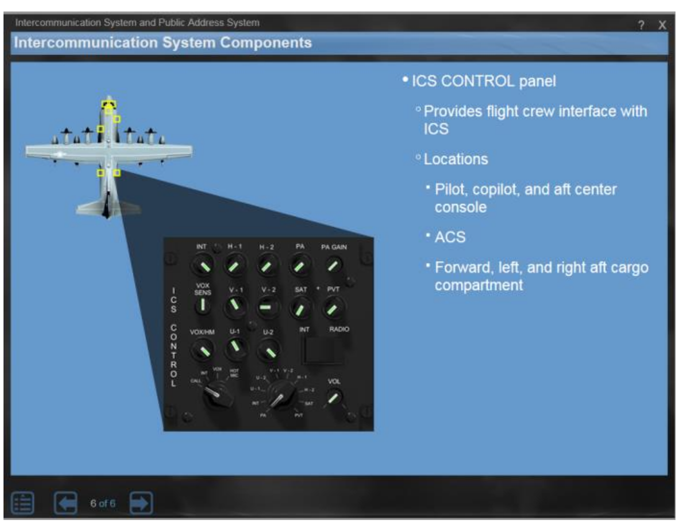
NOTE:
Nose wheel swiveling is limited to 63° in either direction by strut-mounted mechanical stops. During towing it is often necessary to turn the nose wheel beyond these stops. When the nose wheel is rotated to a point exceeding 63° to the right or left, a plunger is depressed by a stationary cam on the shock strut. This motion of the plunger unlocks the piston. With the piston unlocked, added force by the rotating tow bar permits complete rotation of the nose wheels through a 360° arc. The steering lock reseats whenever the nose wheels return to the neutral position, thereby permitting normal steering of the aircraft.

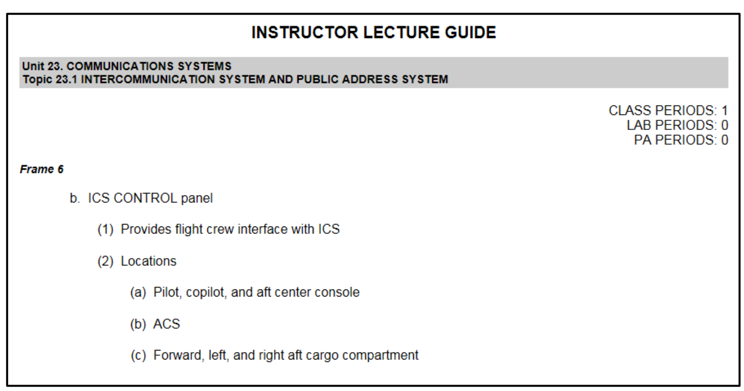
UNCLASSIFIED

Sample 1 - Exported Frame and Instructor Guide



Sample 2 – Content Tab





INSTRUCTOR LECTURE GUIDE

Unit 23. COMMUNICATIONS SYSTEMS
Topic 23.1 INTERCOMMUNICATION SYSTEM AND PUBLIC ADDRESS SYSTEM

CLASS PERIODS: 1
LAB PERIODS: 0
PA PERIODS: 0

Frame 6

b. ICS CONTROL panel

(1) Provides flight crew interface with ICS

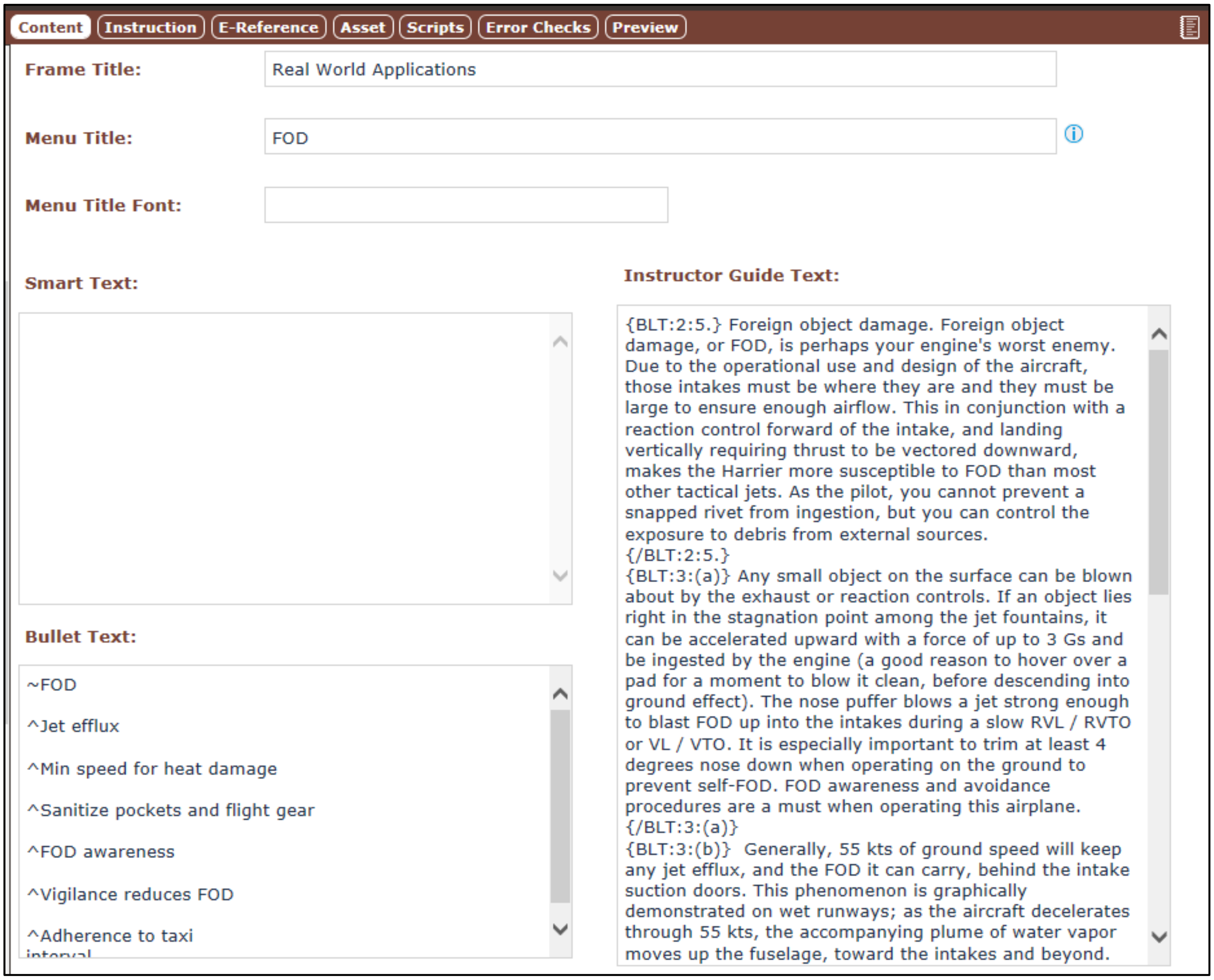
(2) Locations

(a) Pilot, copilot, and aft center console

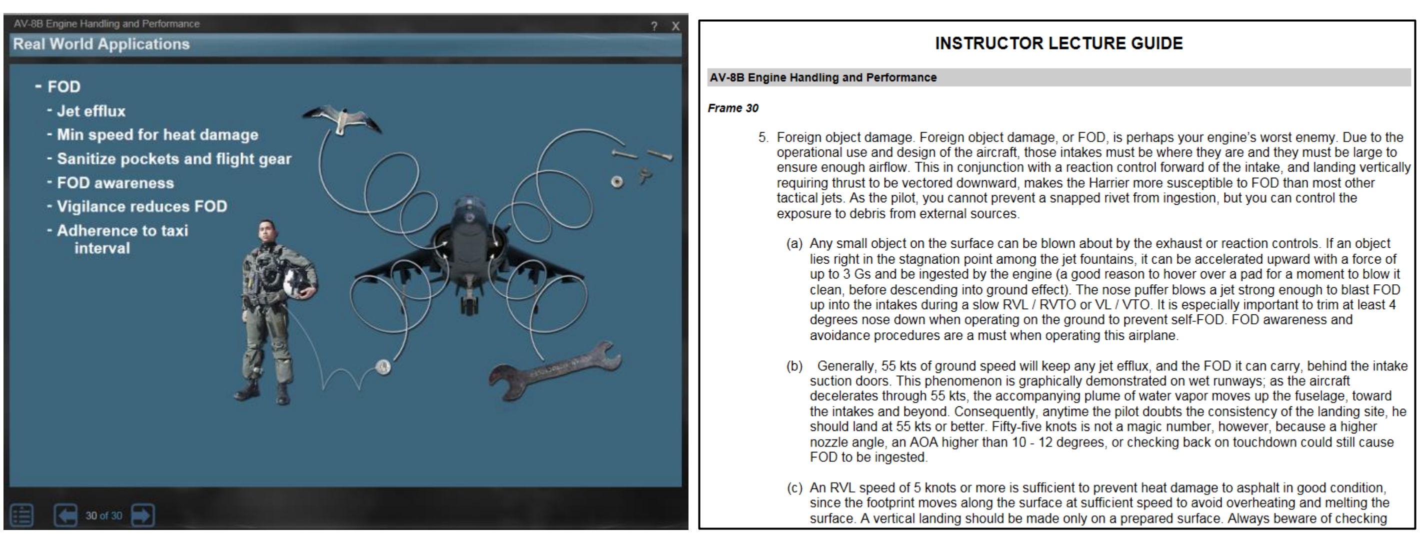
(b) ACS

(c) Forward, left, and right aft cargo compartment

Sample 2 - Exported Frame and Instructor Guide



Sample 3 - Content Tab



INSTRUCTOR LECTURE GUIDE

AV-8B Engine Handling and Performance

Frame 30

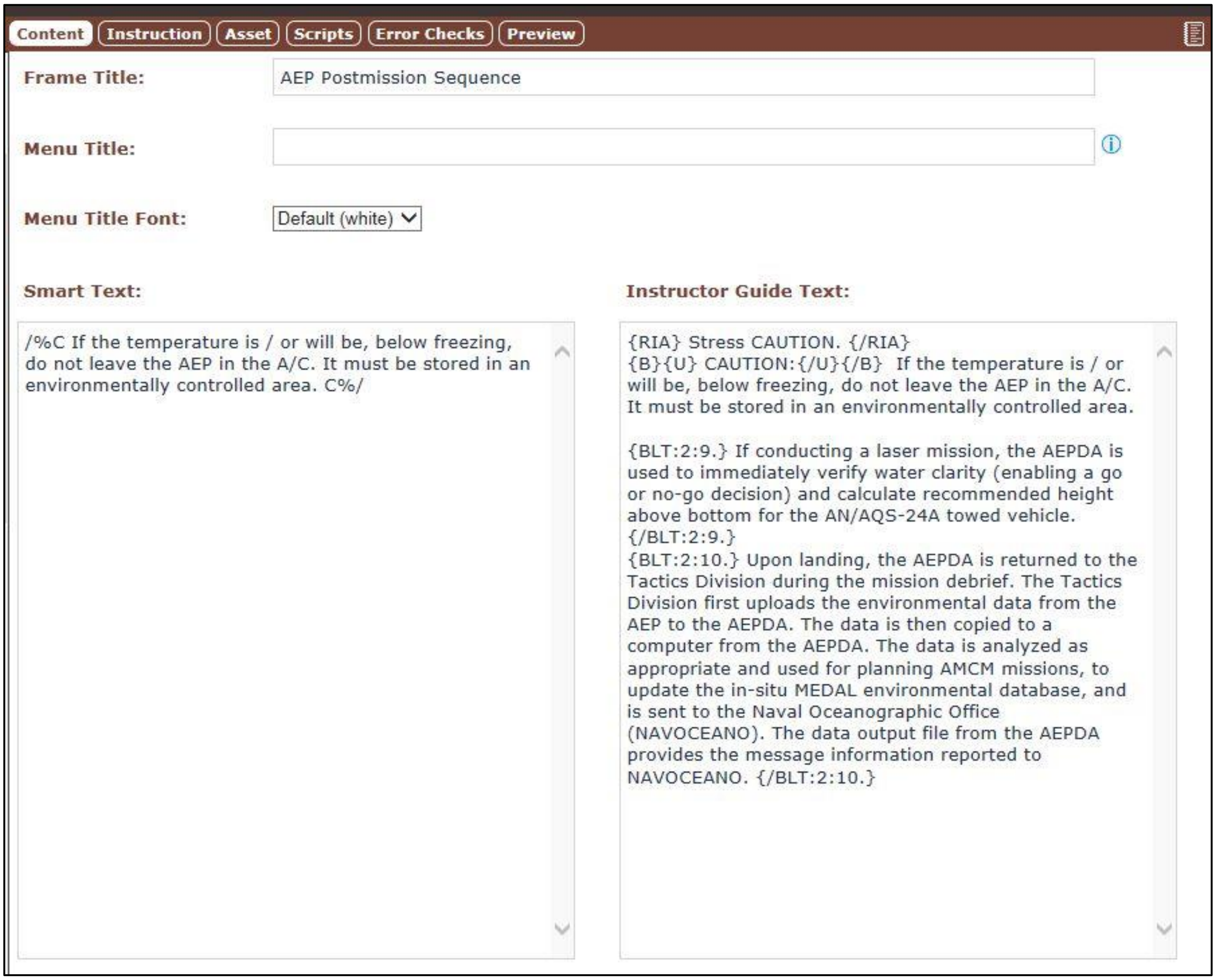
5. Foreign object damage. Foreign object damage, or FOD, is perhaps your engine's worst enemy. Due to the operational use and design of the aircraft, those intakes must be where they are and they must be large to ensure enough airflow. This in conjunction with a reaction control forward of the intake, and landing vertically requiring thrust to be vectored downward, makes the Harrier more susceptible to FOD than most other tactical jets. As the pilot, you cannot prevent a snapped rivet from ingestion, but you can control the exposure to debris from external sources.

   (a) Any small object on the surface can be blown about by the exhaust or reaction controls. If an object lies right in the stagnation point among the jet fountains, it can be accelerated upward with a force of up to 3 Gs and be ingested by the engine (a good reason to hover over a pad for a moment to blow it clean, before descending into ground effect). The nose puffer blows a jet strong enough to blast FOD up into the intakes during a slow RVL / RVTO or VL / VTO. It is especially important to trim at least 4 degrees nose down when operating on the ground to prevent self-FOD. FOD awareness and avoidance procedures are a must when operating this airplane.

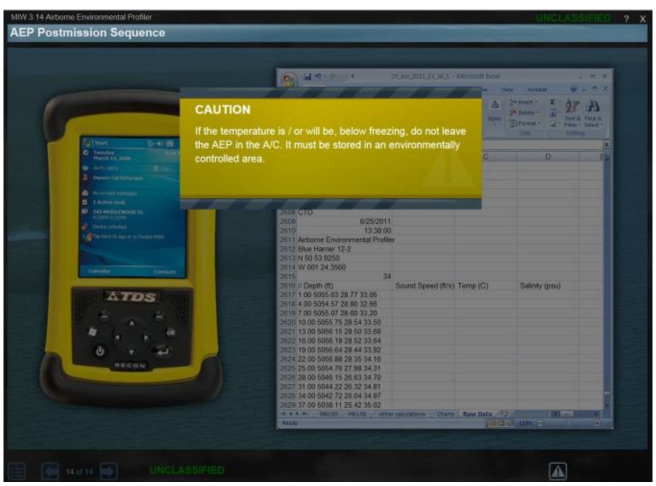
   (b) Generally, 55 kts of ground speed will keep any jet efflux, and the FOD it can carry, behind the intake suction doors. This phenomenon is graphically demonstrated on wet runways; as the aircraft decelerates through 55 kts, the accompanying plume of water vapor moves up the fuselage, toward the intakes and beyond. Consequently, anytime the pilot doubts the consistency of the landing site, he should land at 55 kts or better. Fifty-five knots is not a magic number, however, because a higher nozzle angle, an AOA higher than 10 - 12 degrees, or checking back on touchdown could still cause FOD to be ingested.

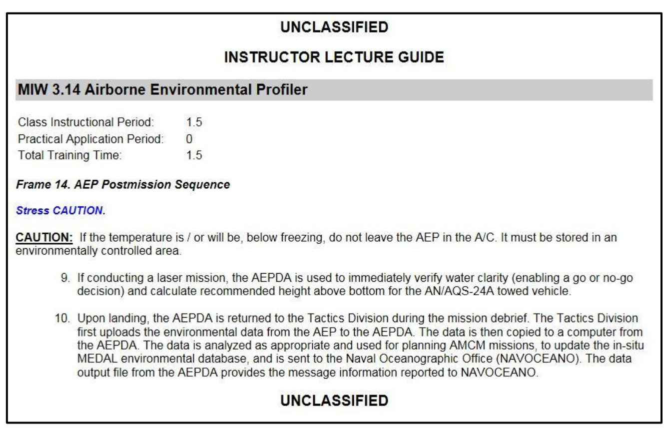
   (c) An RVL speed of 5 knots or more is sufficient to prevent heat damage to asphalt in good condition, since the footprint moves along the surface at sufficient speed to avoid overheating and melting the surface. A vertical landing should be made only on a prepared surface. Always beware of checking

Sample 3 - Exported Frame and Instructor Guide



Sample 4 - Content Tab





UNCLASSIFIED

INSTRUCTOR LECTURE GUIDE

MIW 3.14 Airborne Environmental Profiler

Class Instructional Period:	1.5
Practical Application Period:	0
Total Training Time:	1.5

Frame 14. AEP Postmission Sequence

Stress CAUTION.

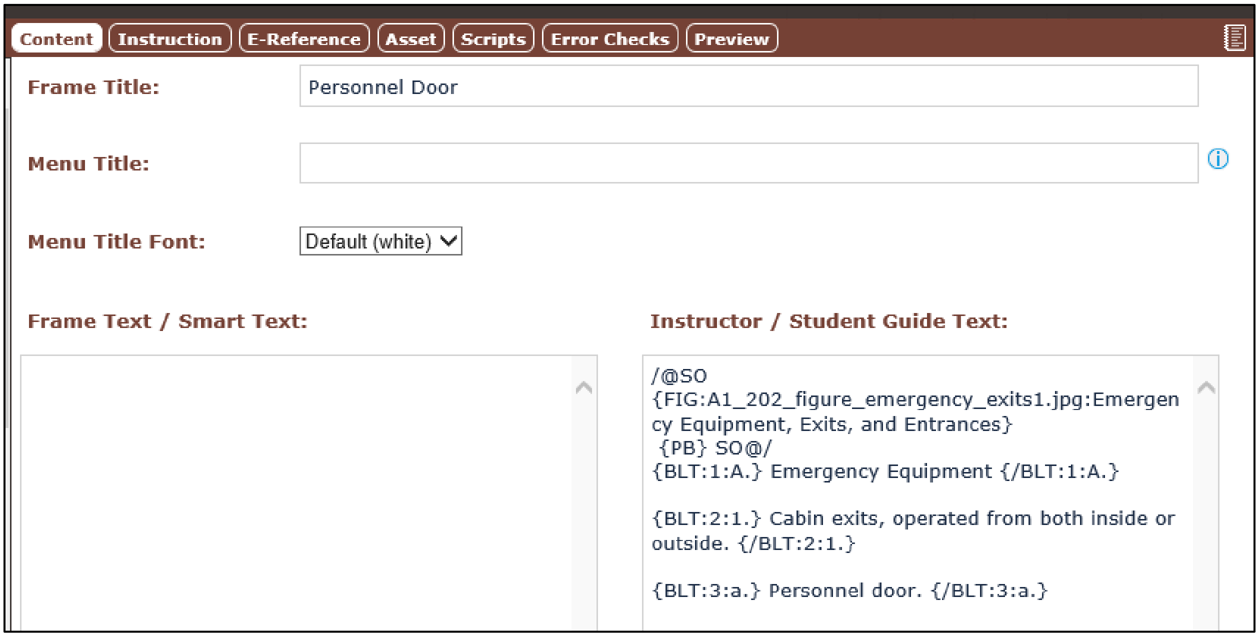
CAUTION: If the temperature is / or will be, below freezing, do not leave the AEP in the A/C. It must be stored in an environmentally controlled area.

9. If conducting a laser mission, the AEPDA is used to immediately verify water clarity (enabling a go or no-go decision) and calculate recommended height above bottom for the AN/AQS-24A towed vehicle.

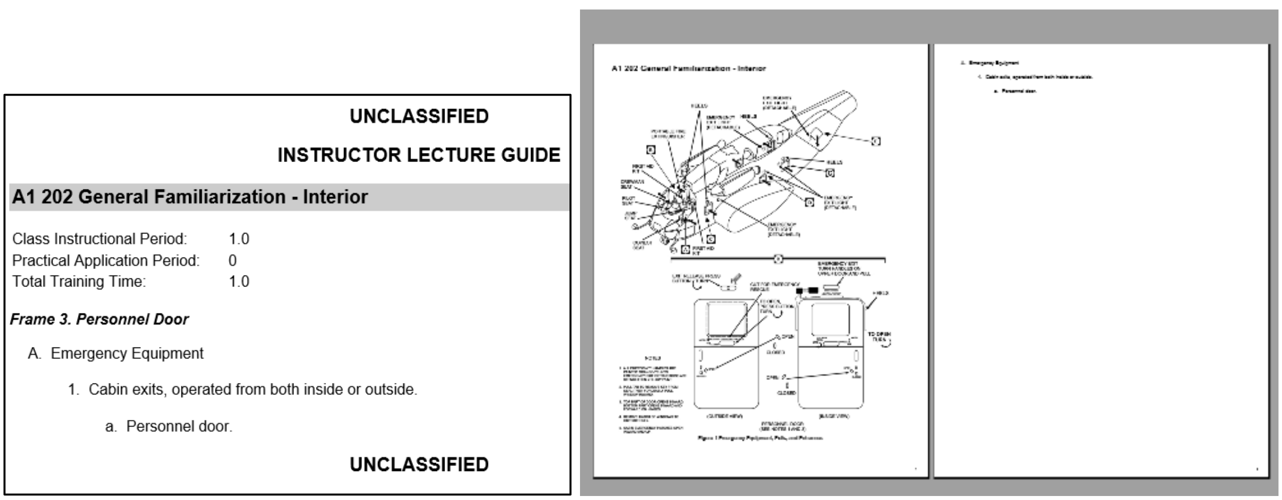
10. Upon landing, the AEPDA is returned to the Tactics Division during the mission debrief. The Tactics Division first uploads the environmental data from the AEP to the AEPDA. The data is then copied to a computer from the AEPDA. The data is analyzed as appropriate and used for planning AMCM missions, to update the in-situ MEDAL environmental database, and is sent to the Naval Oceanographic Office (NAVOCEANO). The data output file from the AEPDA provides the message information reported to NAVOCEANO.

UNCLASSIFIED

Sample 4 - Exported Frame and Instructor Guide



Sample 5 - Content Tab



Sample 5 - Exported Instructor Guide and Student Guide

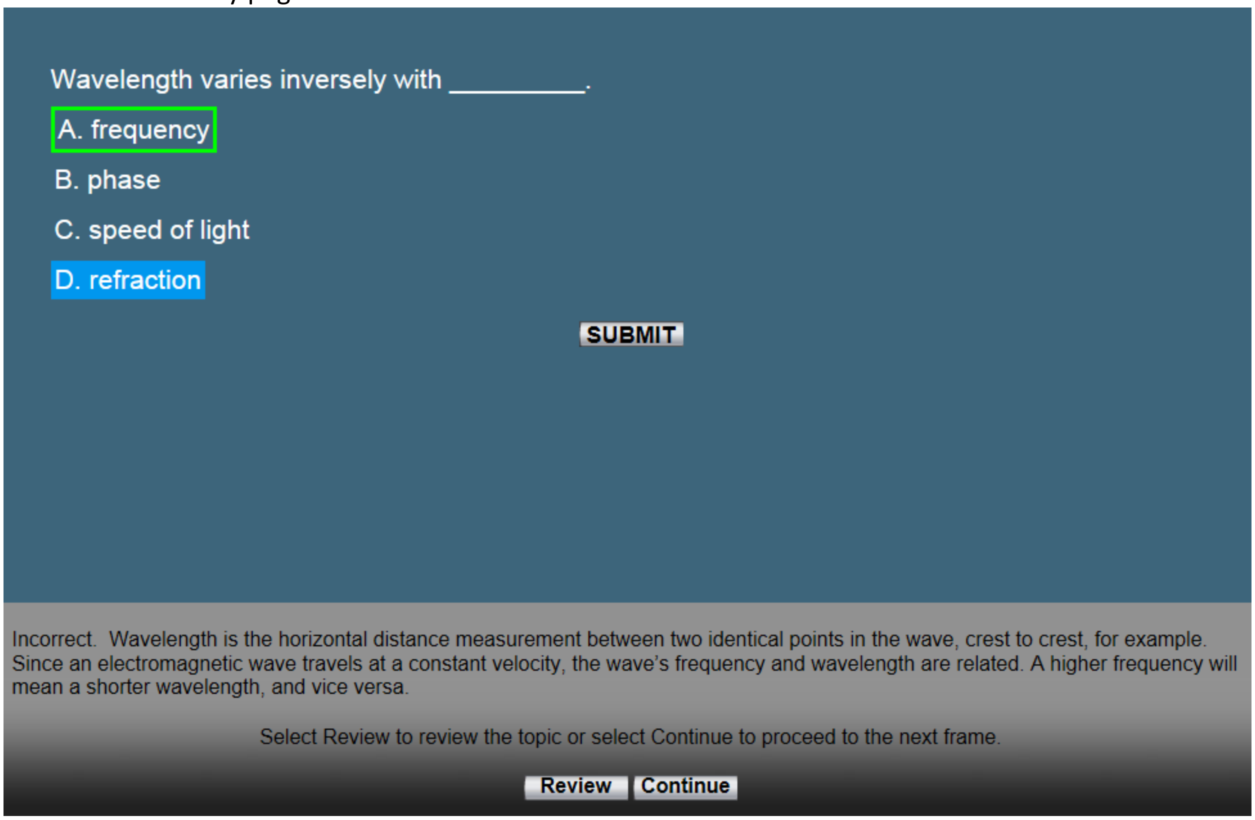
4.11.6.2 Question Frame

4.11.6.2.1 *Question Text*

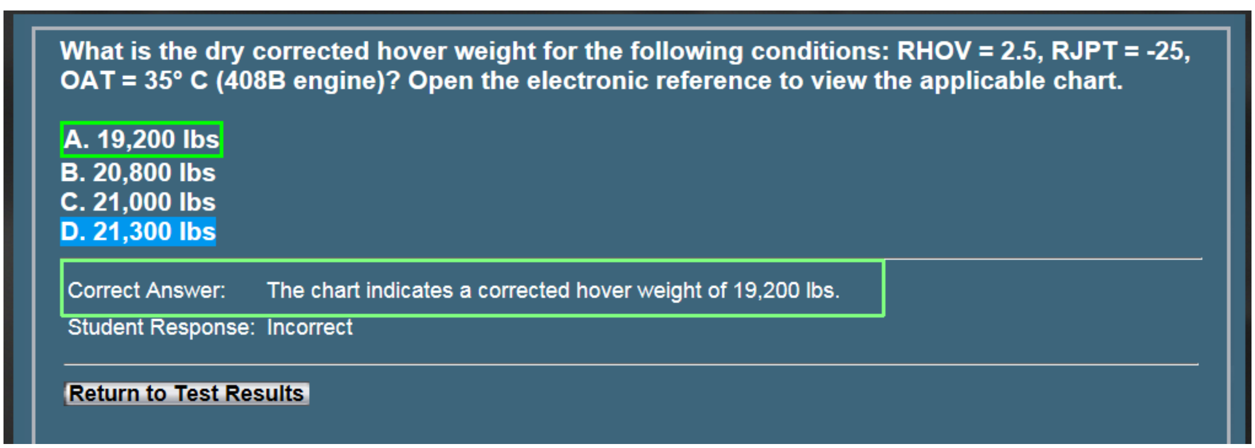
This value represents the text that will display for the question.

4.11.6.2.2 *Feedback Text*

This value represents the text that will display as feedback to the user. Depending on the interface setting used as well as question type, the feedback will either be immediately displayed to the user after the question is submitted or displayed in a test summary page after the test.



Immediate Feedback Used for Self-Check / End of Topic Questions



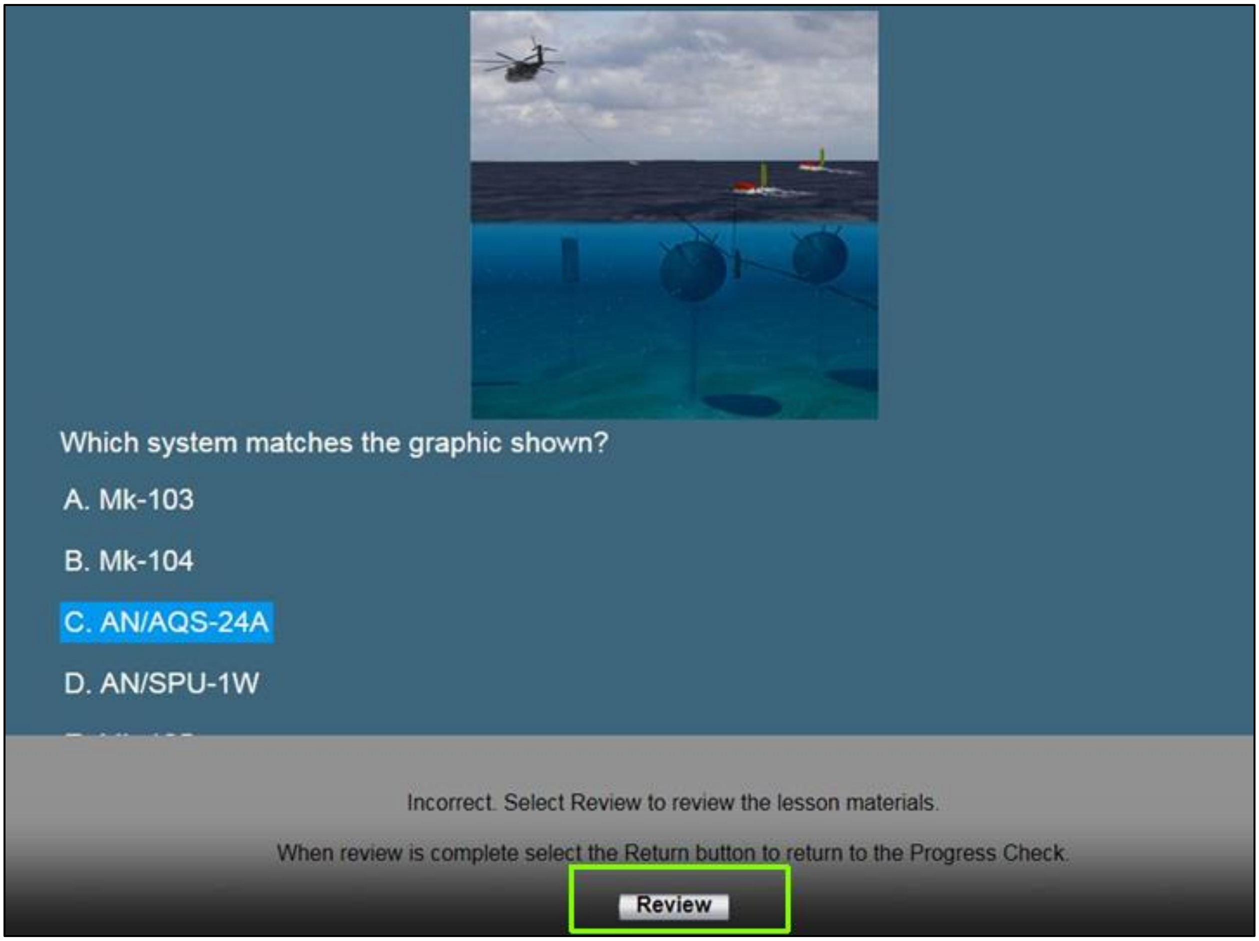
Feedback Displayed From a Test Summary Page

4.11.6.2.3 *Enabling Objective*

The enabling objective drop-down menu allows the project to select an enabling objective to ensure all enabling objectives are covered with test questions. Any enabling objective that is not selected will show an error on the error report check, if the project has selected that optional check. This value is only used for tracking purposes and nothing is exported within the SCO.

4.11.6.2.4 *Remediation Frame*

The remediation frame represents the frame the user would navigate to review. Depending on the interface used as well as question type, the review button can occur immediately after a question or can be displayed on a test summary page.



Sample Review Button after Submit

Sample Test Summary Page with Review Button

4.11.6.2.5 *Topic Title*

The topic title reflects the question content. This topic title can be used on a test summary page to identify the question.

Sample Test Summary Page with Topic Titles

4.11.6.2.6 *Image Question*

The question image text area represents the image used for the question if applicable. The image text is entered in the following format:

- image filename:width:height

- If the image is a full screen interactive image (ex: drag and drop), then use the format: image filename:full
- If the image is an HTML object, an additional folder name can be included with the filename, for example: folder name/filename:width:height
- The image used for the question will need to be uploaded as an additional asset from the Asset tab.

4.11.6.2.7 *Shuffle Distractors*

The shuffle distractors value determines whether the distractors will appear shuffled or exactly as sequenced on the Content tab.

4.11.6.2.8 *Points*

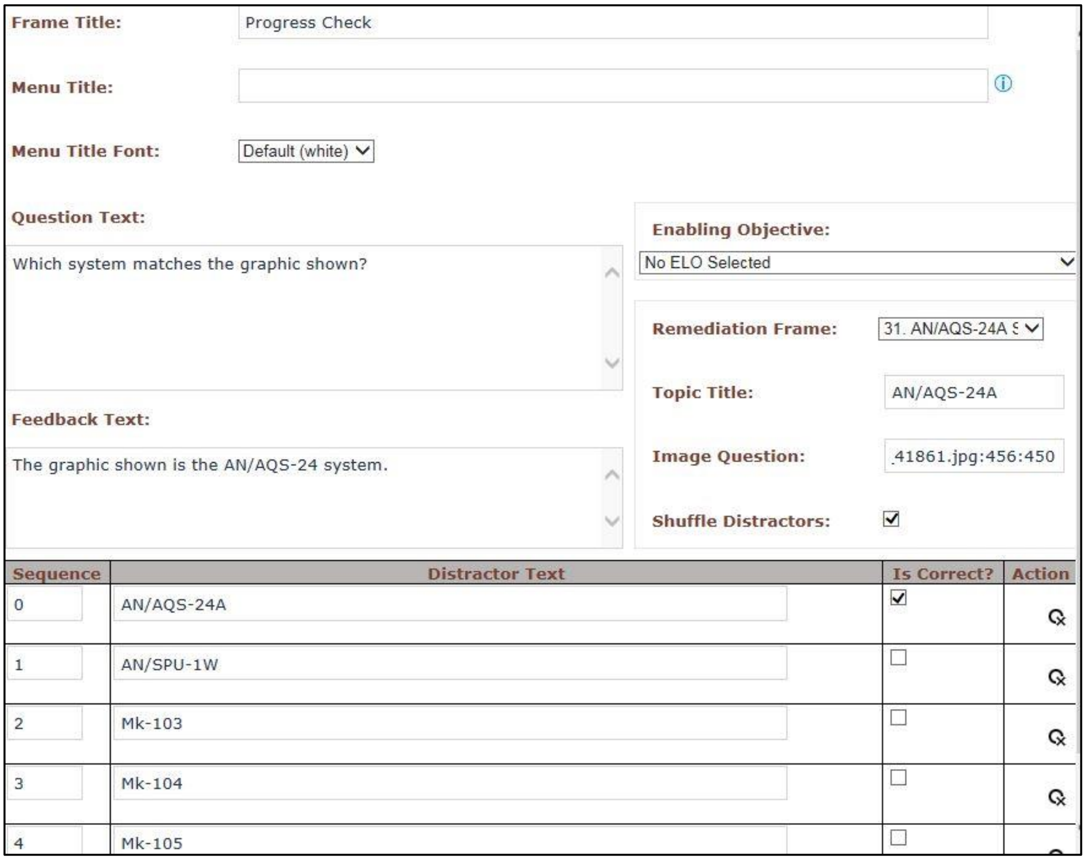
The points text area represents the total number of points the question is weighted when scored within the SCO. This value can also be used by an LMS to allow for student grade changes.

If no value is present for the question points, the following will be used during export:

- Multiple choice / True-False questions: 1 point
- Full screen interactions: 2 points
- Essay questions: 3 points (an essay question is a question containing no distractors)

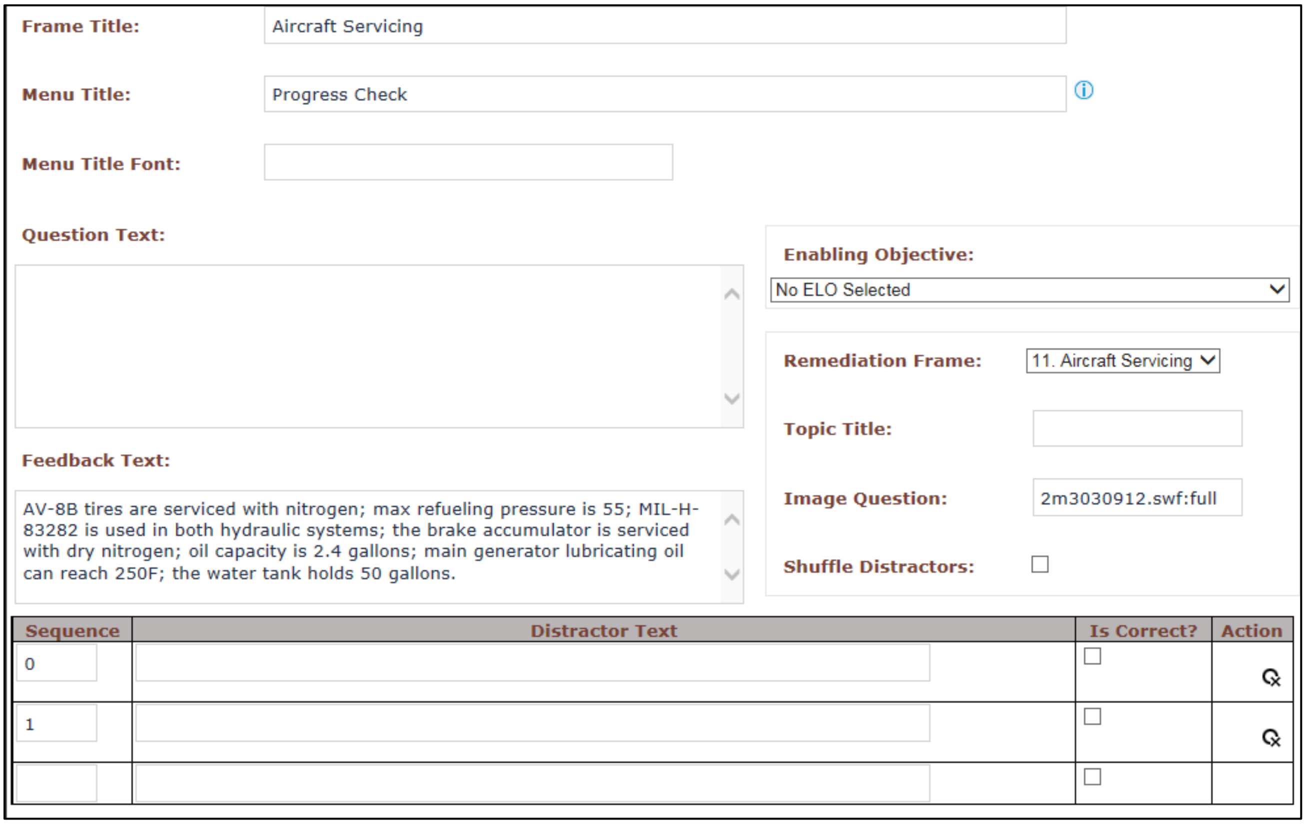
4.11.6.2.9 *Sample Content*

Listed below are 2 different Content tabs with the resulting exported SCO.

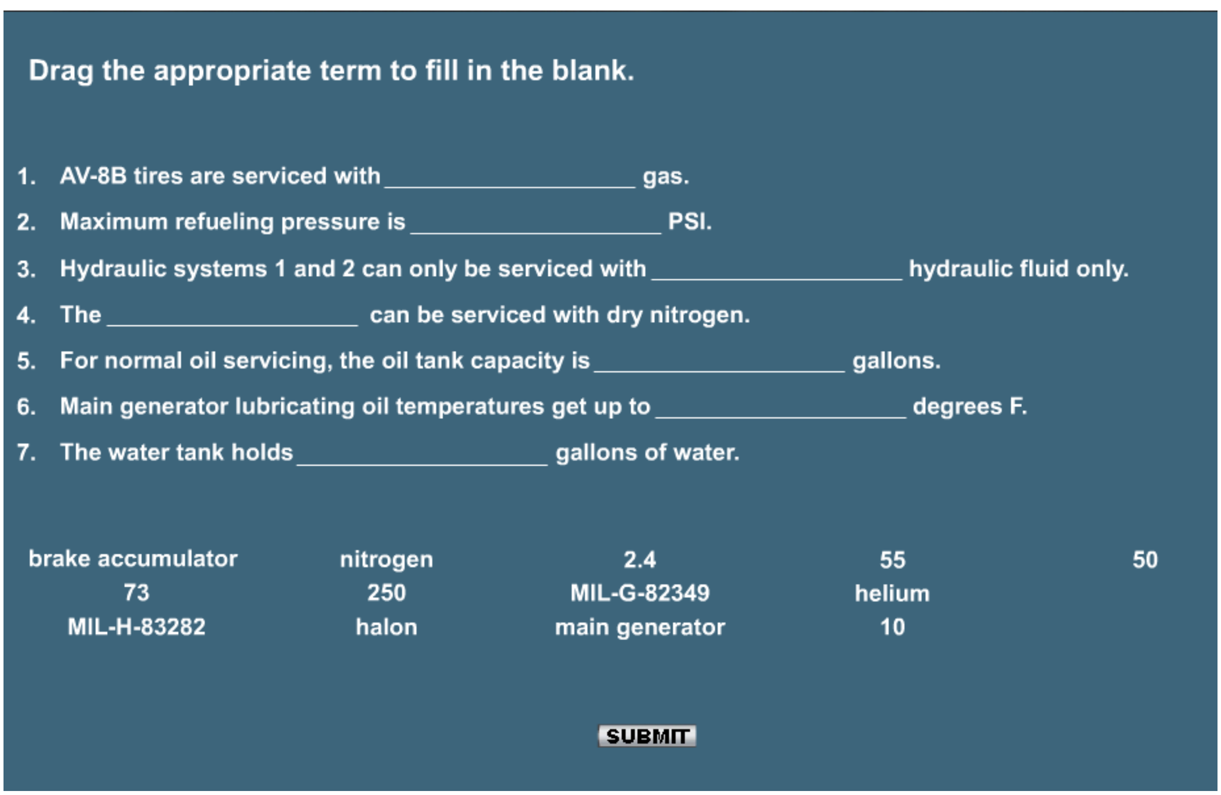


Example 1: Question Text with Image (Content Tab)

Example 1: Question Text with Image (Exported Frame)



Example 2: Full Screen Interactive Image (Content Tab)



Example 2: Full Screen Interactive Image (Exported Frame)

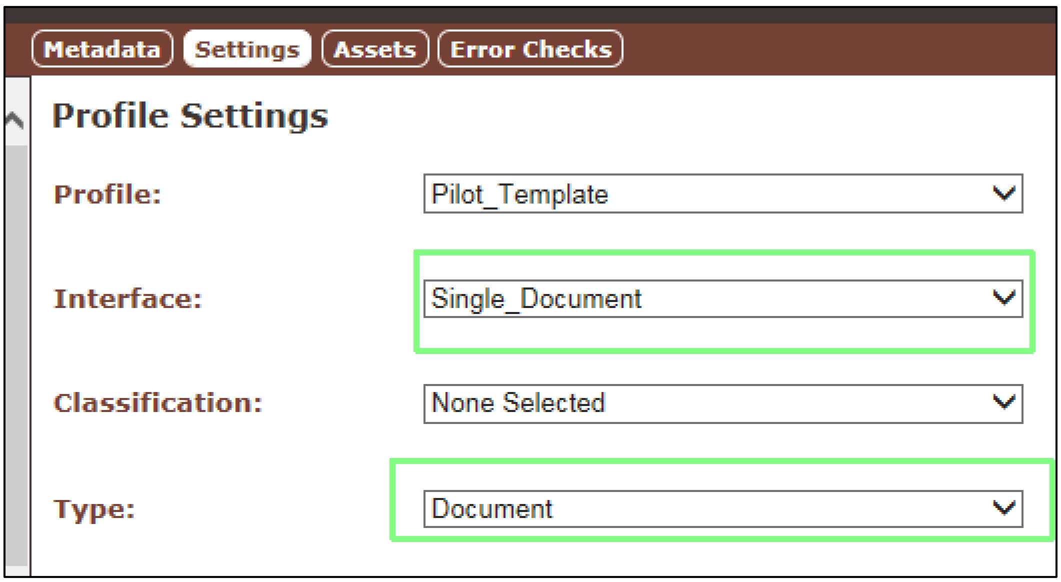
When using a full screen media file in place of an IME multiple choice question, a call will need to be made from the external media file to pass a correct or incorrect value to the SCO.

The call that needs to be made from the external media is displayed below.

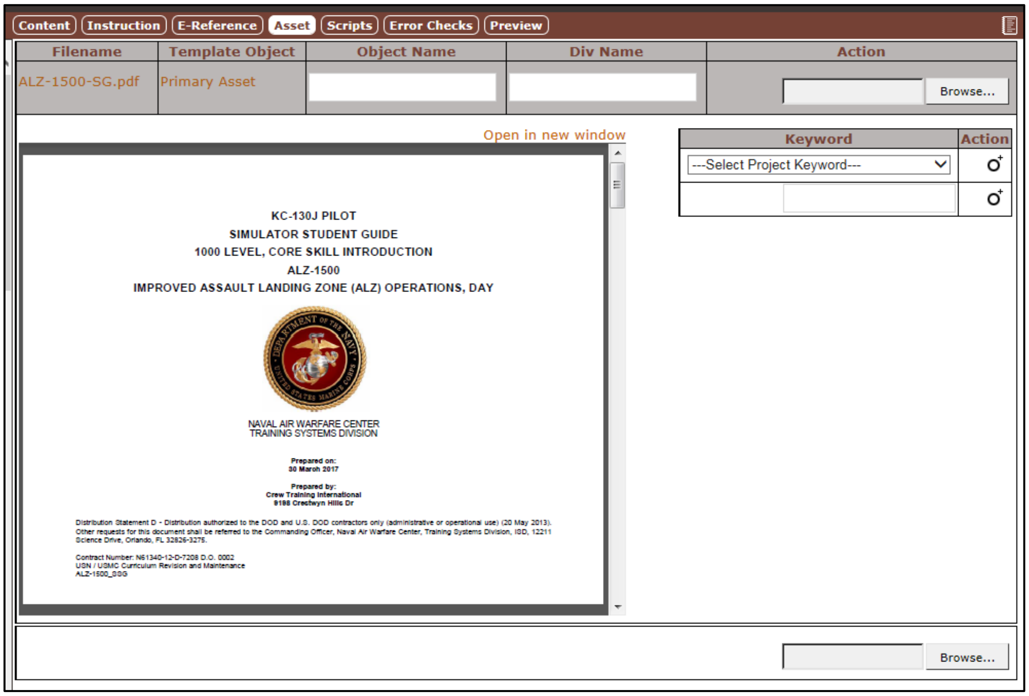
For correct response to question: DisplayAlert(“Correct”);
For Incorrect response to question: DisplayAlert(“Incorrect”);

4.11.6.3 Document Frame

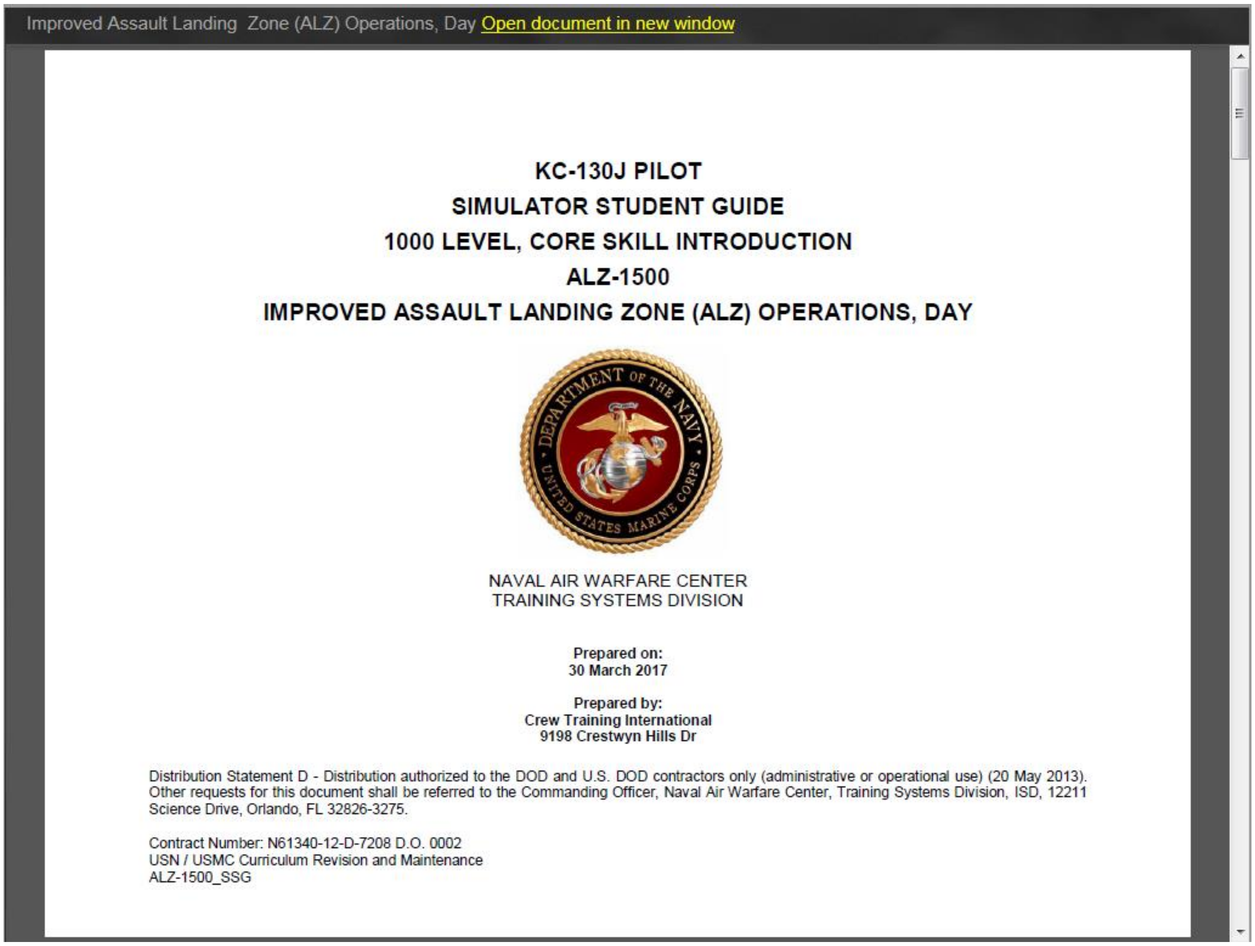
For SCOs that contain a single document, ensure that the “Single_Document” interface is selected and the type value is set to “Document” from the Settings tab for the SCO.



Next, to add a single document frame, select the Full Screen Asset template and browse for the document (.pdf is recommended) from the Asset tab.



Sample Document Frame

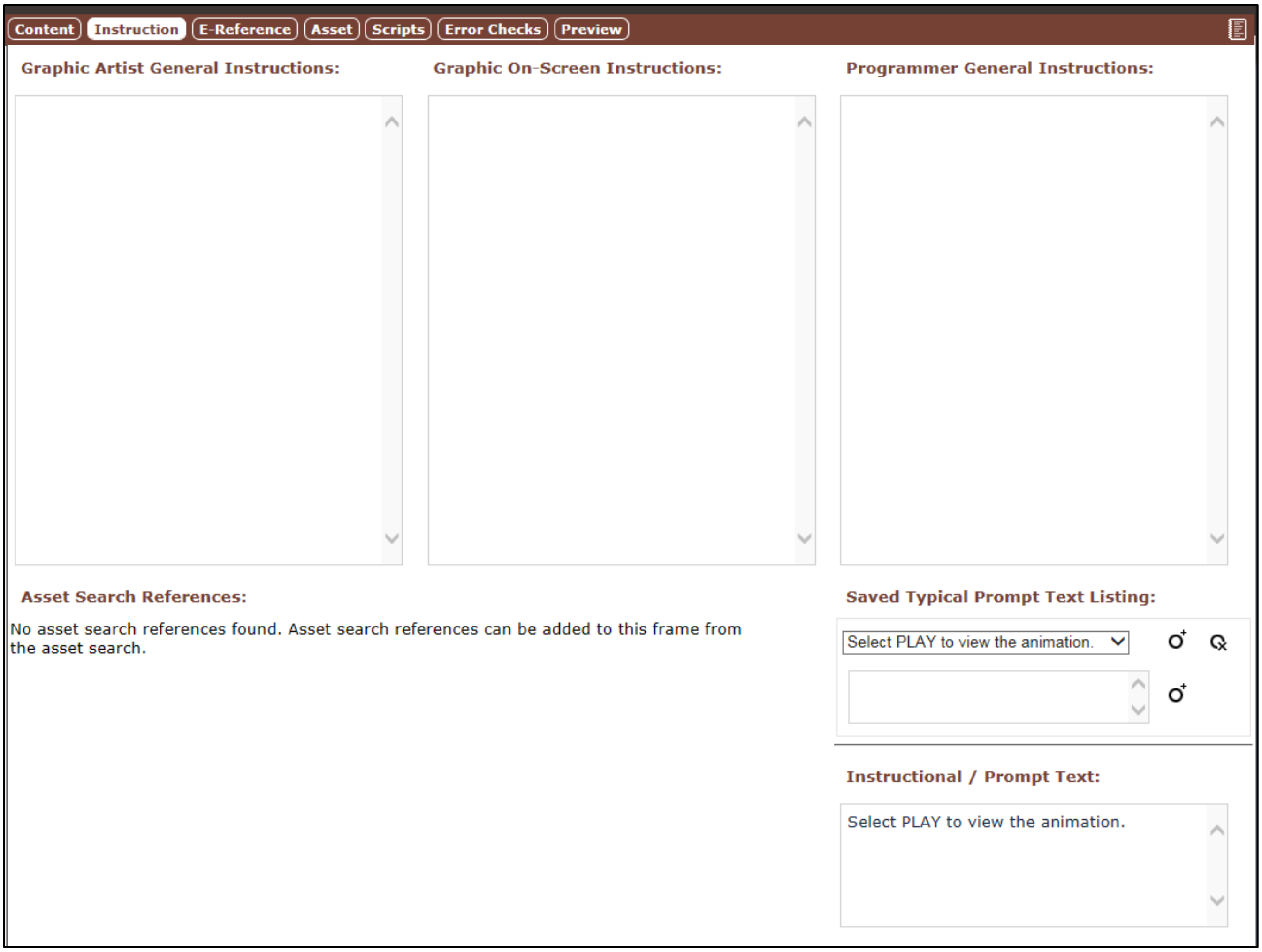


Sample Exported Document SCO

4.11.7 Instruction Tab

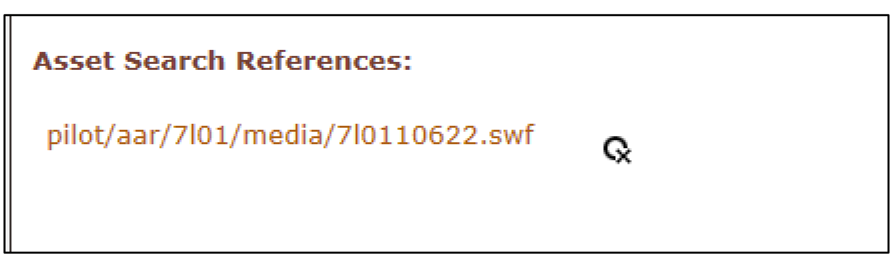
The first row within the Instruction tab is used to enter notes for the production team to assist in creating or modification of the frame.

To change text within this tab, simply change the text and click outside of the text area.



Instruction Tab

4.11.7.1 Asset Search References

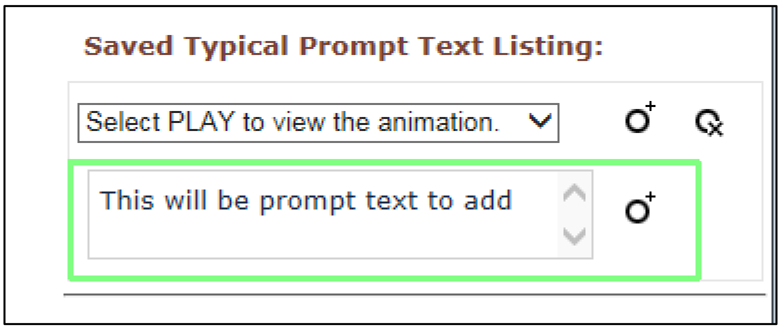


Asset Search Reference Listing

Asset search references can be added to this section from the Asset Search. These can be used by team members to assist in the authoring and revision of the frame. Selecting the reference link will open the asset in a new window. To remove an asset search reference, select the Remove button to the right of the reference. Refer to section Add Asset As Frame Reference to add an asset reference to a frame.

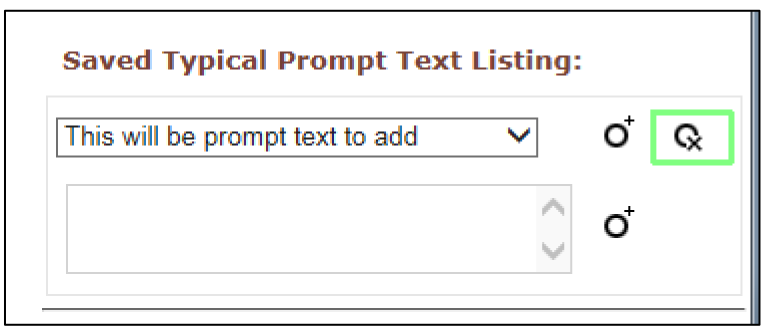
4.11.7.2 Saved Typical Prompt Text Listing

The typical prompt text drop-down list contains a list of common prompt text phrases.
To add an item to the saved list, enter the prompt text within the text field directly under the dropdown, and select the Add button to the right of the text field.



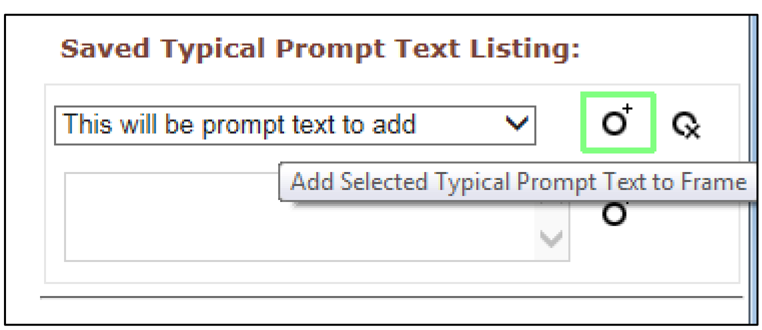
Add Item to Typical Prompt Text Listing

To remove an item from the saved list, select the item within the drop-down list, then click the Remove button.



Remove Item from Typical Prompt Text Listing

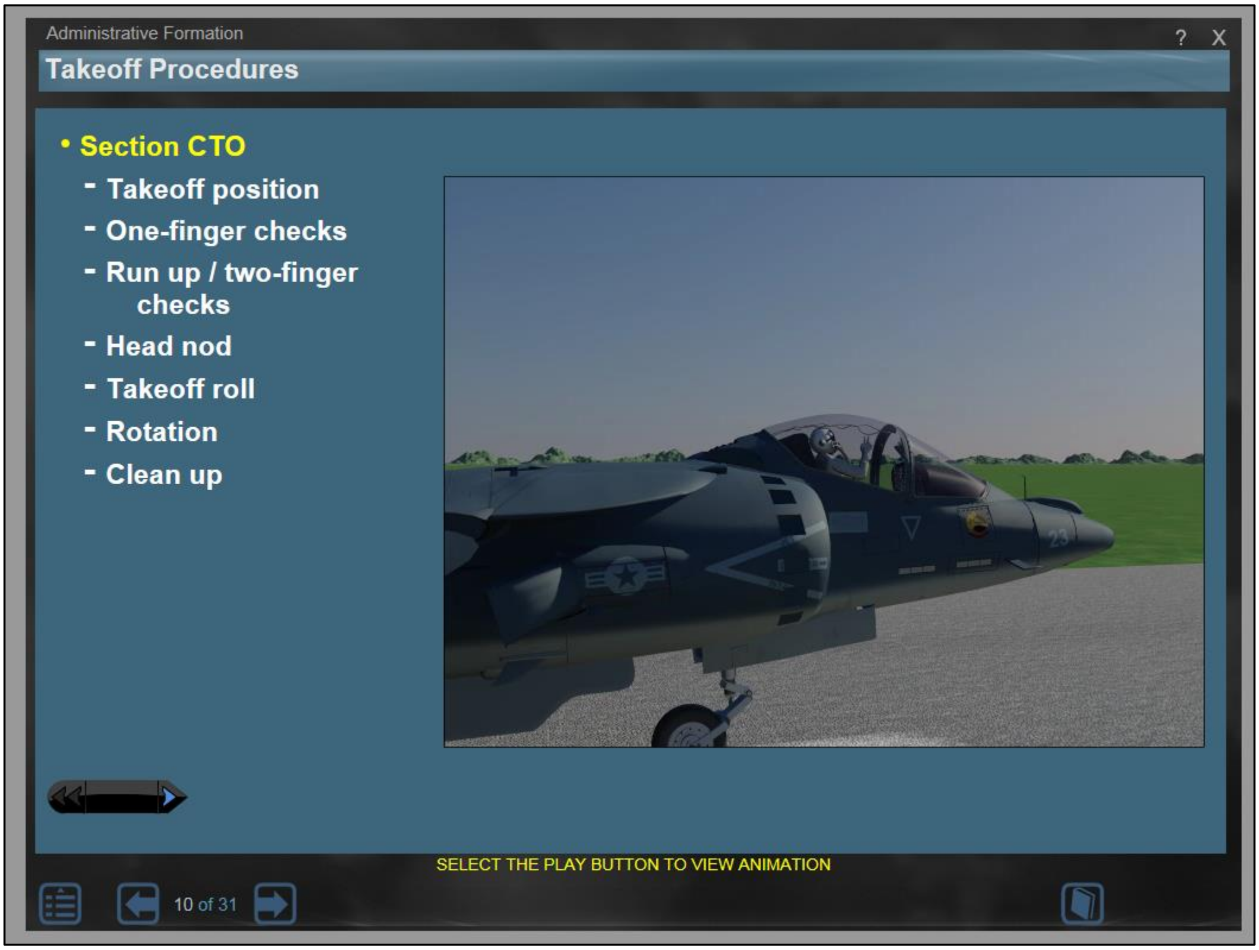
To populate the Instructional / Prompt Text field with a typical prompt text selection, press the Add button next to the desired typical prompt text. The Instruction / Prompt Text field will automatically save with the new prompt text.



Add Selected Prompt Text to Frame

4.11.7.3 Instructional / Prompt Text

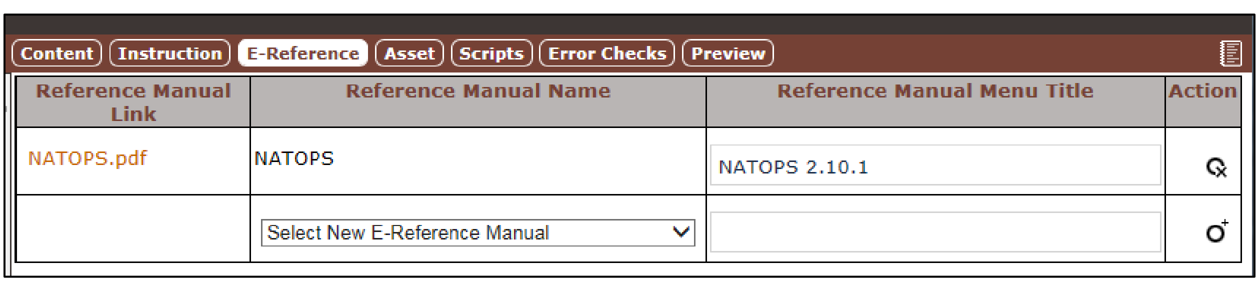
To add prompt text, either type the prompt text desired in the Instructional / Prompt Text box, or select the Add button after a typical prompt text selection was selected from the drop-down list.



Prompt Text Display on Exported Frame

4.11.8 E-Reference Tab

The E-Reference tab is used to attach an e-reference menu link to a frame. In order for the E-Reference tab to appear for a frame, e-references will need to be added to the project. Refer to section E-Reference Configuration to setup the project to support e-references.



E-Reference Tab

4.11.8.1 Reference Manual Link

This column contains a link to the e-reference manual.

4.11.8.2 Reference Manual Name

This column displays the name of the e-reference.

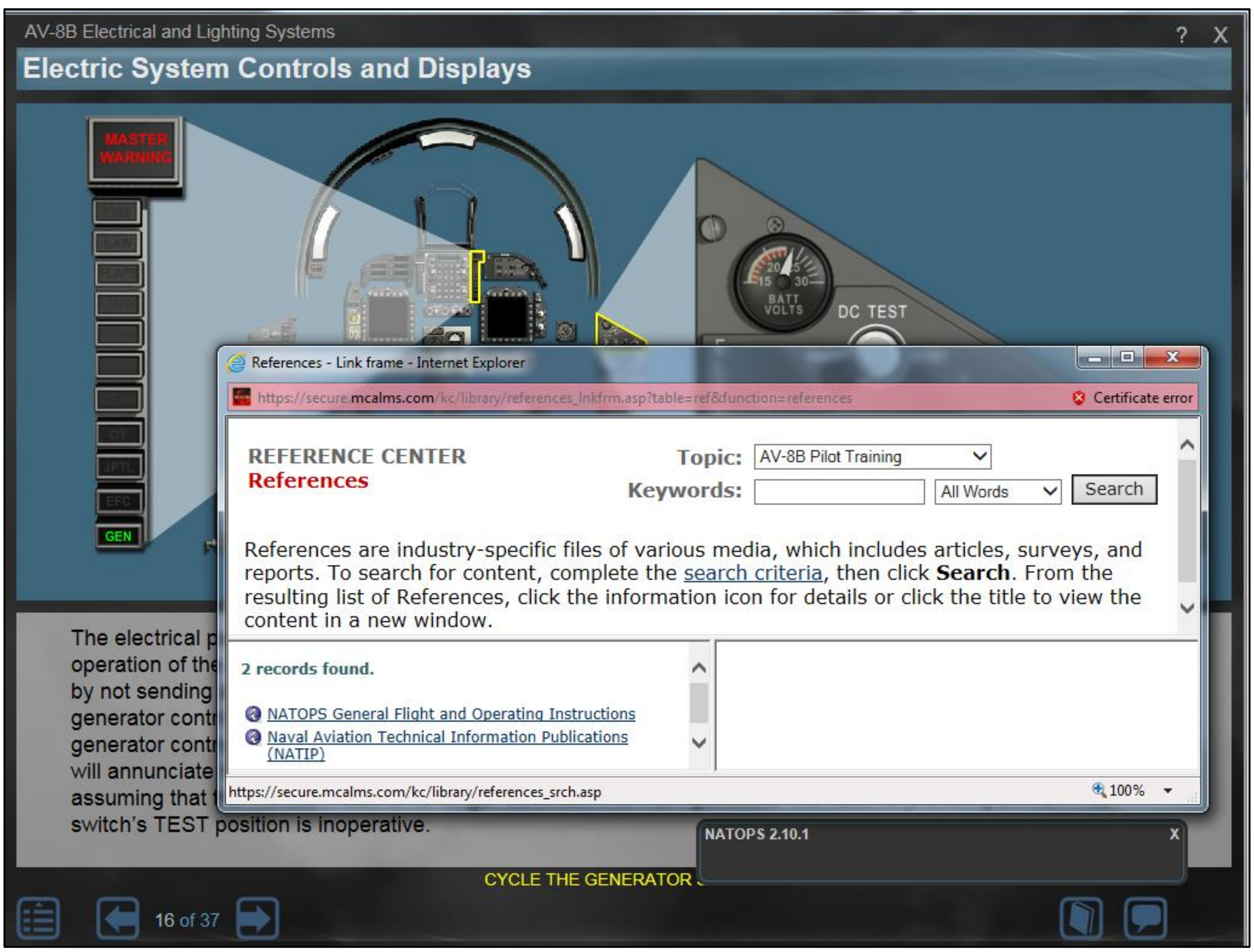
4.11.8.3 Reference Manual Menu Title

This field contains the e-reference menu text that will display when a student selects the e-reference button within the SCO. To edit the menu title listing, change the text and then click anywhere outside of the text area.

4.11.8.4 Action

To remove an e-reference menu link from the frame, select the Remove button.

To add a new e-reference menu link to the frame, select the e-reference from the drop-down menu. The text field to the right will automatically fill with the default reference menu title. Next select the Add button. The e-reference menu link will now be added to the frame listing for further editing.



Reference Center Link within MCALMS

4.11.9 Asset Tab

The Asset tab is used to attach assets to template objects as well as attach keywords to the assets to assist asset searches.

4.11.9.1 Filename

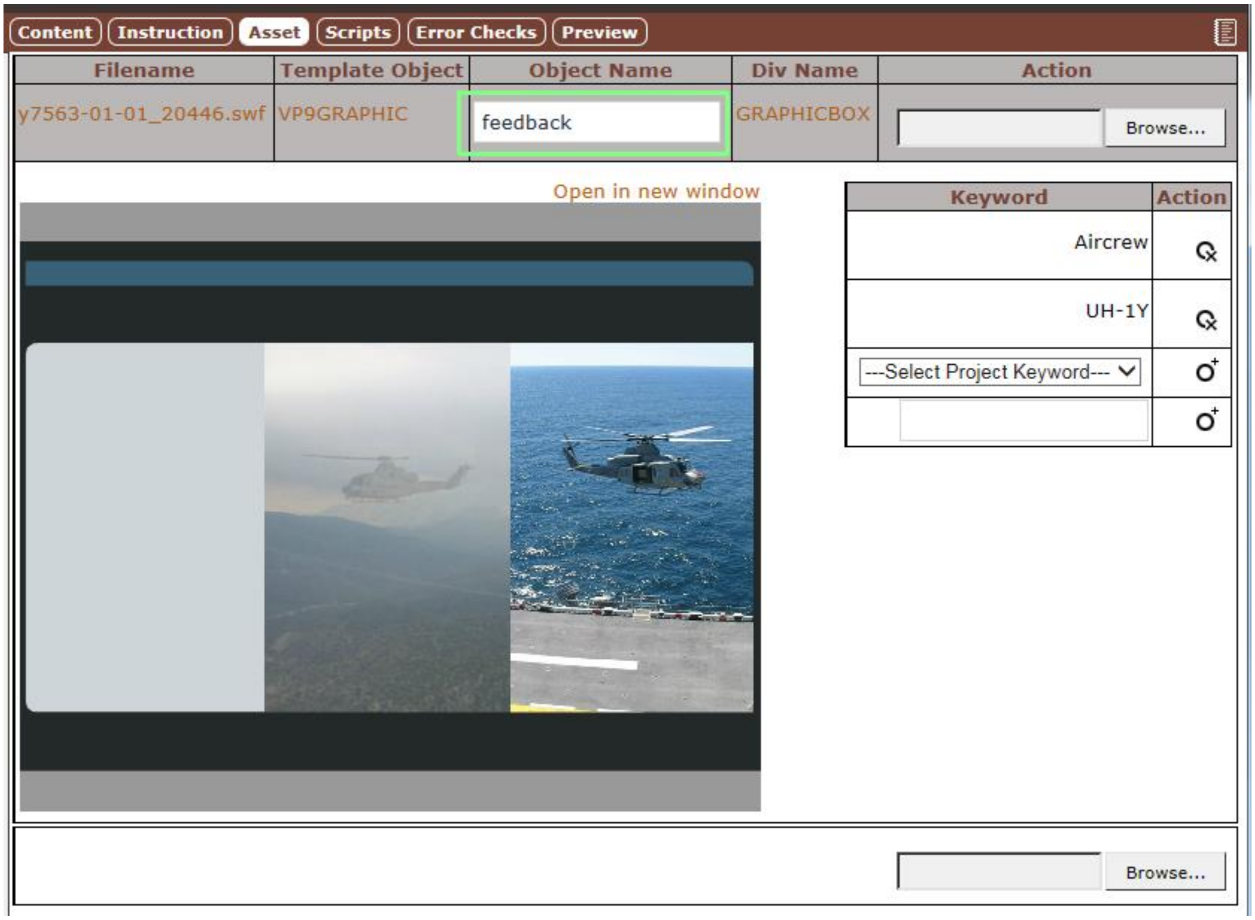
The filename represents the name of the file selected for the template object.

4.11.9.2 Template Object

The template object displays the name of the template object defined within the profile settings.

4.11.9.3 Object Name

If a specific object name value is desired within the html frame output, enter the desired text within the "Object Name" field. To prevent html scripting errors, only letters, numbers, hyphens, and underscore characters are allowed within this field.



Sample Object Name Field

```
<div id="GRAPHICBOX" style="position:absolute;left:0px;width:1024px;height:729px;top:0px;z-
index:10;"><div id="feedback"></div>
<script language="javascript" type="text/javascript">
embedSWF('/MELD/IME/export/projects/175/new/7563_Introduction_to_the_UH-1Y/media/y7563-01-
01_20446.swf', 'feedback','1024','729',{ wmode: "transparent",  allowscriptaccess: "always"
},'GRAPHICBOX')
</script>
</div>
```

Sample Object Name HTML Export

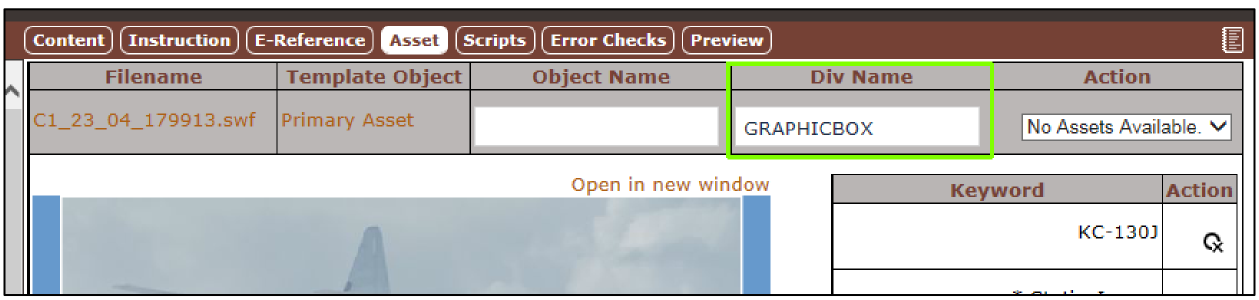
4.11.9.4 Div Name

If the project setting “Allow Div Name Edits” is selected for the project, the “Div Name” field will become editable.

If a specific div name value is desired within the html frame output, enter the desired text within the “Div Name” field. To prevent html scripting errors, only letters, numbers, hyphens, and underscore characters are allowed within this field.

When in doubt, do not change this value as the interfaces may rely on a specific default value for styling purposes.

If the project setting “Allow Div Name Edits” is unchecked, the div name entered for the template object during template setup is used.



Div Name Field

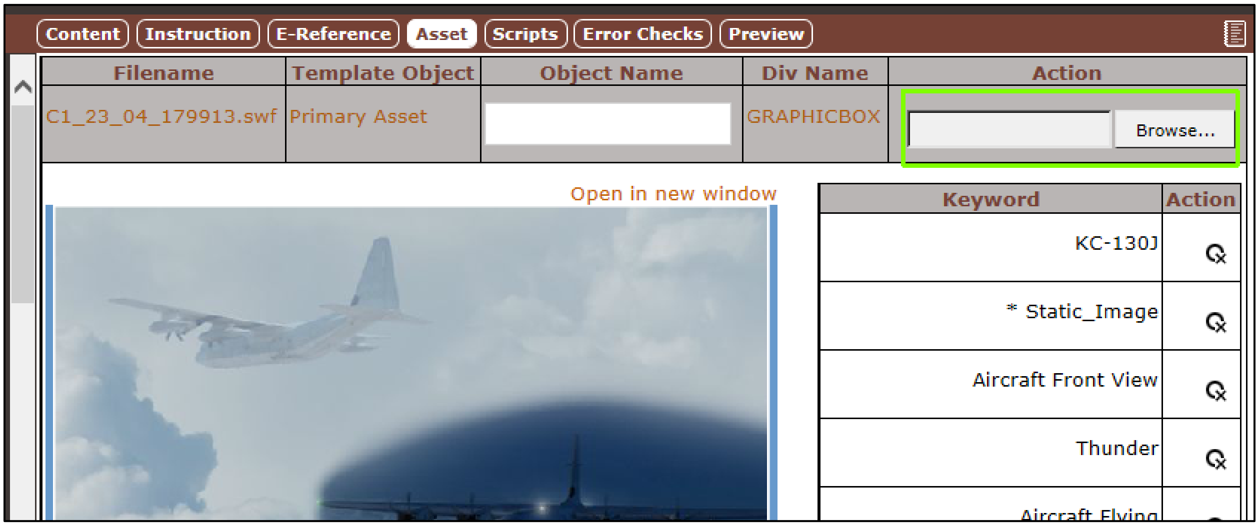
4.11.9.5 Action

The following are the asset types supported by the project interfaces:

1. MP4
2. JPG
3. PNG
4. GIF
5. OAM (Adobe Animate HTML5 package)
6. HTM / HTML
7. PDF

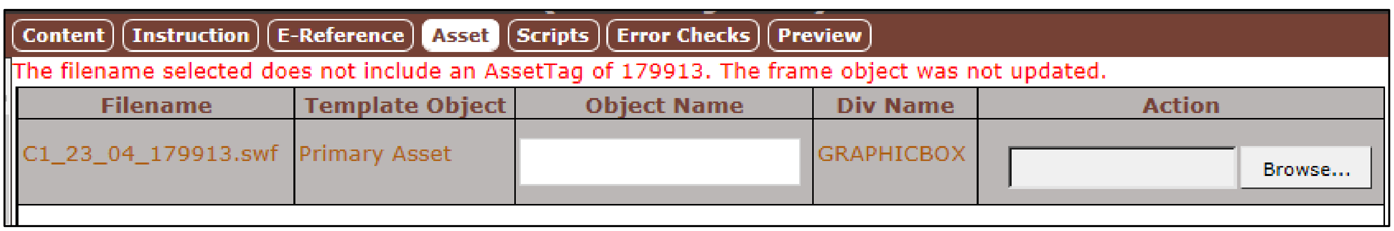
4.11.9.5.1 *Closed File System*

If the project setting “Closed File System” is selected for the project (this is the default setting), a Browse button will be available under the Action column. Selecting Browse will allow the user to browse the file system to upload an asset to the selected template object. It is important to note that the selected asset is ***uploaded*** to the IME folder structure. When changes are made to the asset, it will need to be ***re-uploaded*** by selecting the Browse button.



Browse for Asset Location

When the project setting “Force Asset Tag within Asset Filename” is checked, an error will display if a file is uploaded within the closed file system that does not contain the asset tag within the filename.

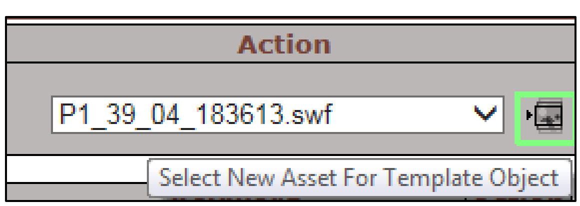


Important: For Document SCOs, the closed file system is always used regardless of project setting. The “Force Asset Tag within Asset Filename” project setting is ignored for Document SCOs as well.

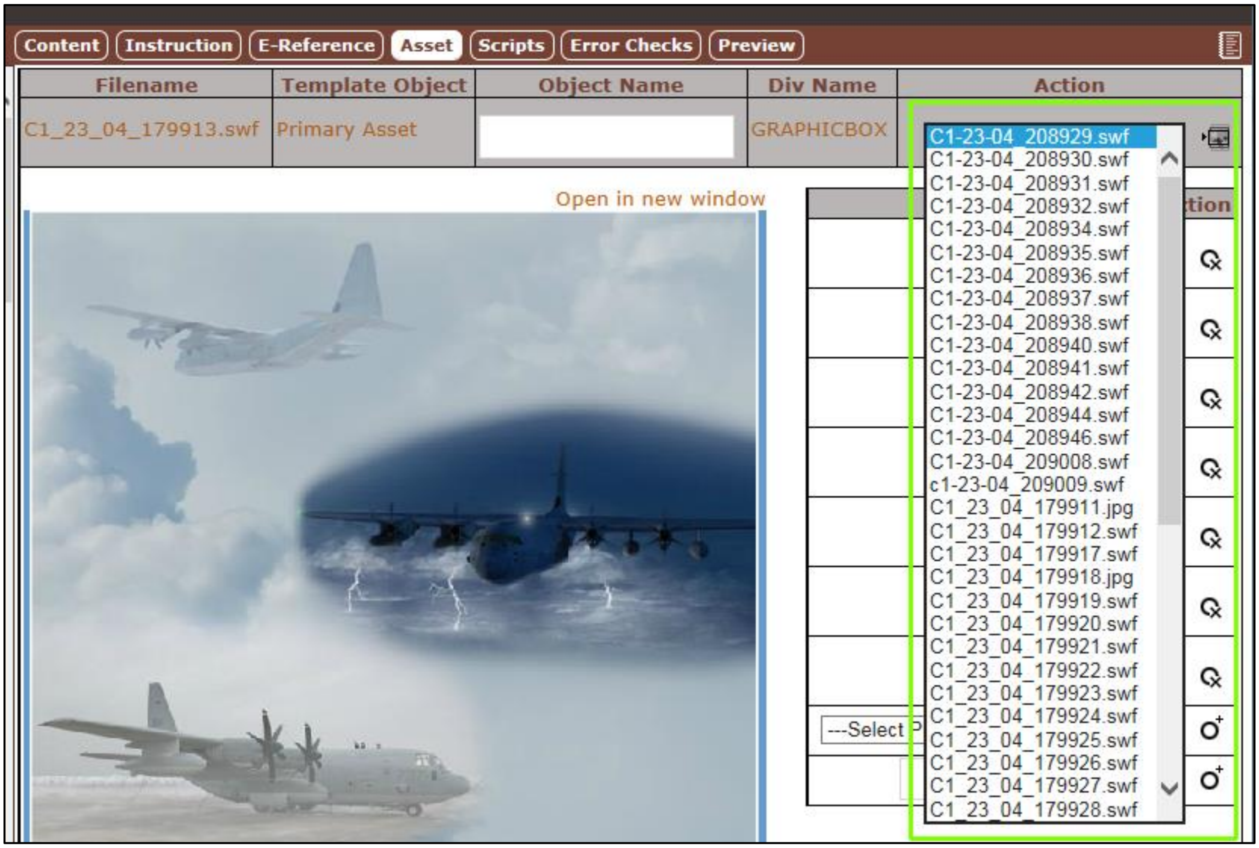
4.11.9.5.2 *Open File System*

Unchecking the project setting “Closed File System”, enables the open file system. Under an open file system, the IME folder structure starting with the top most curriculum item would be shared by a server administrator. Users would then copy and replace assets into the media folder for the desired SCO. All media files that are available within the SCO’s media folder are shown in a drop-down menu in the Action column. The drop-down menu is used to ***link*** the desired asset to the template object.

To update the template object with an asset from the drop-down menu, select the “Select New Asset for Template Object” button that is displayed to the right of the drop-down menu.

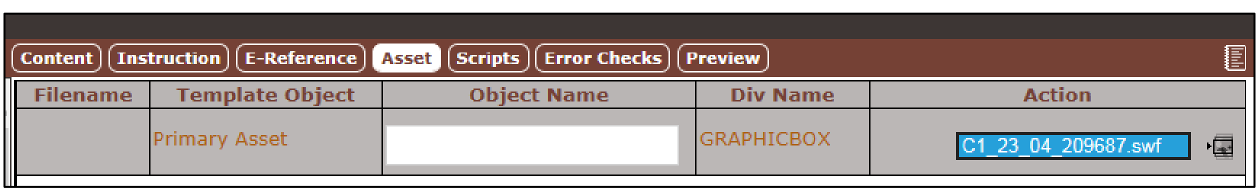


It is important to note that the asset selected is now ***linked*** to the template object. Any updates to the file system shared folder will be updated within the SCO. **Only experienced and established projects should use this method of updating.**



Linked Drop down Asset Location

When the project setting “Force Asset Tag within Asset Filename” is checked, the only files available within the drop-down menu are the files that contain the asset tag within the filename. Most likely the drop-down menu will contain a single asset.

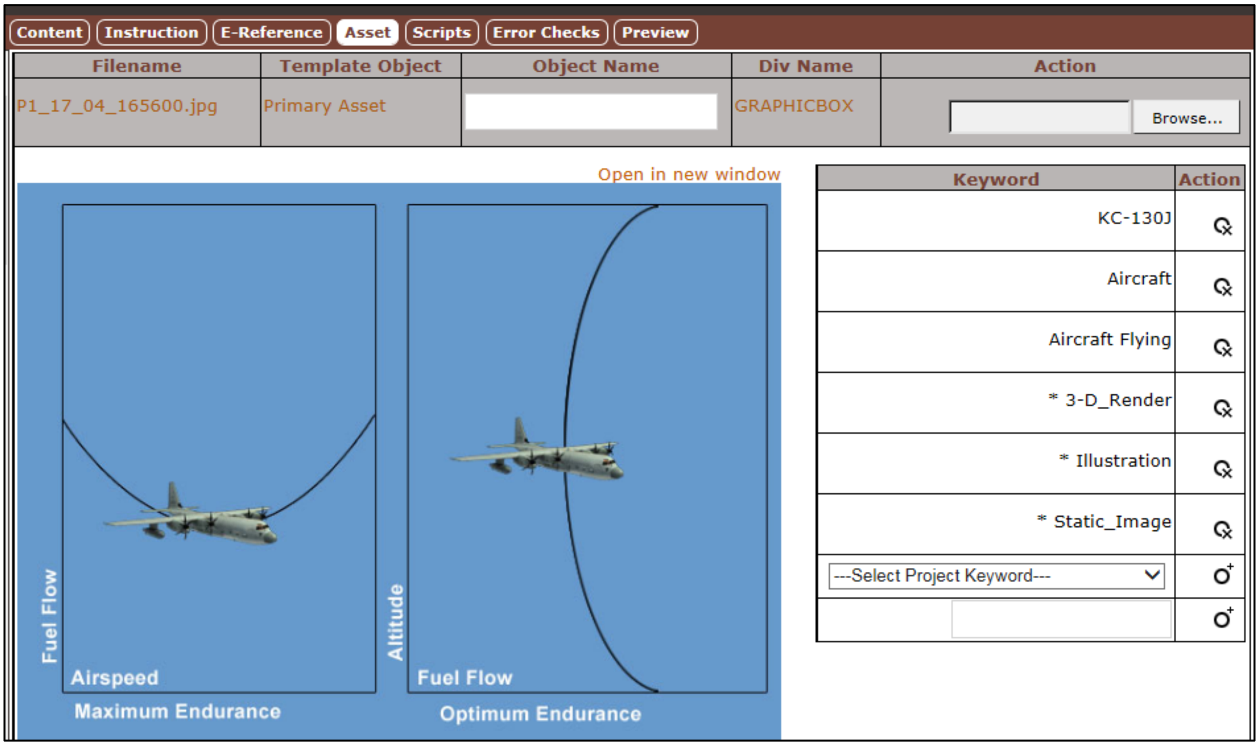


Linked Drop down Asset Location with Force Asset Tag setting

Important: For Document SCOs, the closed file system is always used regardless of project setting. The “Force Asset Tag within Asset Filename” project setting is ignored for Document SCOs as well.

4.11.9.5.3 *Asset Keywords*

When an asset is selected from the Asset tab, a keywords table is available to the right of the asset preview that displays the keywords selected for the Asset. Keywords are added to assets to populate the Asset Search feature. The Asset Search is available for each user within IME. Each discipline can have a different approach to formatting keywords if desired to assist with searching. For example, in the image below keywords starting with an asterisk are used by the graphic artist discipline.



Asset Keyword List

4.11.9.5.3.1 Add Keyword to Asset

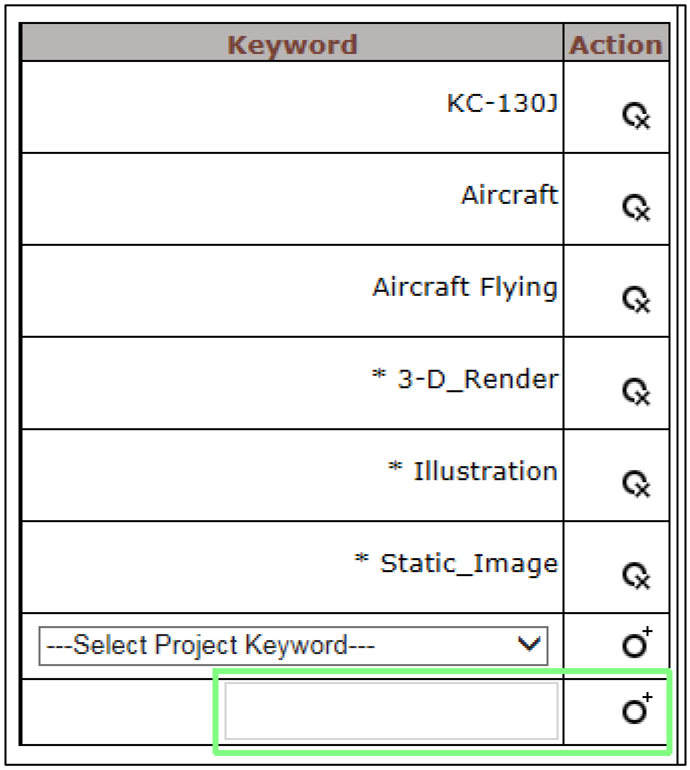
To add a keyword to an asset, select the project keyword from the project keyword drop-down list and then select the Add button to the right of the drop-down list.

4.11.9.5.3.2 Remove Keyword from Asset

To remove a keyword from an asset, select the Remove button that displays to the right of the keyword.

4.11.9.5.3.3 Add Project Keyword

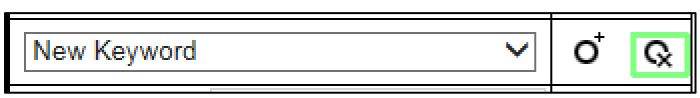
To add a project keyword to the project keyword drop-down list, type a keyword within the keyword text area and then select the Add button. This will add the keyword to the project drop-down list.



Insert Project Keyword

4.11.9.5.3.4 Remove Project Keyword

If a project keyword has not yet been selected for an asset, it can be removed from the project keyword listing. A remove button will become available when the project keyword is selected from the drop-down menu. Select the remove button to remove the project keyword.

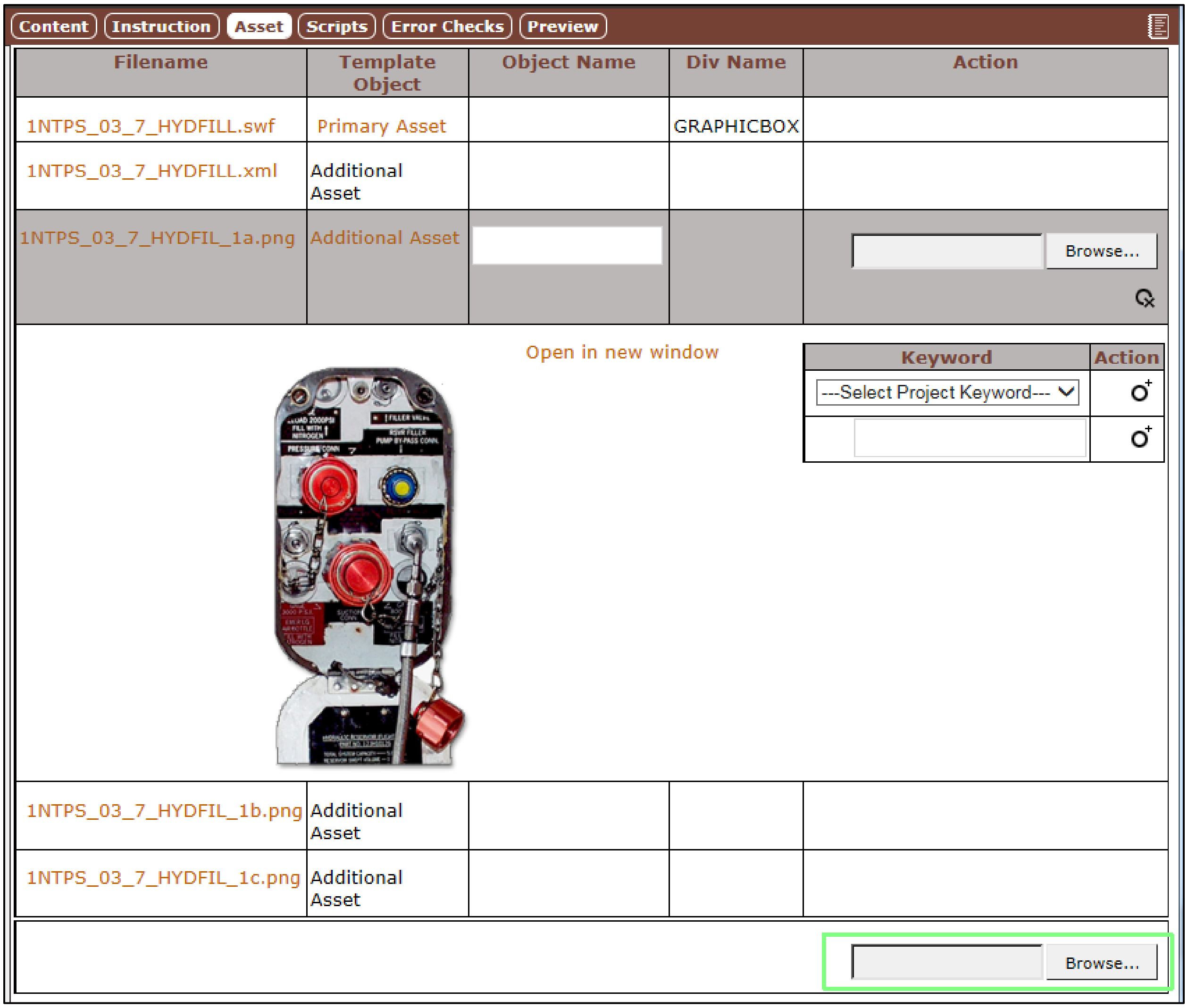


Remove Project Keyword

4.11.9.6 Additional Assets

In cases where additional assets are referenced on the frame by either the interface (toggle graphics) or the primary asset (Adobe Flash), they will need to be added as an Additional Asset for the frame. To add an Additional Asset, select the Browse button (close file systems) or the drop-down menu (open file systems) at the very end of the asset list from the Asset tab.

Note: It is not required to add additional assets for Adobe Animate HTML supporting files.



Additional Assets

4.11.10 Scripts Tab

The scripts tab is used to enter and revise frame scripts. The interface typically handles the majority, if not all of the scripting within the SCO. However, there may be instances where additional scripting is needed on a per frame basis.

4.11.10.1 Filename

If desired, a unique name can be entered in the field to assist in the filename generation of the selected frame's .htm page. Refer to section File Export Settings for a detailed explanation on how HTML files are created. A filename preview is displayed to the right of this field. This value can be used as a point of reference when creating frame scripts that link to other pages.

Sample Filename Preview

4.11.10.2 Event Handler

Enter text in the event handler field to run a custom script when the frame loads or unloads.

4.11.10.3 Script Definition

Enter custom functions or variables within the script definition field to export with the frame. The text entered within this field will be exported before the ending </script> tag within the frame HTML page.

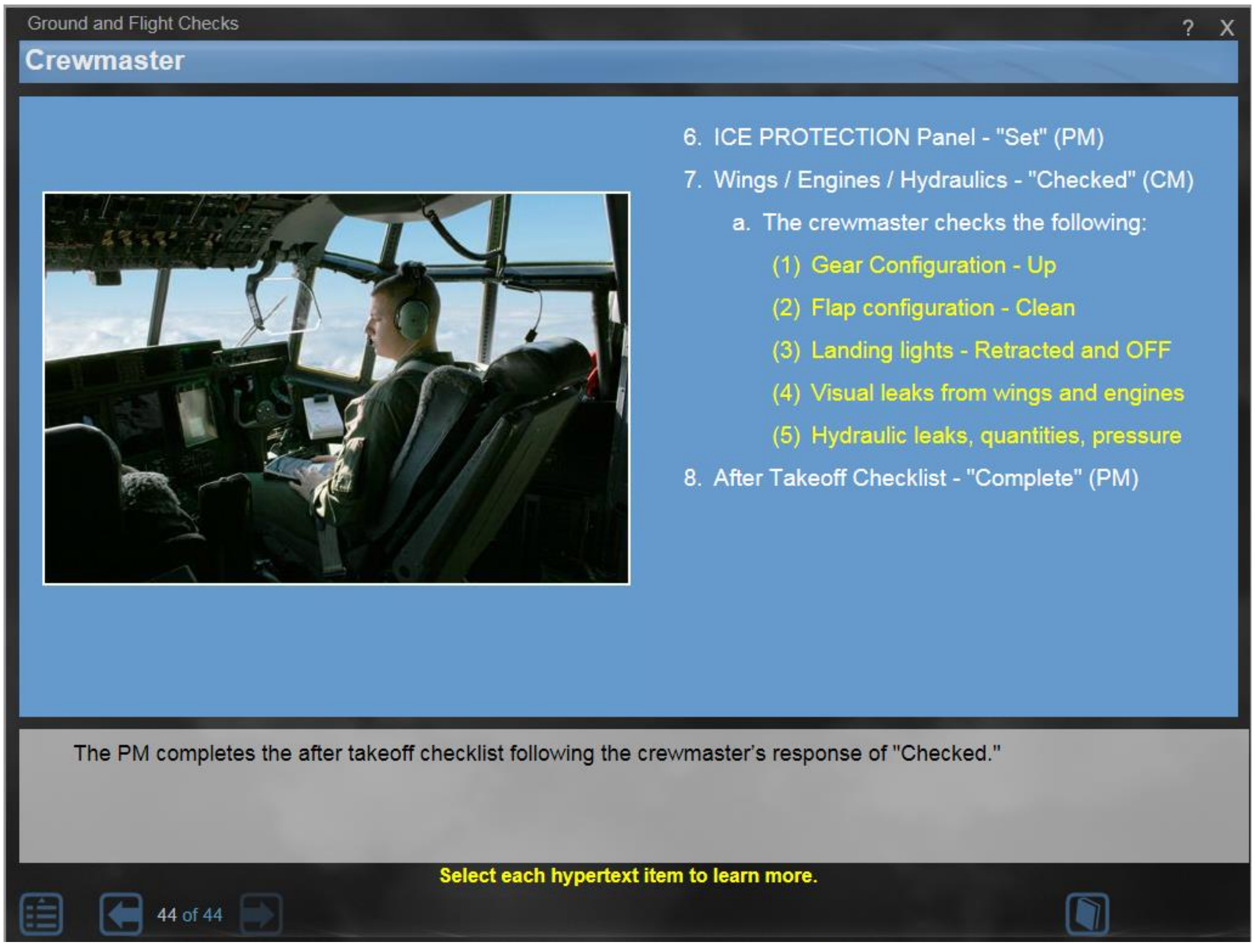
4.11.10.4 Sample Script Content

Listed below are three different script examples with the resulting exported SCO. These examples below were programmed to work with the interfaces developed for these specific SCOs and are displayed below for demonstration purposes only. The functionality may not be available in all project interfaces, but can be added by a programmer.

Example 1: The below example is calling two functions available within the interface, “DisableForward” and “EnableForward”. When the frame loads navigation will become disabled. When the frame unloads navigation is enabled.

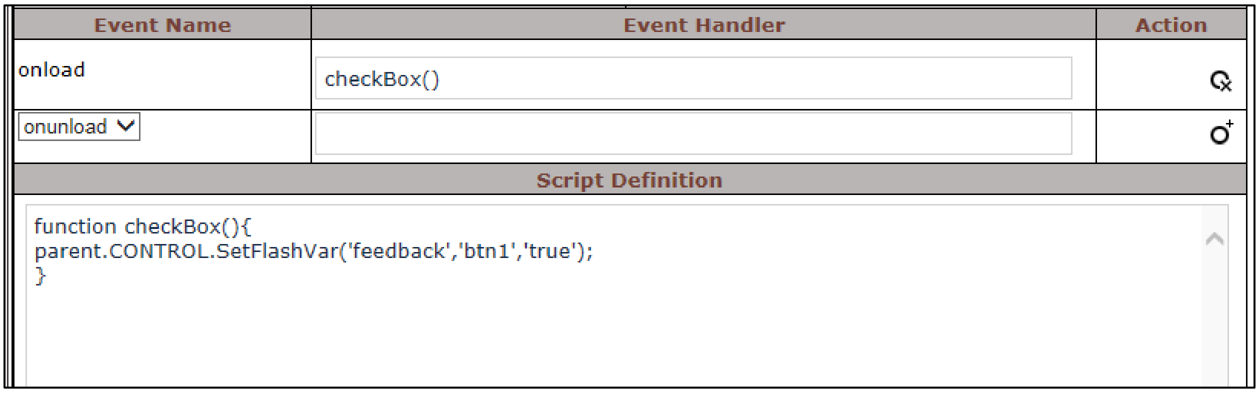
Event Name	Event Handler	Action
onload	parent.DisableForward();	
onunload	parent.EnableForward();	

Example 1 – Calling Interface Functions From Event Handler Fields

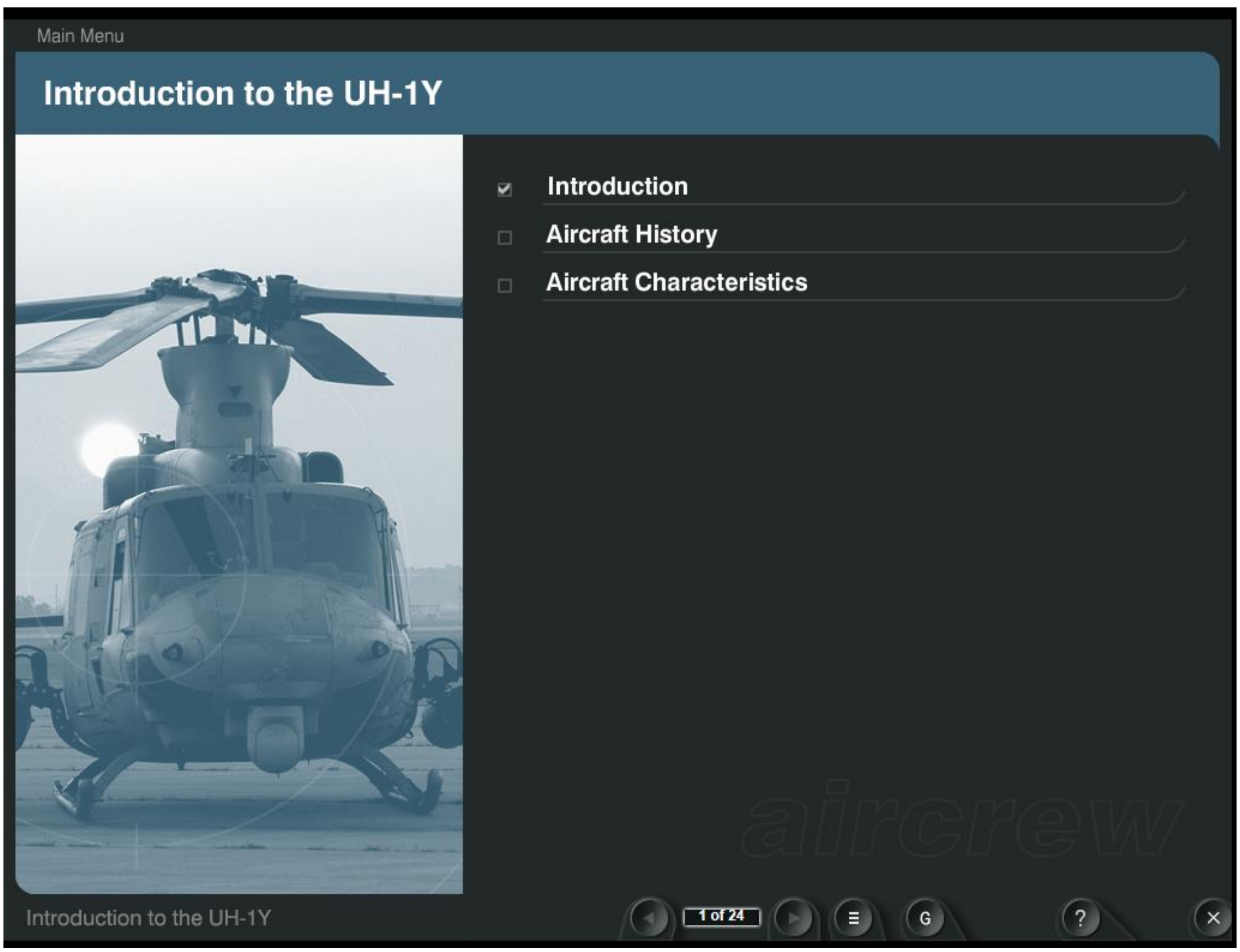


Example 1 – Exported Frame Preview

Example 2: The below example is calling a frame specific function “checkBox” when the frame loads. This frame specific function saves a value within the interface that marks a section as visited from the main menu screen.



Example 2 – Calling Frame Specific Function From Frame Event Handler Fields

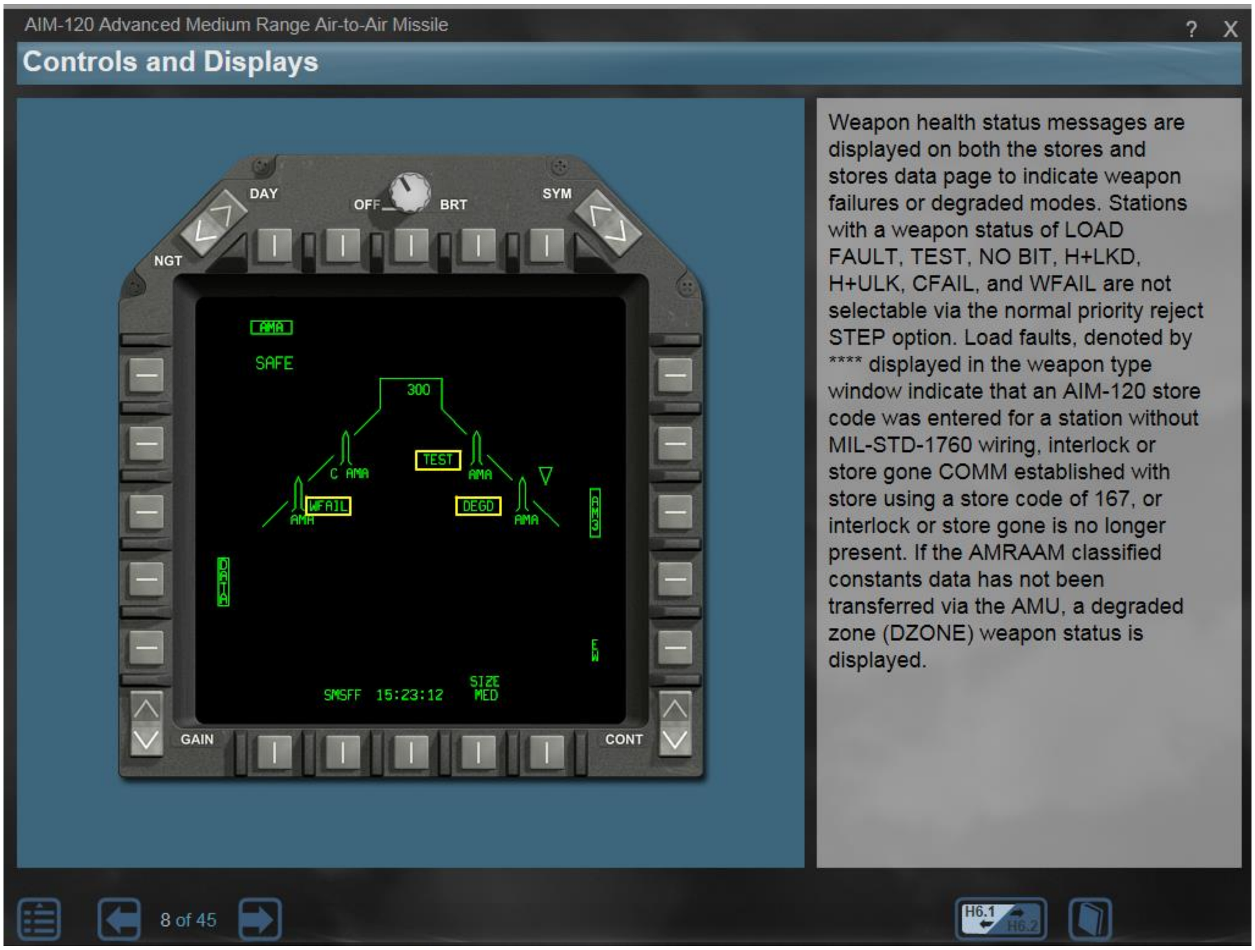


Example 2 – Export Frame Preview

Example 3: The below example is calling two interface functions when the frame loads. This interface function displays a toggle graphic within the navigation bar that allows the student to toggle between two images.

Event Name	Event Handler	Action
onload	parent.CT();parent.LT();	

Example 3 – Calling Interface Functions From Event Handler Fields



Example 3 – Export Frame Preview

4.11.10.5 Frame Text to Find

For situations where the interface does not support desired functionality, frame text can be searched and replaced with desired html text. To perform the replacement, enter the frame text that will be replaced with html text within the “Frame Text To Find” field.

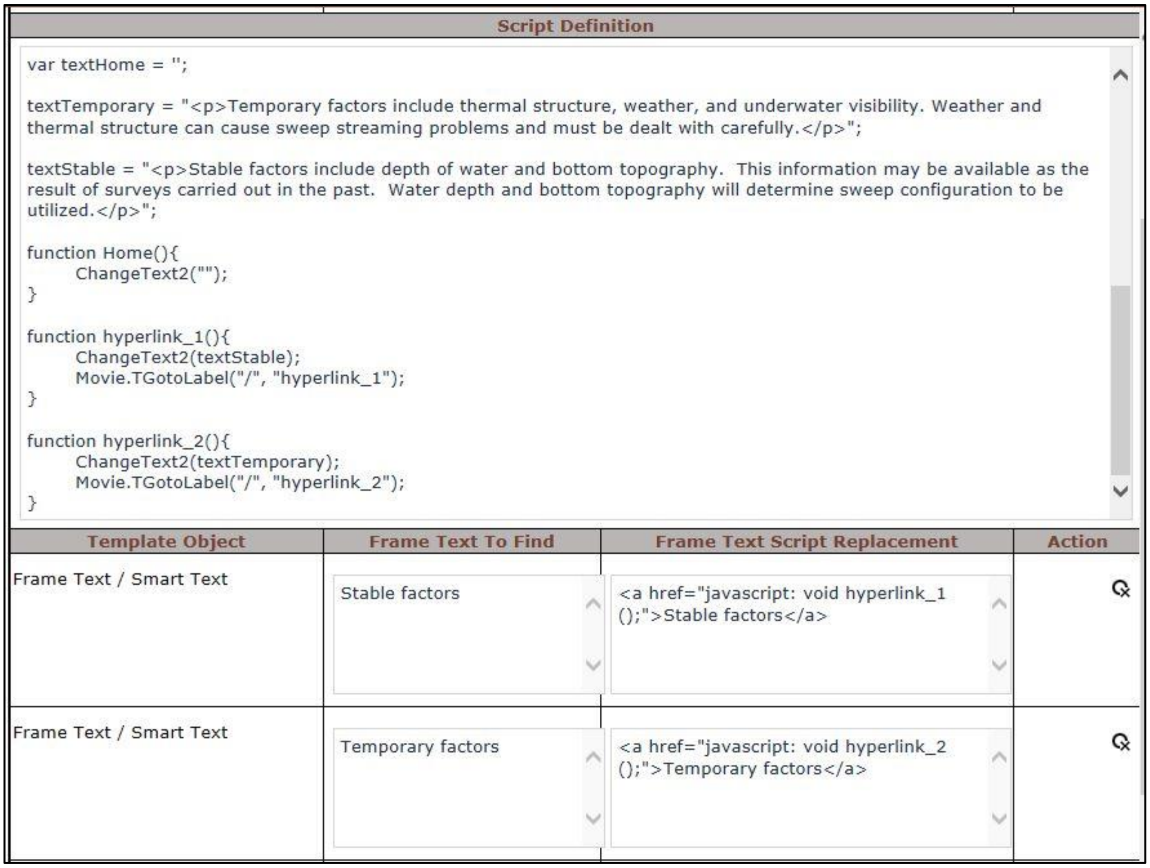
4.11.10.6 Frame Text Script Replacement

Enter the html text to replace in the “Frame Text Script Replacement” field, and then click the “Add” button.

4.11.10.7 Sample Frame Replacement Script Content

Listed below are two different find / replace script examples with the resulting exported SCO.

Example 1: In this example, two hyperlinks were added to the frame text area that displayed a new text area (text area with a black border) within text related to the selected hyperlink. The image on the right also changed when they hyperlink was selected. The JavaScript functions called when the hyperlink was selected are listed within the "Script Definition" field.

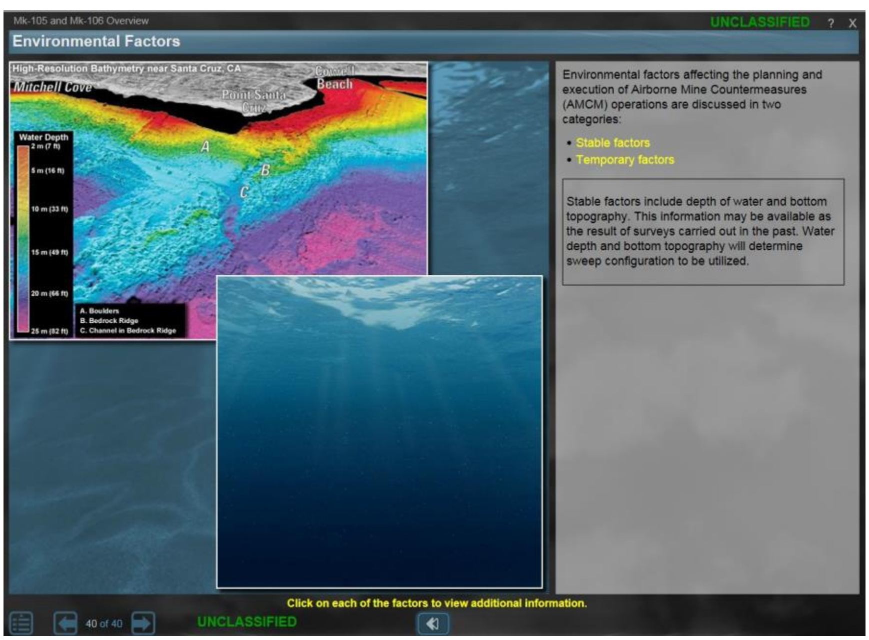


Script Definition

```
var textHome = '';

textTemporary = "<p>Temporary factors include thermal structure, weather, and underwater visibility. Weather and thermal structure can cause sweep streaming problems and must be dealt with carefully.</p>";

textStable = "<p>Stable factors include depth of water and bottom topography.  This information may be available as the result of surveys carried out in the past.  Water depth and bottom topography will determine sweep configuration to be utilized.</p>";

function Home(){
      ChangeText2("");
}

function hyperlink_1(){
      ChangeText2(textStable);
      Movie.TGotoLabel("/", "hyperlink_1");
}

function hyperlink_2(){
      ChangeText2(textTemporary);
      Movie.TGotoLabel("/", "hyperlink_2");
}
```

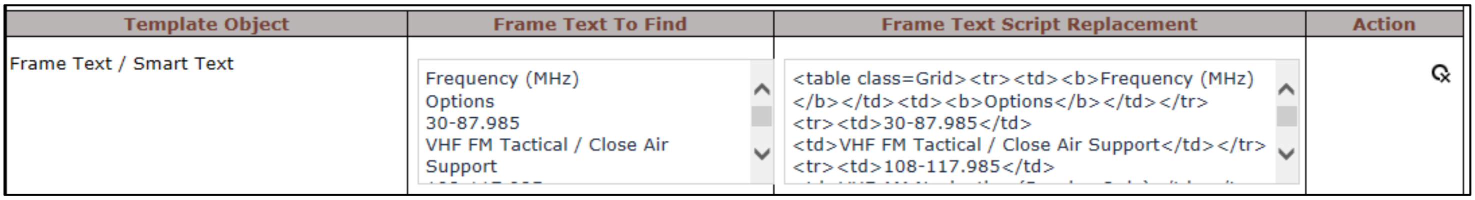
Template Object	Frame Text To Find	Frame Text Script Replacement	Action
Frame Text / Smart Text	Stable factors	Stable factors	
Frame Text / Smart Text	Temporary factors	Temporary factors	

Example 1 – Frame Text to Find and Frame Text Script Replacement



Example 1 – Export Frame Preview

Example 2: In this example, a table was created within the frame text area.



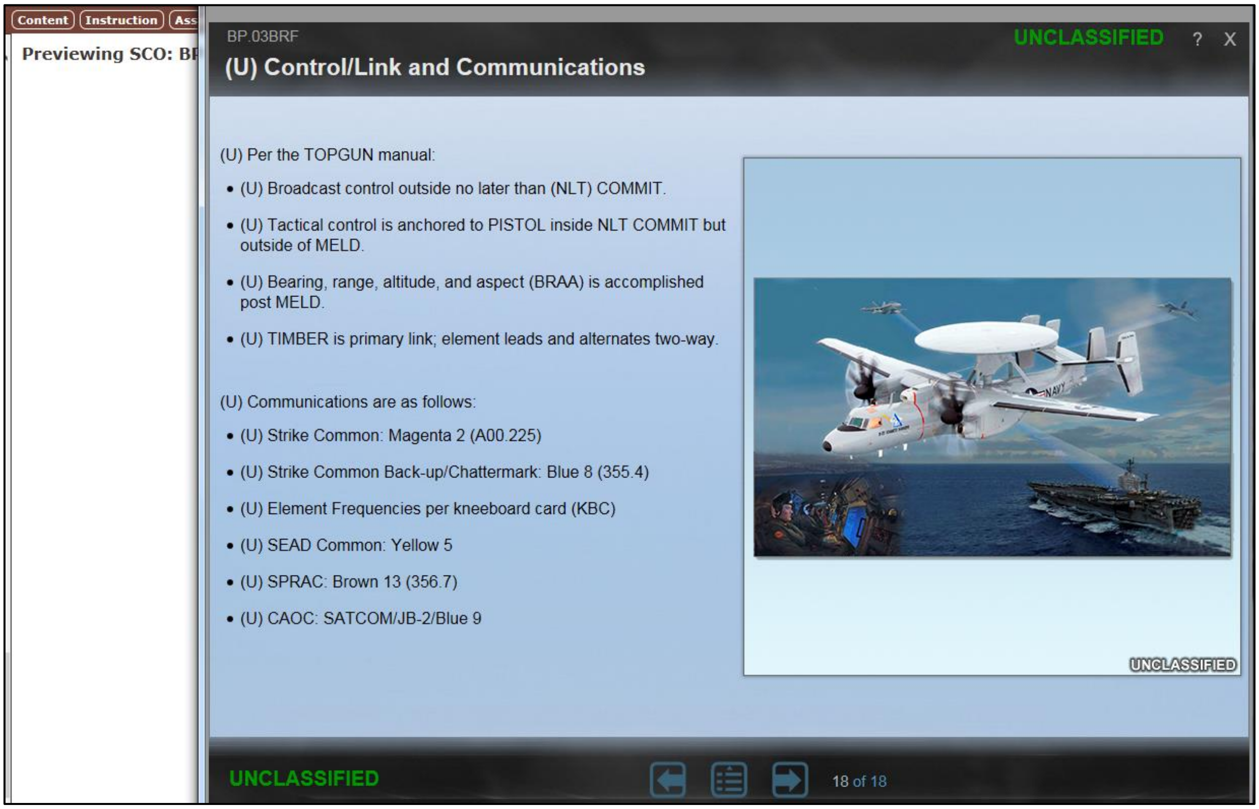
Template Object	Frame Text To Find	Frame Text Script Replacement	Action
Frame Text / Smart Text	Frequency (MHz) Options 30-87.985 VHF FM Tactical / Close Air Support	<table class=Grid><tr><td>Frequency (MHz) </td><td>Options</td></tr> <tr><td>30-87.985</td> <td>VHF FM Tactical / Close Air Support</td></tr> <tr><td>108-117.985</td>	

Example 2 – Frame Text to Find and Frame Text Script Replacement

Example 2 – Export Frame Preview

4.11.11 Preview Tab

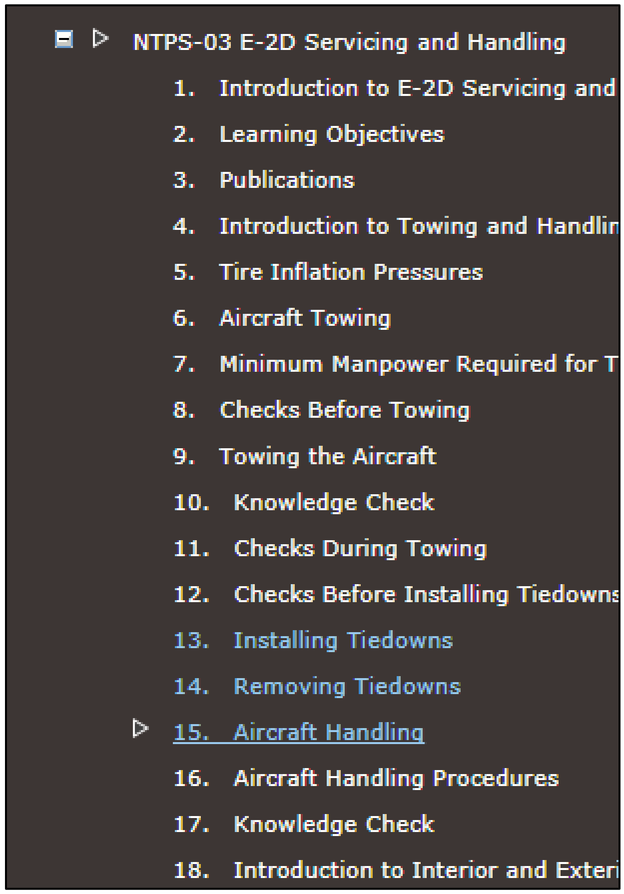
The Preview tab will display a preview of the exported frame in a new browser window / tab. The preview is created within a temp folder and will not update Online Review.



Sample SCO Preview

4.11.12 Blue Frame Node

A frame node will display as blue font within the treeview if the SCO has previously been exported and there are new changes to the frame that require an export.



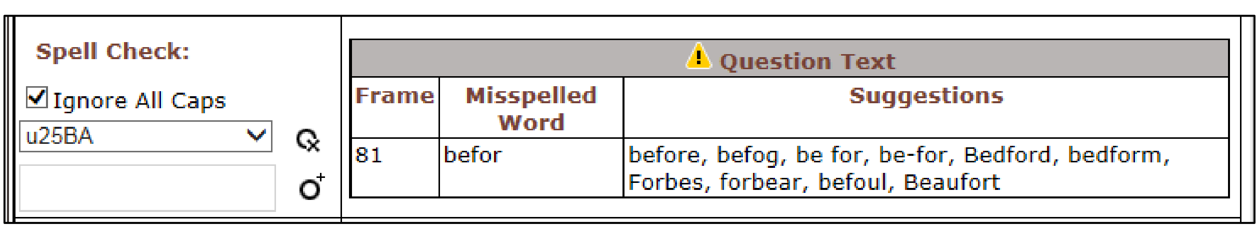
Blue Frame Nodes

4.11.13 Error Checks Tab

The Error Checks tab is available at the frame and SCO level and contains the following sections.

4.11.13.1 Spell Check

The Spell Check section performs a spell check on all text areas for the frame, the glossary that is attached to the SCO, as well as TLOs and ELOs that are attached to the SCO within the COI Editor. For users with IME Curriculum Edit permissions, custom words can be added to or removed from the global dictionary by using the Add and Remove buttons.



Error Check – Spell Check

4.11.13.2 Search Words

The Search Words section performs a search on all text areas of the frame. Custom search words can be added to or removed from the project search word list by using the Add or Remove buttons.

Search Words:

crewchief

crewchief	
Frame	Content Area
81	Question Text

Error Check – Search Words

4.11.13.3 Question Checks

The following are optional settings that can be selected for a project. Refer to the section "Optional Error Check Reporting Settings" within the IME Administration section of the MELD Administrator Guide.

1. Missing Feedback
2. Missing Correct Answer
3. Missing Topic Title
4. Missing Remediation Frames
5. Missing ELO Selection
6. Topic Title Does Not Match Existing Menu or Frame Title

Question Checks

Question Checks	
Frame	Error
81	Missing feedback text.
83	Missing question elo.
83	Topic title does not match an existing menu or frame title.
86	Missing remediation topic title.
89	Missing correct answer selection.
97	Missing remediation frame.

Error Check – Question Check

4.11.13.4 COI Enabling Objectives Check

The "COI Enabling Objectives Check" is an optional check that can be selected for a project. Refer to the section "Optional Error Check Reporting Settings" within the IME Administration section of the MELD Administrator Guide.

COI Enabling Objectives Check

COI ELO
Error
ELO is not attached to a question frame: Describe the steps of the engine start procedure.
ELO is not attached to a question frame: Describe the steps of the before takeoff checklists (above and below the line).
ELO is not attached to a question frame: Describe the steps of the in-range checklist.
ELO is not attached to a question frame: Describe the steps of the before landing checklist.

Error Check – COI Enabling Objectives Check

4.11.13.5 Smart Text Checks

The "Smart Text Checks" section will display errors for any smart text that contains missing start or end tags and blocks. This section will also report errors for nested blocks.

Smart Text Checks	Smart Text Checks	
	Frame	**Error**
	13	Starting and closing count within the **frame text area** for tag:**{BLT:** do not match.
	13	Closing tag missing or nested within another tag within the **frame text area** for tag: **{BLT:**.
	13	Starting and closing count for block:**/@F** do not match.
	13	Closing block missing or nested within another block within the **frame text area** for block:**/@F**.

Error Check – Smart Text Checks

4.11.13.6 Asset Checks

If any assets are missing from the filesystem, they will report in this section of the error check. The SCO will also not be allowed to export or package if any assets are missing. For projects using a closed file system (default), although these checks are available, it is not recommended to alter the IME folder structure and files directly from the file system.

Asset Checks	Asset Checks	
	Frame	**Error**
	4	Asset Missing: C1_23_04_179912.swf.

Asset Checks – Missing Assets

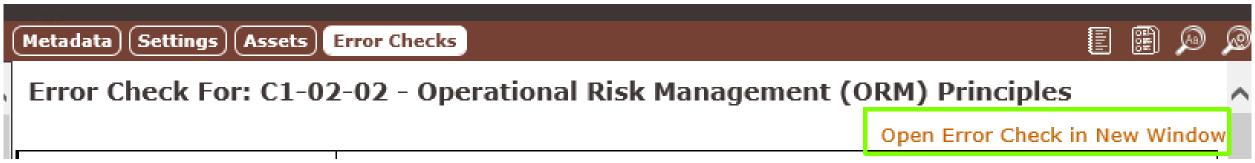
This section also includes an optional project setting to check to ensure the filename matches the Asset Tag. Refer to the section "Optional Error Check Reporting Settings" within the IME Administration section of the MELD Administrator Guide.

Asset Checks	Asset Checks	
	Frame	**Error**
	6	Asset Tag: 209687 not found within asset filename: C1-23-04_209008.swf.

Asset Checks – Asset Tag not found

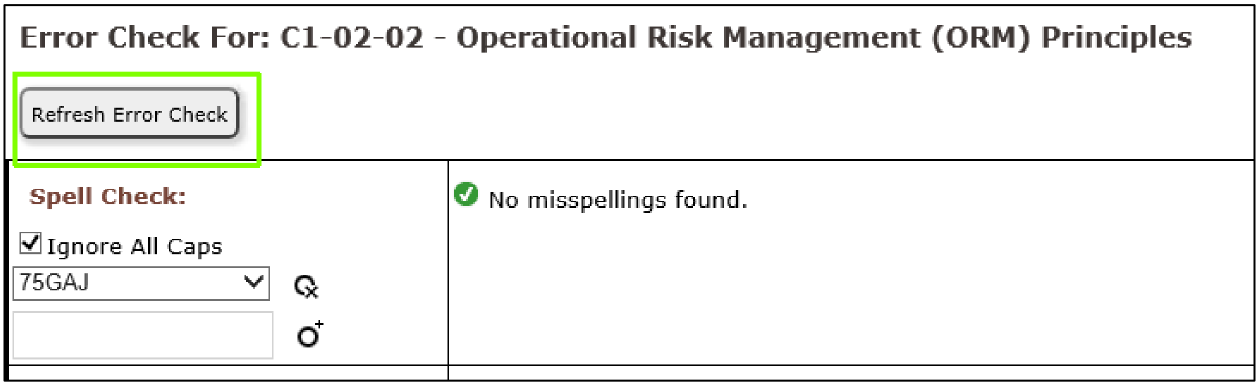
4.11.13.7 Refresh Error Check

A link is available within the error check that will open the error check in a new window. This will allow the user to keep the form open while working through the corrections.



Error Check New Window Link

After the error check is opened in a new window, it can be refreshed by selecting the” Refresh Error Check” button.



Error Check Refresh Button

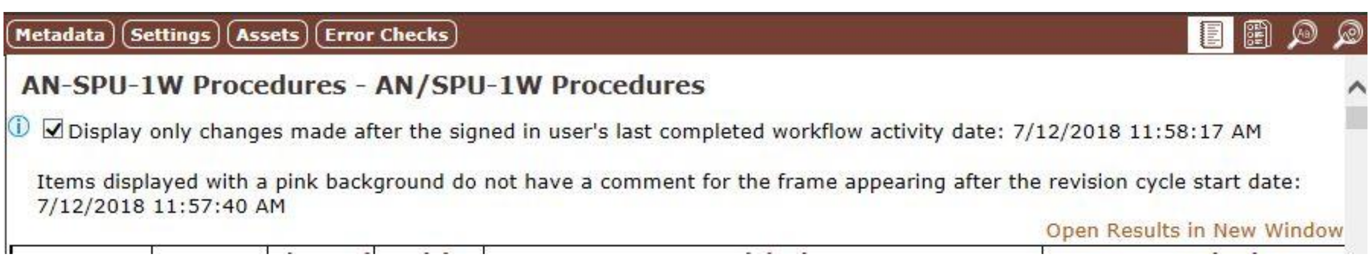
4.12 Frame Logs

The Frame Logs report (button is available to the right of the tab buttons) will display all changes made to the frame. The frame log is available for the frame and SCO level. The Differences column will show any new text changes with a green highlight and any removed changes with a red highlight.

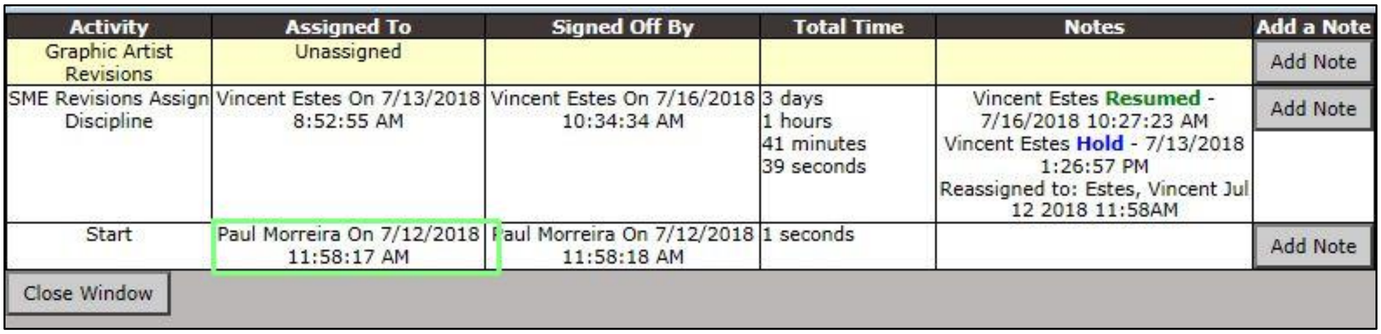
The log report will default to only show changes that were made after the signed in user’s last completed workflow activity. To see all changes made, uncheck the checkbox.

If the signed in user has not completed an activity for the revision cycle at the time of running the report, the initial start date for the revision cycle is used to filter the logs. This is shown in the second image below.

Any changes that do not have an Online Review comment associated with them for the current revision cycle will show with a pink background. Comments are required to ensure proper documentation is available for each requested change.



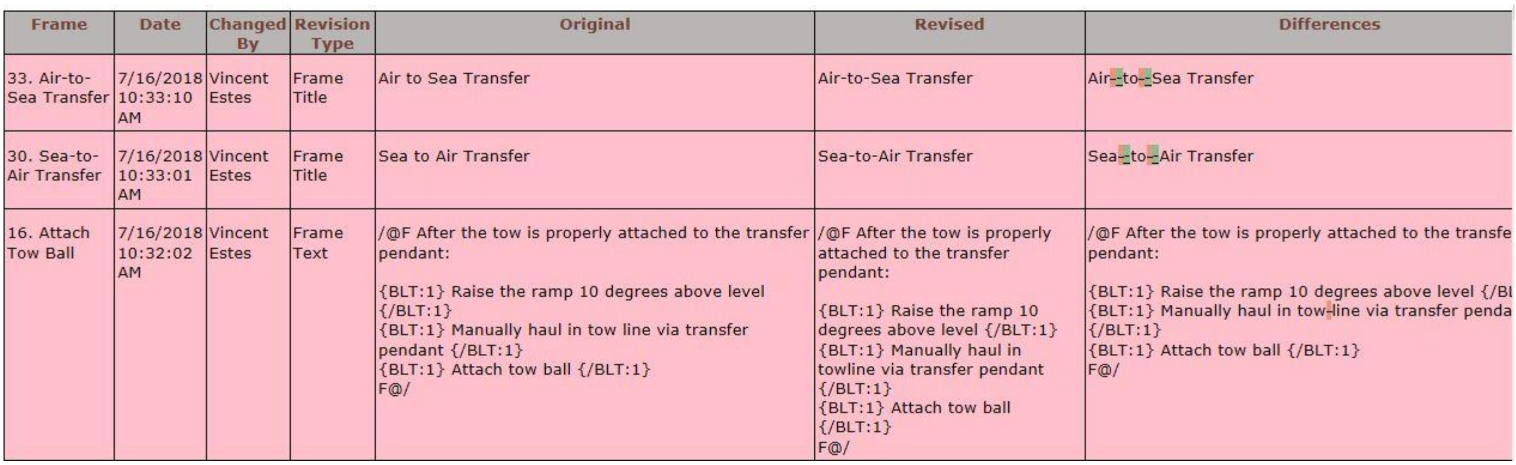
Frame Log Report



Activity	Assigned To	Signed Off By	Total Time	Notes	Add a Note
Graphic Artist Revisions	Unassigned				Add Note
SME Revisions Assign Discipline	Vincent Estes On 7/13/2018 8:52:55 AM	Vincent Estes On 7/16/2018 10:34:34 AM	3 days 1 hours 41 minutes 39 seconds	Vincent Estes **Resumed** - 7/16/2018 10:27:23 AM Vincent Estes **Hold** - 7/13/2018 1:26:57 PM Reassigned to: Estes, Vincent Jul 12 2018 11:58AM	Add Note
Start	Paul Morreira On 7/12/2018 11:58:17 AM	Paul Morreira On 7/12/2018 11:58:18 AM	1 seconds		Add Note

Close Window

Workflow History Window

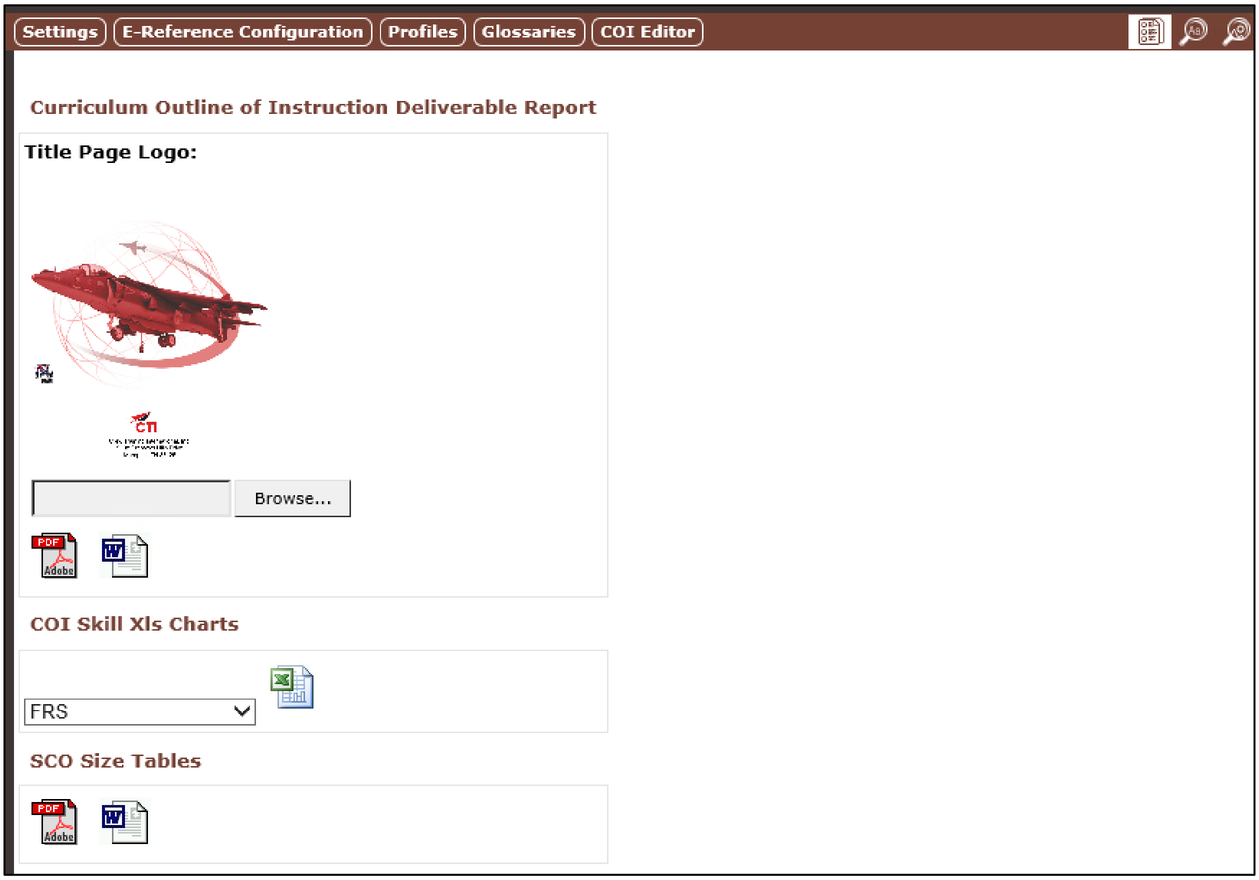


Frame	Date	Changed By	Revision Type	Original	Revised	Differences
33. Air-to-Sea Transfer	7/16/2018 10:33:10 AM	Vincent Estes	Frame Title	Air to Sea Transfer	Air-to-Sea Transfer	Air--to--Sea Transfer
30. Sea-to-Air Transfer	7/16/2018 10:33:01 AM	Vincent Estes	Frame Title	Sea to Air Transfer	Sea-to-Air Transfer	Sea--to--Air Transfer
16. Attach Tow Ball	7/16/2018 10:32:02 AM	Vincent Estes	Frame Text	/@F After the tow is properly attached to the transfer pendant: {BLT:1} Raise the ramp 10 degrees above level {/BLT:1} {BLT:1} Manually haul in tow line via transfer pendant {/BLT:1} {BLT:1} Attach tow ball {/BLT:1} F@/	/@F After the tow is properly attached to the transfer pendant: {BLT:1} Raise the ramp 10 degrees above level {/BLT:1} {BLT:1} Manually haul in towline via transfer pendant {/BLT:1} {BLT:1} Attach tow ball {/BLT:1} F@/	/@F After the tow is properly attached to the transfe pendant: {BLT:1} Raise the ramp 10 degrees above level {/BI {BLT:1} Manually haul in tow-line via transfer penda {/BLT:1} {BLT:1} Attach tow ball {/BLT:1} F@/

Frame Log Results

4.13 Project Reports

The Project Reports feature is available for each project. Select the desired project and then select the Report button.



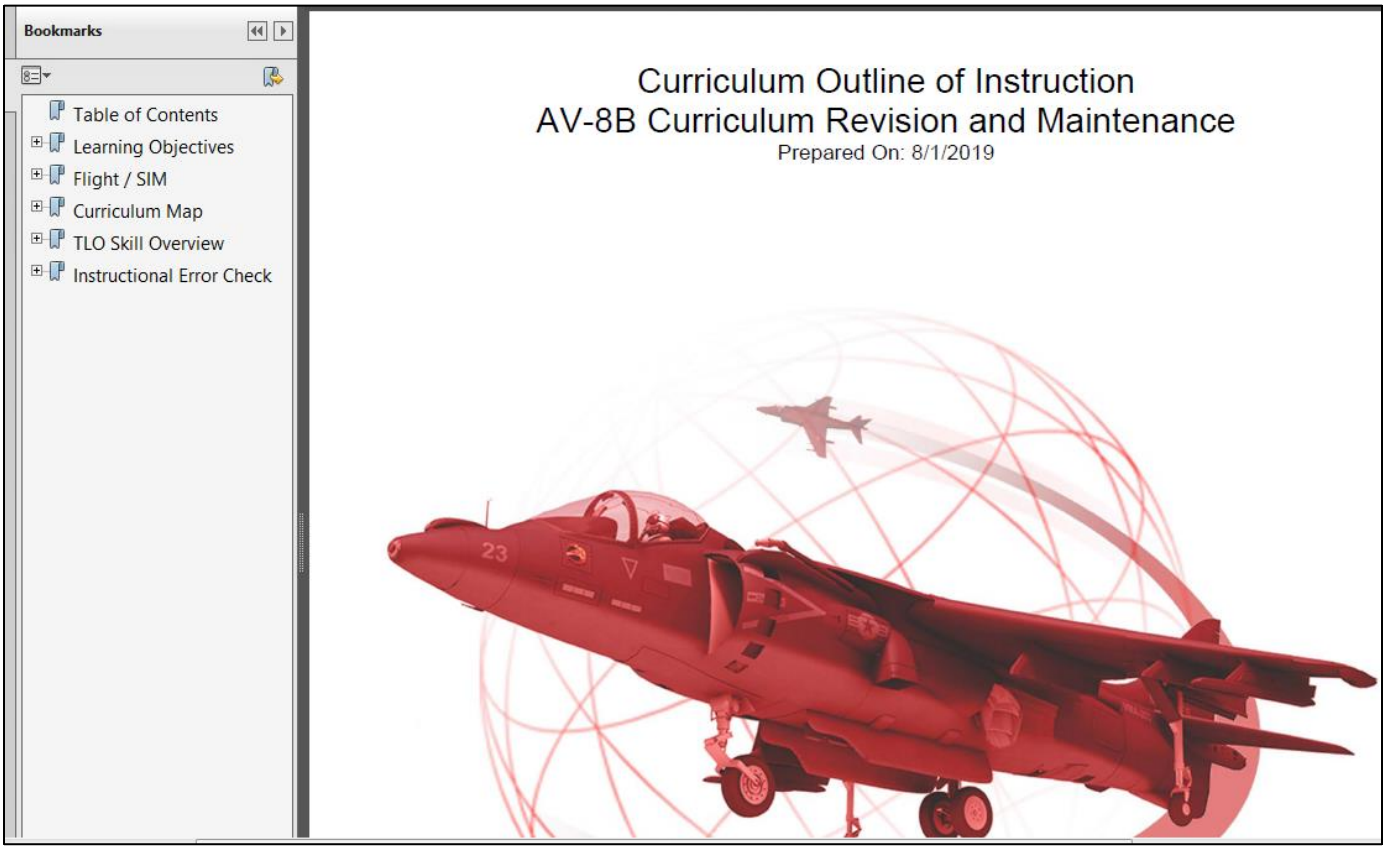
Project Reports

4.13.1 Curriculum Outline of Instruction Deliverable Report

The COI document is available RTF or PDF format. The document includes five sections consisting of Learning Objectives, Flight/SIM events, Curriculum Maps, TLO Skill Overview, and an Instructional Check. This document provides a snapshot of the current training system and can be archived for future reference. It is recommended to archive the current copy of the COI document each COI release. This will allow the project to reference and compare older COI versions.

To create the COI document, simply press the Adobe PDF button or the RTF button, and then save to your desired post location within MELD.

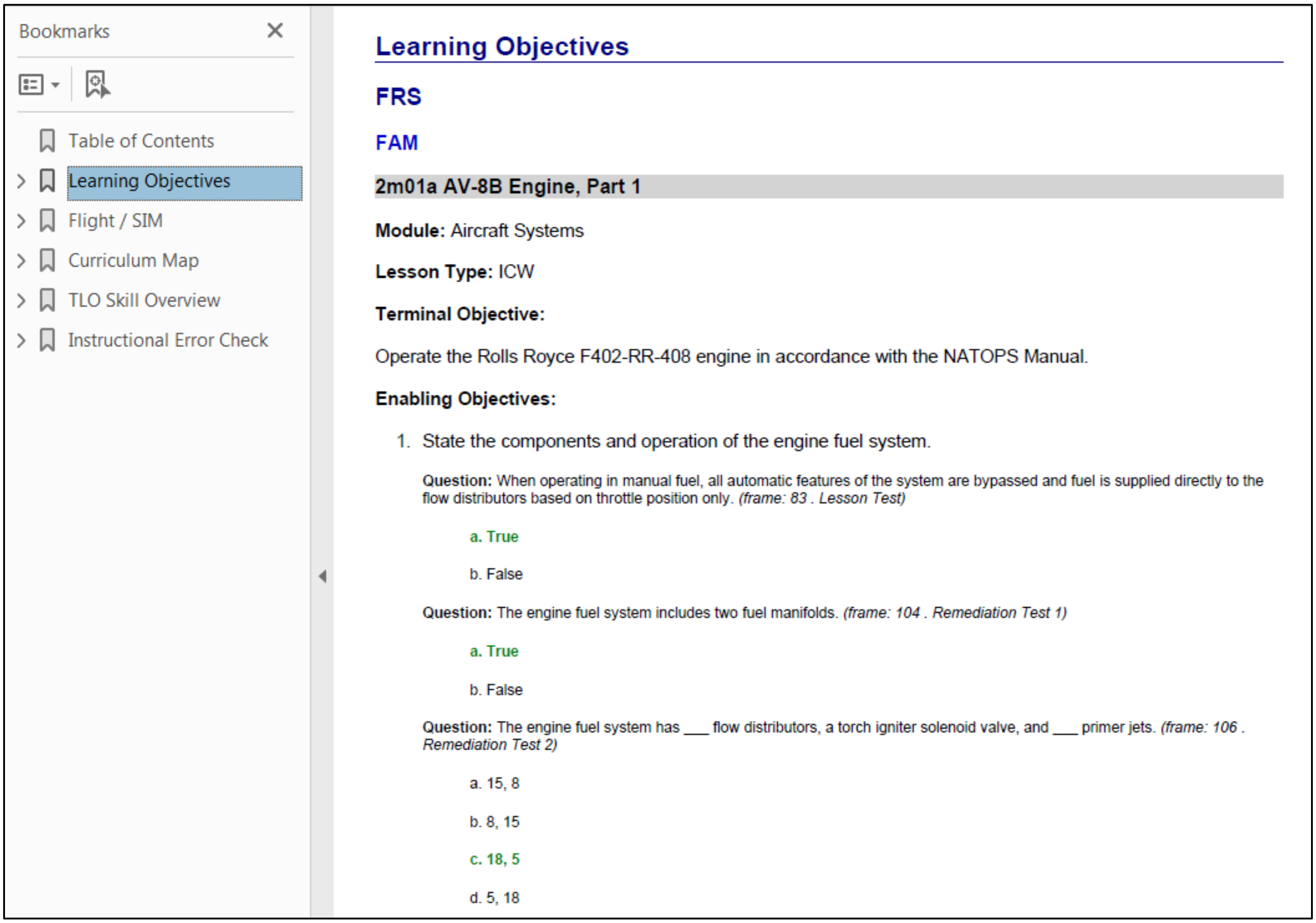
You can also provide an image to customize the COI document cover page for your project. Simply browse for an image with the JPG format. The image logo should then display within the report section.



Sample COI Document Cover Page

4.13.1.1 Learning Objectives Section

The Learning Objectives section provides a list of the Terminal Learning Objectives (TLOs) and Enabling Learning Objectives (ELOs) covered in each lesson in the curriculum. Test questions for each enabling objective are also displayed with the IME frame reference. TLOs represent the missions or skills performed on the job that the lesson supports. ELOs are the knowledge, skills, and attitudes (KSAs) the student must learn before performing that skill. These learning objectives are grouped by curriculum, then stage of training. This is the most popular section of the COI, and is used by the authors of the lessons to ensure the learning objectives are aligned with the lesson.



Bookmarks

Table of Contents
Learning Objectives
Flight / SIM
Curriculum Map
TLO Skill Overview
Instructional Error Check

Learning Objectives

FRS

FAM

2m01a AV-8B Engine, Part 1

Module: Aircraft Systems

Lesson Type: ICW

Terminal Objective:

Operate the Rolls Royce F402-RR-408 engine in accordance with the NATOPS Manual.

Enabling Objectives:

1. State the components and operation of the engine fuel system.

   Question: When operating in manual fuel, all automatic features of the system are bypassed and fuel is supplied directly to the flow distributors based on throttle position only. *(frame: 83 . Lesson Test)*

   a. True

   b. False

   Question: The engine fuel system includes two fuel manifolds. *(frame: 104 . Remediation Test 1)*

   a. True

   b. False

   Question: The engine fuel system has ___ flow distributors, a torch igniter solenoid valve, and ___ primer jets. *(frame: 106 . Remediation Test 2)*

   a. 15, 8

   b. 8, 15

   c. 18, 5

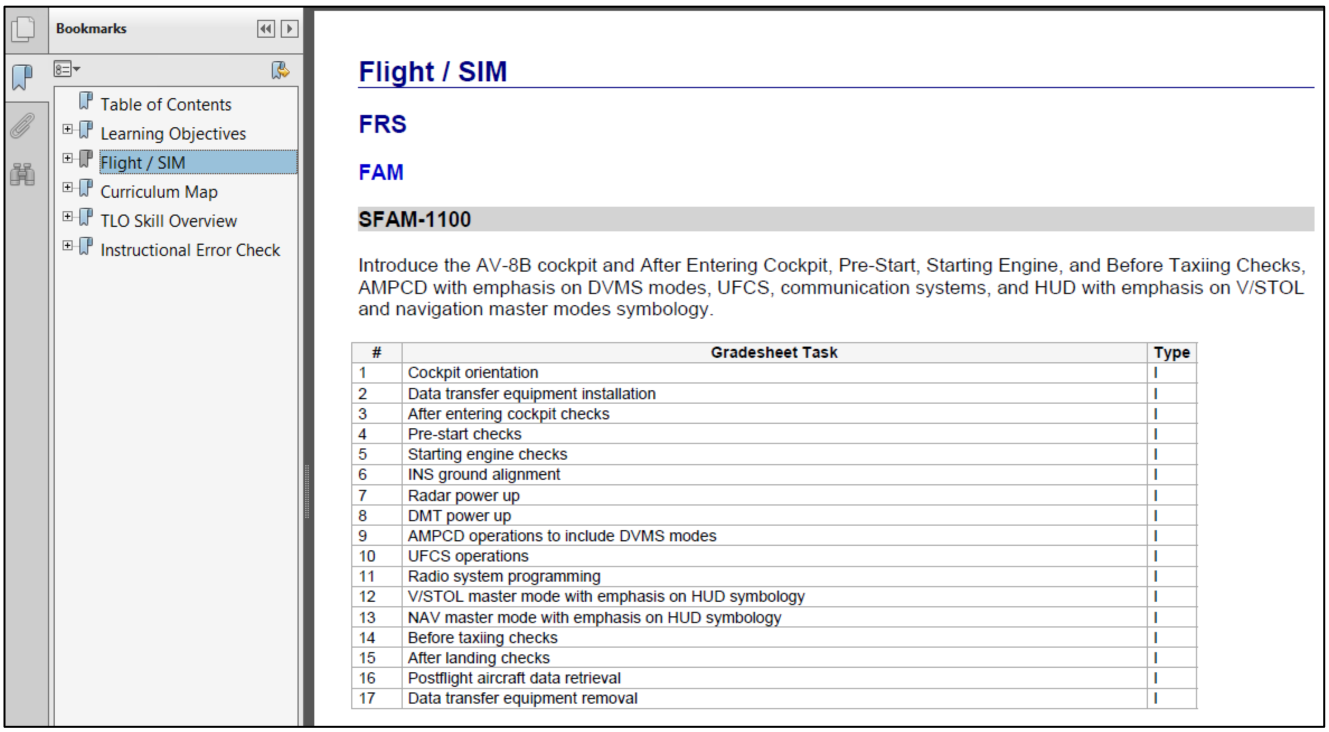
   d. 5, 18

COI Document Learning Objectives Section

4.13.1.2 Flight and SIM Data

The Flight / SIM section of the document contains flight and simulator data. Following ground school training in which students make use of our courseware, they begin to apply the information they've learned in the performance of these skills in simulator and flight events. This section of the COI lists each simulator and flight in the curriculum, in order, by stage. Each event contains a list of tasks that a student will be graded on in the practice sortie. If it is the first time a student will practice a task, it is designated as a Type I for Introduce. Subsequent practices are designated as a Type R for Review. Tasks that are tested are designated as a Type E for Evaluation. This section is used by site support to ensure the online grading system reflects the most up to date gradesheets.

This section is only available if Flight / SIM events are added for the project.



Flight / SIM

FRS

FAM

SFAM-1100

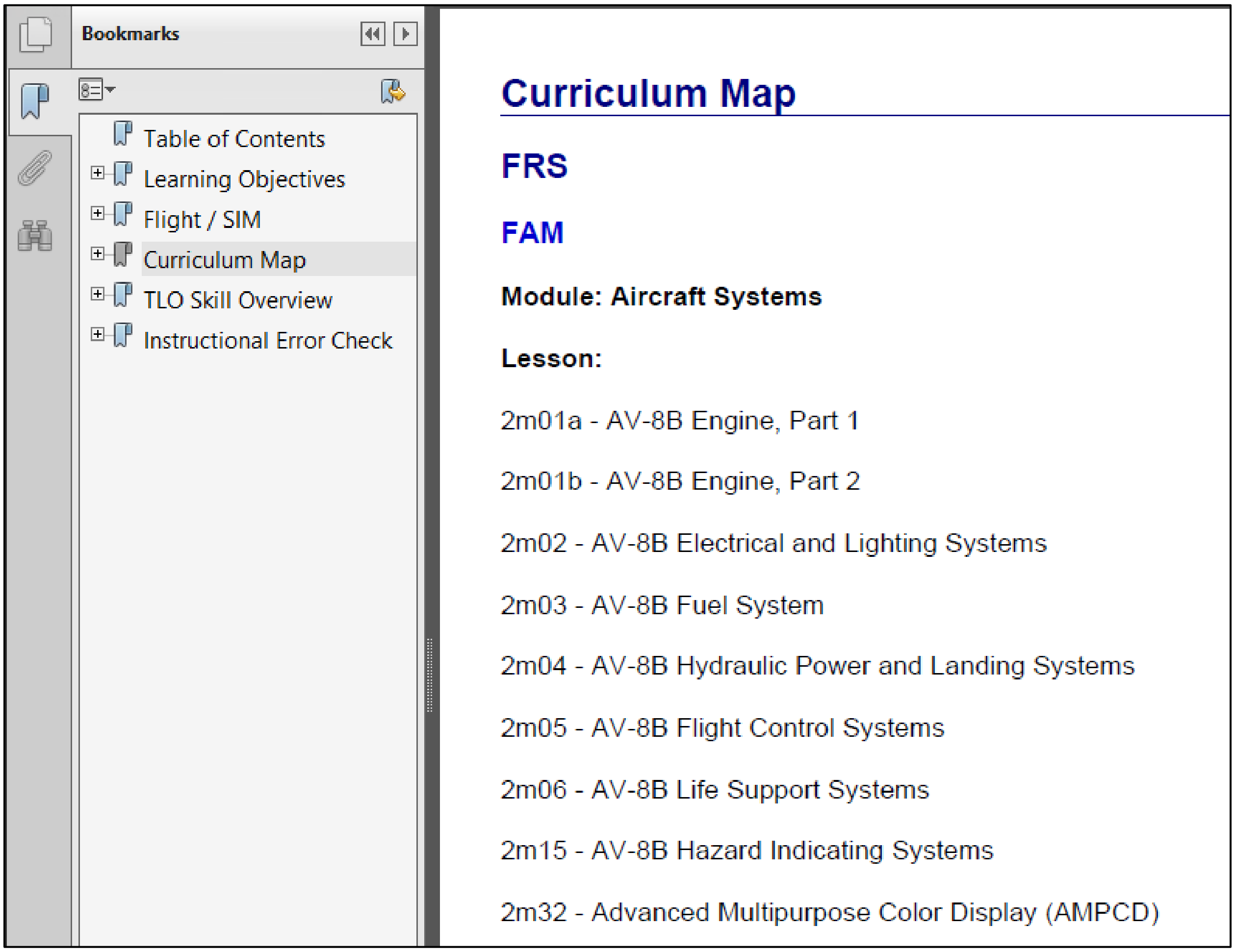
Introduce the AV-8B cockpit and After Entering Cockpit, Pre-Start, Starting Engine, and Before Taxiing Checks, AMPCD with emphasis on DVMS modes, UFCS, communication systems, and HUD with emphasis on V/STOL and navigation master modes symbology.

#	Gradesheet Task	Type
1	Cockpit orientation	I
2	Data transfer equipment installation	I
3	After entering cockpit checks	I
4	Pre-start checks	I
5	Starting engine checks	I
6	INS ground alignment	I
7	Radar power up	I
8	DMT power up	I
9	AMPCD operations to include DVMS modes	I
10	UFCS operations	I
11	Radio system programming	I
12	V/STOL master mode with emphasis on HUD symbology	I
13	NAV master mode with emphasis on HUD symbology	I
14	Before taxiing checks	I
15	After landing checks	I
16	Postflight aircraft data retrieval	I
17	Data transfer equipment removal	I

COI Document Flight / SIM Section

4.13.1.3 Curriculum Map

The Curriculum Map section of the COI document outlines all curriculum events, including lessons, sims, and flights, in the order in which they are taken and / or performed. A map is provided for each curriculum. This section is used by site support and the programmer to ensure the learning management system contains the correct lessons, presented in the correct order. This is also used by site support to ensure the online grading system reflects the correct gradesheets and that they are presented in the correct order as well.



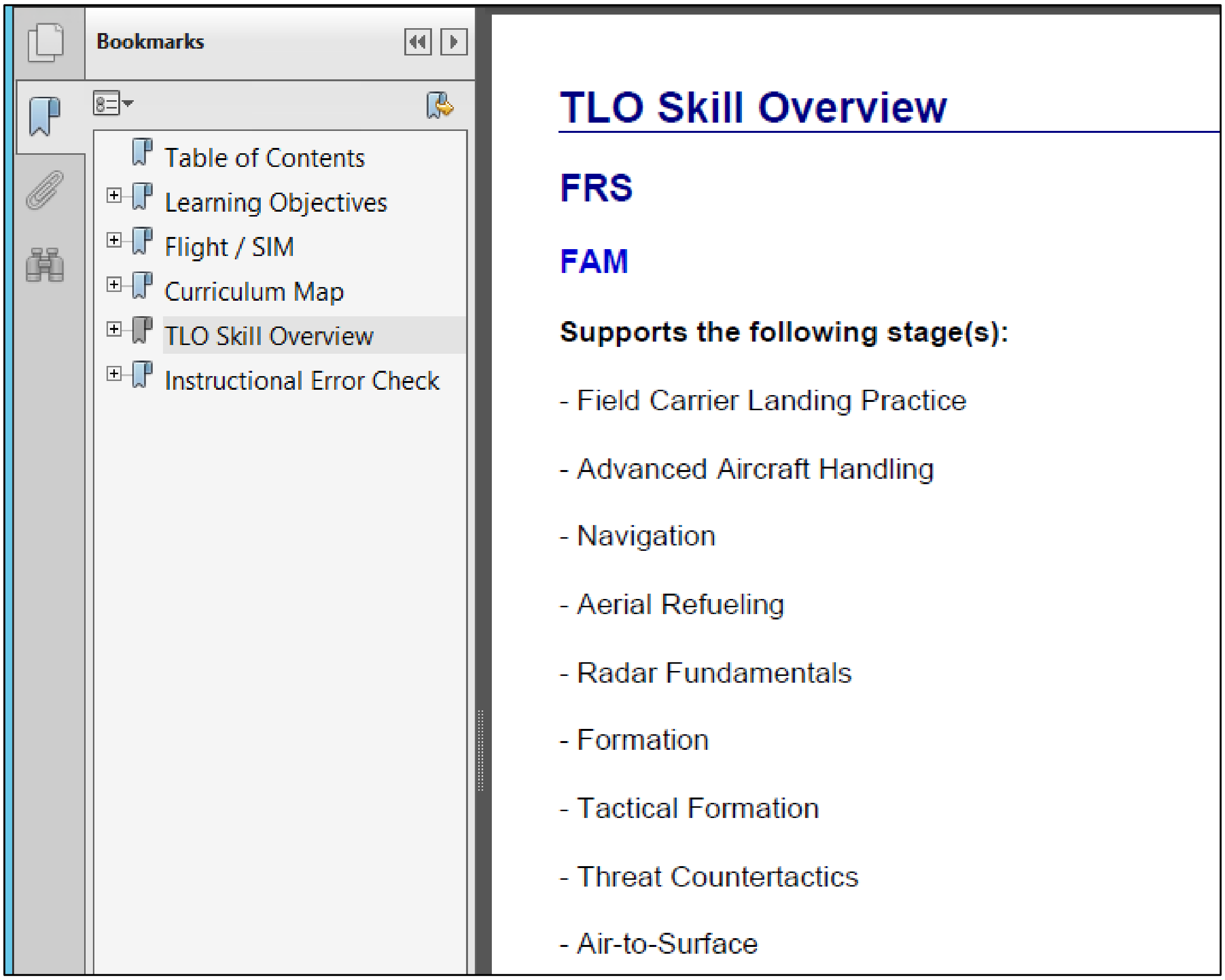
COI Document Curriculum Map Section

4.13.1.4 TLO Skill Overview

The TLO Skill Overview section provides the linkages between TLOs, the skills that are tied to those TLOs, and the lesson ELOs that teach the KSAs that support those skills. This section also provides a prerequisite structure, showing how each stage builds on the last. While this section is probably least used by most team members, it is very important. The skill overview helps the project team ensure that all of the skills that a student must perform on his job are taught somewhere in the curriculum. That instruction may come in the form of ICW lessons, CAI-based classes, or flight / sim events. It is critical to the safety of the student and his instructors that a solid foundation of knowledge and skill is provided before he enters the real-world environment. If teaching a critical skill is missed, and a student is asked to perform a skill without proper instruction, the results could be devastating.

The TLO skill overview is grouped in the following order: curriculum, stage, TLO, and finally, skill. Under the stage header, all supported stages are listed. This listing comes from the prerequisite requirements set for each stage in the stage form within the editor. You will notice as you progress through the stages that the supported stage list becomes smaller and smaller; this is because all stages build upon each other, meaning that all skills used within the stage support the subsequent stages as well.

This section is only available if skills are added for the project.



COI Document Skill Overview Section – Supported Stages

After the supported stage listing, the report lists all TLOs assigned to the stage of training, along with the skills each TLO supports. This information comes directly from the skill assignments on the TLO form within the editor. Under each skill, a table listing is displayed for each lesson / ELO skill reference as well as Flight/SIM reference. This allows you to see an overview of where the skill is taught in the lesson(s) and where the skill is flown within the flight events. This will also show where the skill was introduced and reviewed for flights. This skill information is pulled directly from the skill references added to the ELO from the Lesson form and to the flight tasks within the Flight/SIM form.

TLO: Operate the AV-8B ejection seat in accordance with the NATOPS Manual.

Contains the following skill(s):

Perform ejection seat preflight

Lesson	ELO
(FAM) 2m19	Describe an ejection seat preflight.

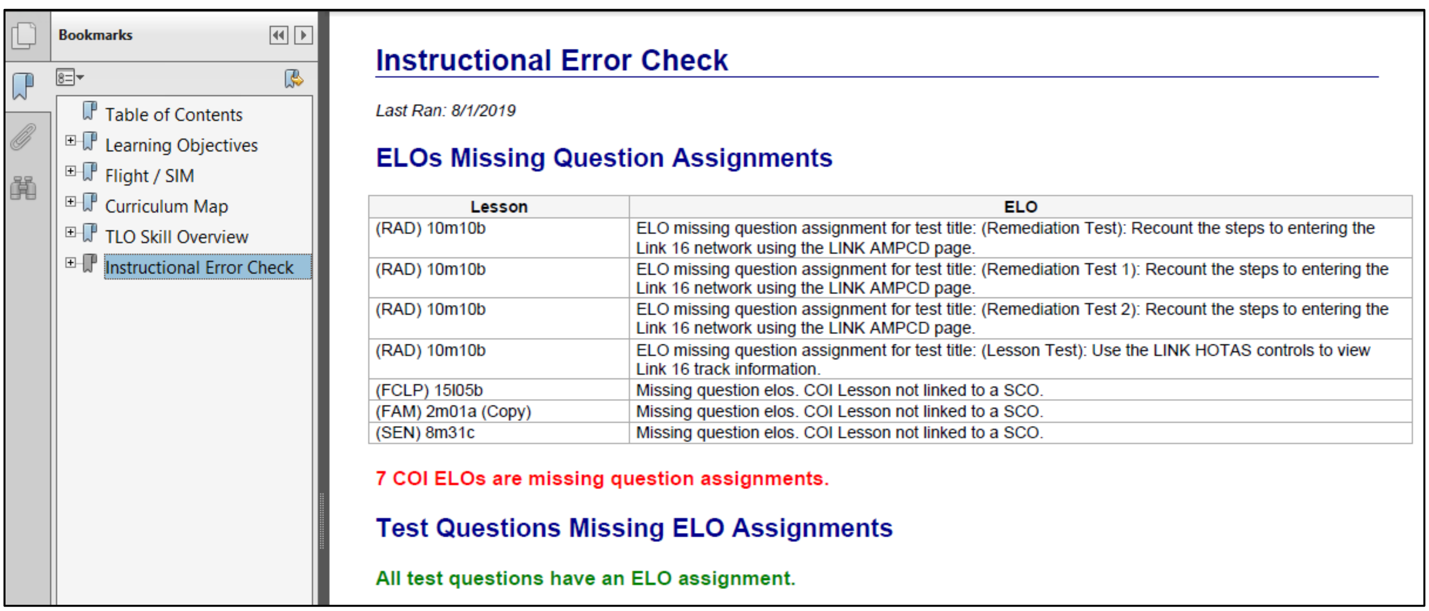
Flight	Task	Type
(FAM) FAM-1113	Ejection seat preflight	I

COI Document TLO Skill Overview Section

4.13.1.5 Instructional Error Check

This section within the document will identify all COI lessons ELOs that currently do not have a question assignment, as well as all SCO questions that do not have an ELO assignment. This instructional check ensures that no testing is performed outside the ELOs and that all ELOs are being tested.

The optional error checks selections “Missing ELO” and “ELOs Not Linked to Question Frames” need to be setup in order to use this section accurately. Please refer to the “Optional Error Checks Reporting Settings” section within the MELD Administrator Guide for more setup information.



Instructional Error Check

Last Ran: 8/1/2019

ELOs Missing Question Assignments

Lesson	ELO
(RAD) 10m10b	ELO missing question assignment for test title: (Remediation Test): Recount the steps to entering the Link 16 network using the LINK AMPCD page.
(RAD) 10m10b	ELO missing question assignment for test title: (Remediation Test 1): Recount the steps to entering the Link 16 network using the LINK AMPCD page.
(RAD) 10m10b	ELO missing question assignment for test title: (Remediation Test 2): Recount the steps to entering the Link 16 network using the LINK AMPCD page.
(RAD) 10m10b	ELO missing question assignment for test title: (Lesson Test): Use the LINK HOTAS controls to view Link 16 track information.
(FCLP) 15I05b	Missing question elos. COI Lesson not linked to a SCO.
(FAM) 2m01a (Copy)	Missing question elos. COI Lesson not linked to a SCO.
(SEN) 8m31c	Missing question elos. COI Lesson not linked to a SCO.

7 COI ELOs are missing question assignments.

Test Questions Missing ELO Assignments

All test questions have an ELO assignment.

COI Document Instructional Error Check

4.13.2 COI Skill Xls Charts

The curriculum overview charts will export a Microsoft Excel output for each curriculum. This report will show all skills used within the entire curriculum, and chart where they are taught within the lesson and flown within a flight event. Each block is color coded to make it easier to identify where these records fall within the curriculum.

To create a curriculum overview chart, select a curriculum to export the chart and then select the spreadsheet button. This will take several minutes to load.

Once loaded, you will see all skills listed in the left column and all stages for the curriculum listed in the top row. A blue cell block will be filled for each lesson / ELO reference within the stage, a green block will be filled for each flight event that was introduced within the stage, a yellow cell block will be filled for each flight event that was reviewed within the stage, and finally a pink block will be filled for each flight event that was evaluated within the stage. Counts for introduce, review, and evaluate are also provided in the cell. The goal is to see the colors in the following order: blue, green, then yellow or pink. There may be cases where skills are only taught and not flown, so you will see a blue block without a following yellow, green, or pink block. However, there are not many cases that skills are flown without being taught first, so if you are missing a blue lesson block this is an indicator that additional research should be performed to determine if you need to include this skill in your lessons. You may also notice that you have skills that are reviewed before they are introduced (yellow before green), or skills that are taught and flown many stages later. Both of these scenarios would require further research, since, for example, we don't want to review a skill before it was introduced and if we are covering a skill in a lesson we don't want to wait too long before the skill is flown in the flight events.

A skill flagged key is available at the end of the skill listing that explains the three different colors that skills may be displayed in.

Flagged Skills
*Review(R) skills that do not have an Introduce (I)
*Introduce(I) skills that do not have a Review (R)
*Evaluate skills that do not have a Review (R) or Introduce (I)

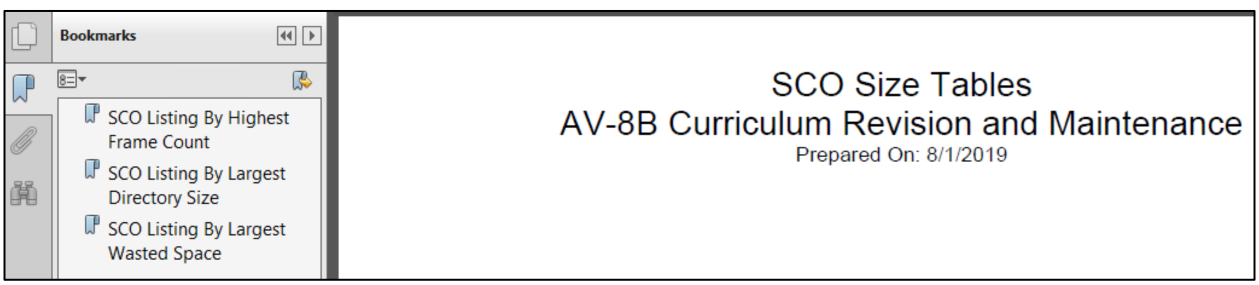
In the below figure, you will see the skill "Perform blindfold cockpit check" is missing a lesson blue block and contains a flight introduce block. This means this skill was not taught first in the lesson before it was introduced in the flight event. This skill is also listed in orange font which means it was introduced but never reviewed. If you see instances of these or anything else that stands out, it is recommended to place a change request against the COI document to ensure this occurrence is researched properly and corrected if necessary.

1		FAM				FOB				FCLP				FORM			
2	**Skill**	L	I	R	E	L	I	R	E	L	I	R	E	L	I	R	E
3	Operate the AV-8B engine related systems	2m01a															
4	Operate manual fuel system (MFS)	2m01a															
5	Operate the digital engine control system (DECS)	2m01a															
6	Operate the fuel metering unit (FMU)	2m01a															
7	Operate the operation of the accessory drive gearbox	2m01b															
8	Operate gas turbine starter auxiliary power unit	2m01b															
9	Operate the engine controls and indicators	2m01b															
10	*Perform blindfold cockpit check		1														
11	Operate the electrical supply system	2m02															
12	Operate aircraft lighting	2m02															
13	Operate the AV-8B fuel system	2m03															

COI Skill Xls Chart

4.13.3 SCO Size Tables

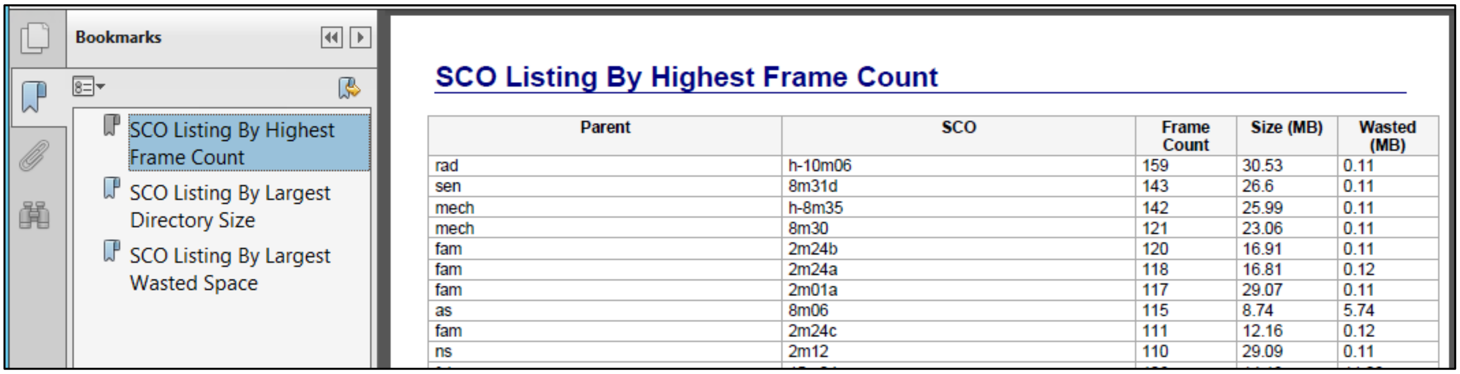
The SCO Size Tables report is available in RTF and PDF format and contains three sections, “SCO Listing By Highest Frame Count”, “SCO Listing By Largest Directory Size”, and “SCO Listing By Largest Wasted Space”.



SCO Size Tables

4.13.3.2 SCO Listing By Highest Frame Count

The SCO Listing By Highest Frame Count report will list all SCOs ordered by the highest frame count. This report is helpful to identify SCOs that are too large and could benefit by being broken into smaller SCOs.



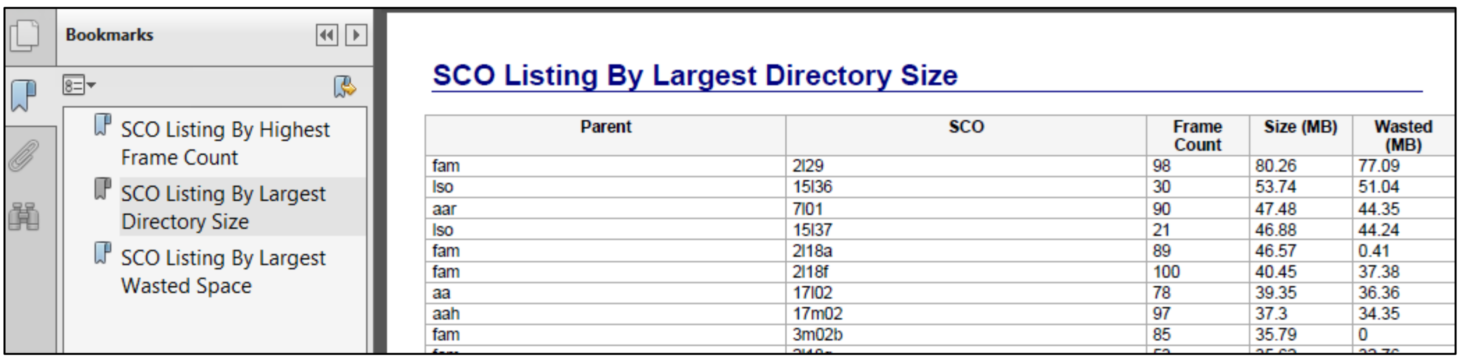
SCO Listing By Highest Frame Count

Parent	SCO	Frame Count	Size (MB)	Wasted (MB)
rad	h-10m06	159	30.53	0.11
sen	8m31d	143	26.6	0.11
mech	h-8m35	142	25.99	0.11
mech	8m30	121	23.06	0.11
fam	2m24b	120	16.91	0.11
fam	2m24a	118	16.81	0.12
fam	2m01a	117	29.07	0.11
as	8m06	115	8.74	5.74
fam	2m24c	111	12.16	0.12
ns	2m12	110	29.09	0.11

SCO Listing By Highest Frame Count

4.13.3.3 SCO Listing By Largest Directory Size

The SCO Listing By Largest Directory Size report will list all SCOs ordered by the largest directory size. This report is helpful to identify SCOs that would cause upload issues into a learning management system as well as large DVD size issues.



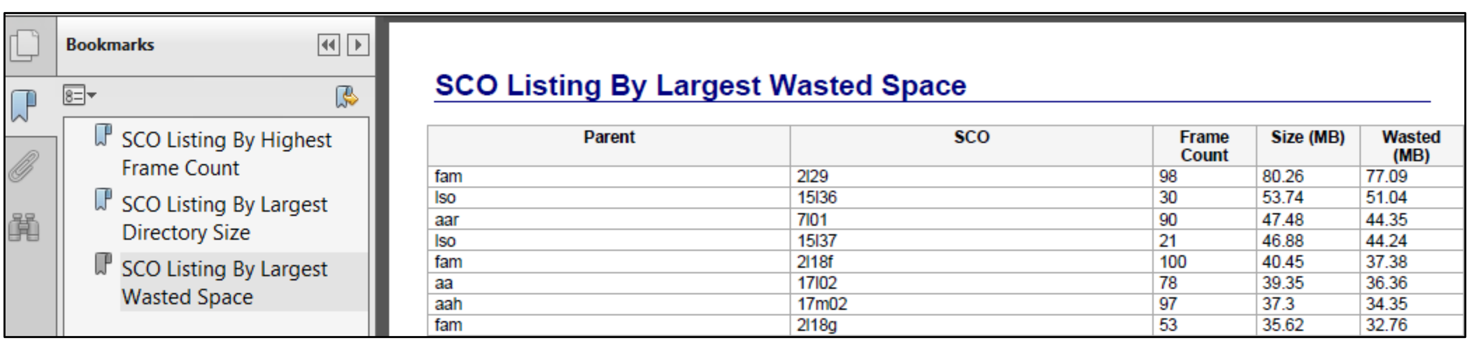
SCO Listing By Largest Directory Size

Parent	SCO	Frame Count	Size (MB)	Wasted (MB)
fam	2l29	98	80.26	77.09
lso	15l36	30	53.74	51.04
aar	7l01	90	47.48	44.35
lso	15l37	21	46.88	44.24
fam	2l18a	89	46.57	0.41
fam	2l18f	100	40.45	37.38
aa	17l02	78	39.35	36.36
aah	17m02	97	37.3	34.35
fam	3m02b	85	35.79	0

SCO Listing By Largest Directory Size

4.13.3.4 SCO Listing By Largest Wasted Space

The SCO Listing By Largest Wasted Space report will list all SCOs ordered by the largest wasted space. This report is helpful to identify SCOs that would benefit from file system cleanup. This will ensure the SCO is as small as it possibly can be for learning management system uploads and DVD burning. If a SCO is identified to have a large amount of wasted space, the Asset tab can be used to remove the assets that are no longer part of the SCO.



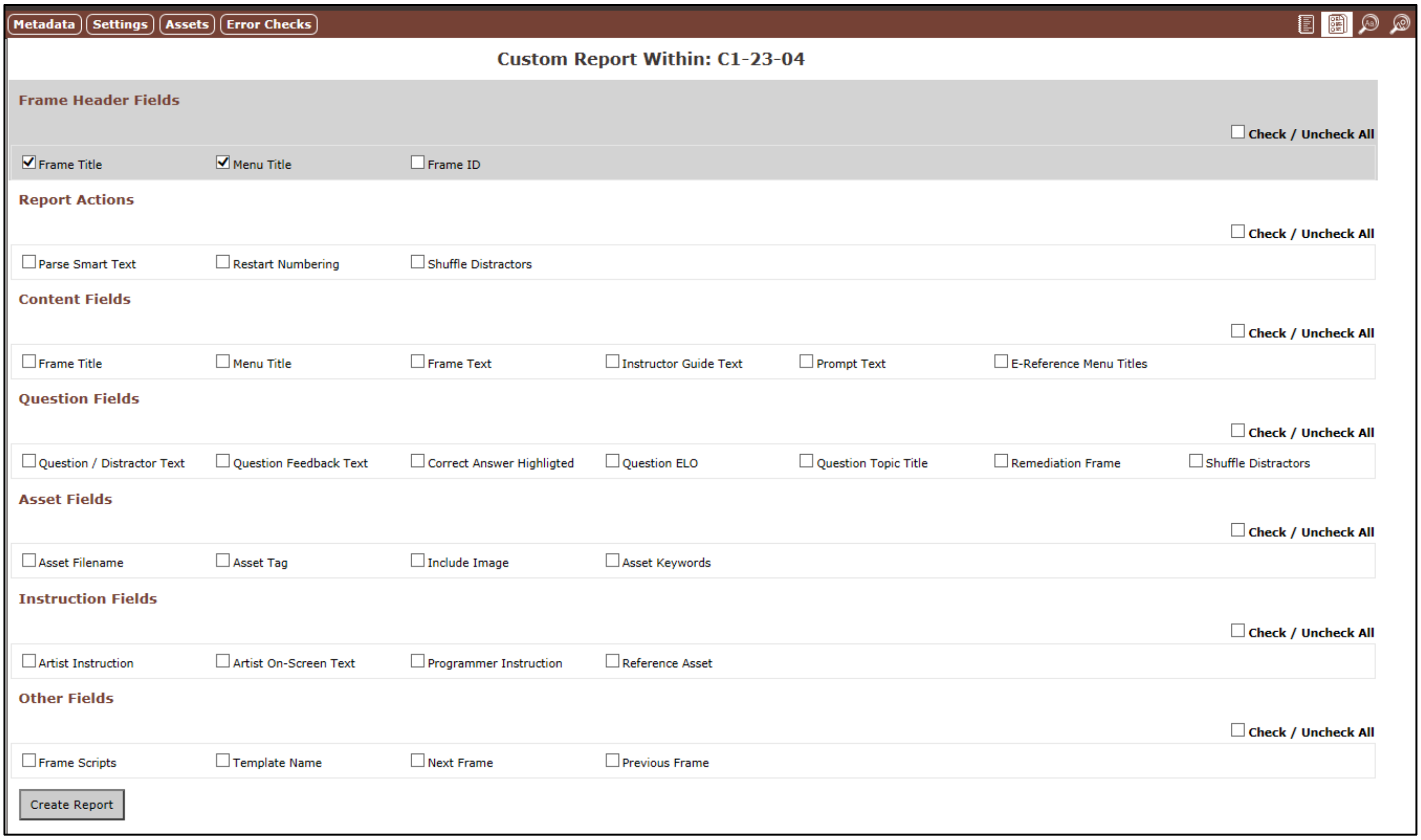
SCO Listing By Largest Wasted Space

Parent	SCO	Frame Count	Size (MB)	Wasted (MB)
fam	2l29	98	80.26	77.09
lso	15l36	30	53.74	51.04
aar	7l01	90	47.48	44.35
lso	15l37	21	46.88	44.24
fam	2l18f	100	40.45	37.38
aa	17l02	78	39.35	36.36
aah	17m02	97	37.3	34.35
fam	2l18g	53	35.62	32.76

SCO Listing By Largest Wasted Space

4.14 Reports

The Reports feature is available for every SCO and SCO parent. Select the desired location to generate a custom report and then select the Report button.



Custom Reports

To generate a custom report, select any of the header fields and at least one field within the content, question, asset, instruction, or other field section. Next click the Create Report button.

4.14.1 Frame Header Fields

The frame header fields control the output that will display as the frame header per frame. If no values are selected, only the frame sequence is shown in the header for the frame.

4.14.2 Report Actions

The report actions fields control any action that would occur after the report has loaded.

4.14.2.1 Parse Smart Text

If this action is selected, the file "parse_smart_text.js" is included within the reports output page that produces printable, report style formatting for the Smart Text blocks and formatting codes. The "parse_smart_text.js" file is located in the root of the IME\Scripts folder on the web server and can be modified as desired.

4.14.2.2 Restart Numbering

If this action is selected, the report will begin numbering at 1 and ignoring the actual frame sequence. This is beneficial if the desired report is an end of lesson test.

4.14.2.3 Shuffle Distractors

If this action is selected, the report will shuffle question distractors before outputting to the report file. This action will only be executed if the "Shuffle Distractors" checkbox is selected for the question from the Content tab. This allows the report to only shuffle distractors that were intended to be shuffled. For example, True and False questions or questions that need to display in a specific order would not appear as intended when shuffled.

4.14.3 Content Fields

The content fields include all the on-screen text for a standard frame.

4.14.4 Question Fields

The question fields include all the on-screen text for a question frame as well as other selections such as the ELO selected for the question, remediation frame, and if the "Shuffle Distractor" checkbox was selected.

4.14.5 Asset Fields

The asset fields include all asset related data. Selecting "Include Image" will display the image in the report output.

4.14.6 Instruction Fields

The instruction fields include all data related to creating or modifying the frame.

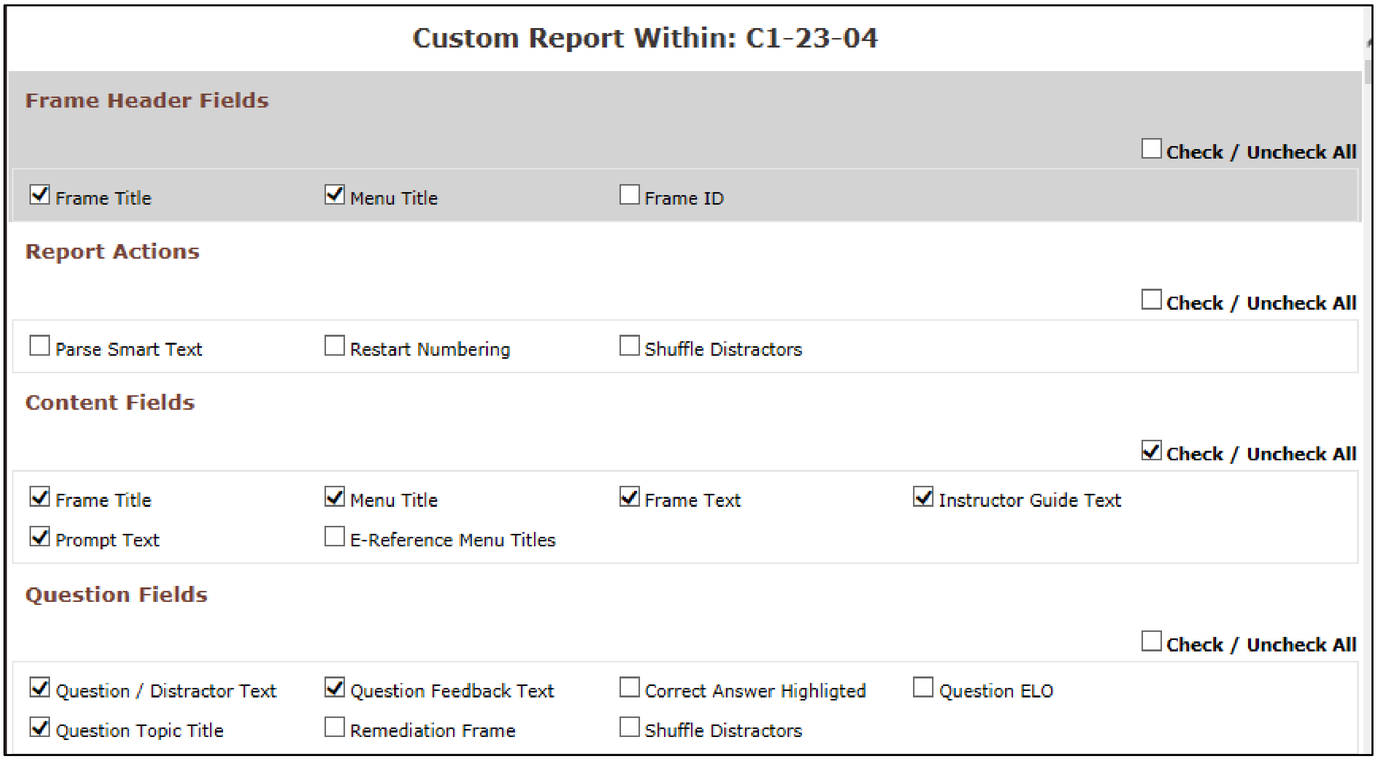
4.14.7 Other Fields

The other fields include frame scripts, template name, and next and previous frame selection.

4.14.8 Sample Reports

Listed below are 3 sample report scenarios.

Scenario 1- Create a report including all on-screen text fields to copy and paste into Microsoft Word to detect any grammatical errors.



Custom Report Within: C1-23-04

Frame Header Fields

☐ Check / Uncheck All

☑ Frame Title ☑ Menu Title ☐ Frame ID

Report Actions

☐ Check / Uncheck All

☐ Parse Smart Text ☐ Restart Numbering ☐ Shuffle Distractors

Content Fields

☑ Check / Uncheck All

☑ Frame Title ☑ Menu Title ☑ Frame Text ☑ Instructor Guide Text

☑ Prompt Text ☐ E-Reference Menu Titles

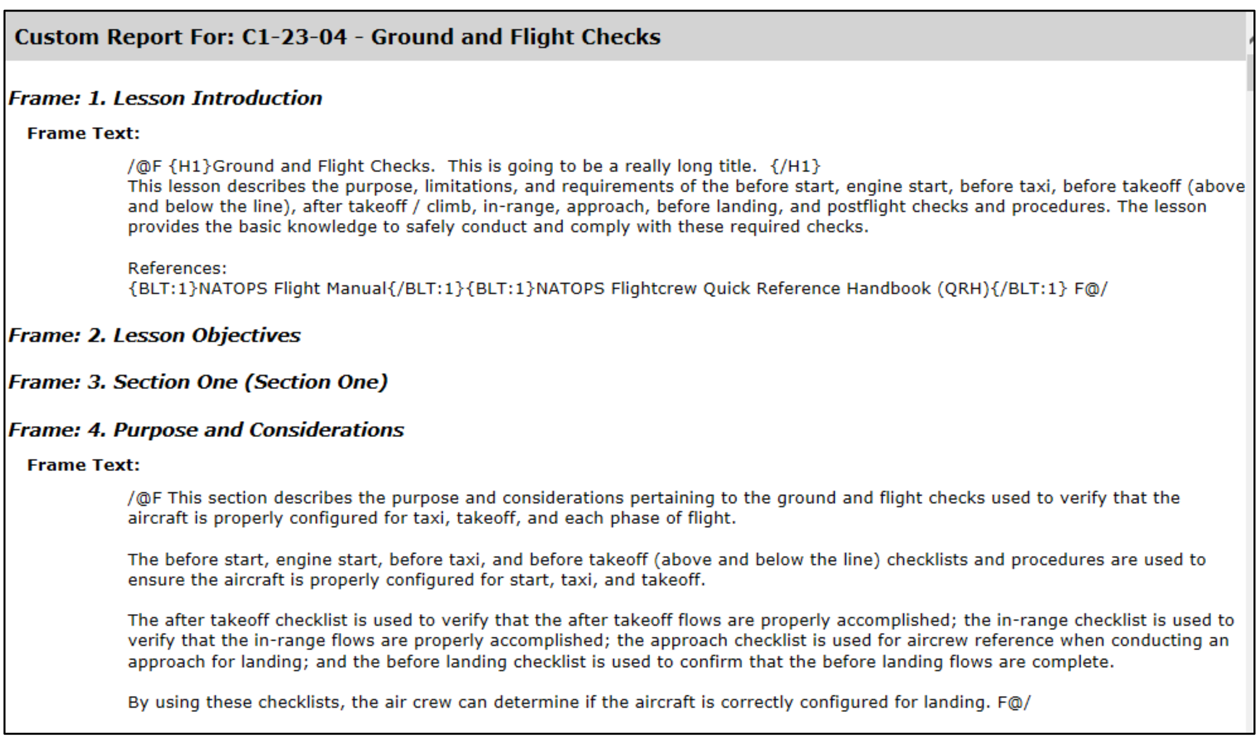
Question Fields

☐ Check / Uncheck All

☑ Question / Distractor Text ☑ Question Feedback Text ☐ Correct Answer Highligted ☐ Question ELO

☑ Question Topic Title ☐ Remediation Frame ☐ Shuffle Distractors

Report Form



Custom Report For: C1-23-04 - Ground and Flight Checks

Frame: 1. Lesson Introduction

Frame Text:

/@F {H1}Ground and Flight Checks. This is going to be a really long title. {/H1}
This lesson describes the purpose, limitations, and requirements of the before start, engine start, before taxi, before takeoff (above and below the line), after takeoff / climb, in-range, approach, before landing, and postflight checks and procedures. The lesson provides the basic knowledge to safely conduct and comply with these required checks.

References:
{BLT:1}NATOPS Flight Manual{/BLT:1}{BLT:1}NATOPS Flightcrew Quick Reference Handbook (QRH){/BLT:1} F@/

Frame: 2. Lesson Objectives

Frame: 3. Section One (Section One)

Frame: 4. Purpose and Considerations

Frame Text:

/@F This section describes the purpose and considerations pertaining to the ground and flight checks used to verify that the aircraft is properly configured for taxi, takeoff, and each phase of flight.

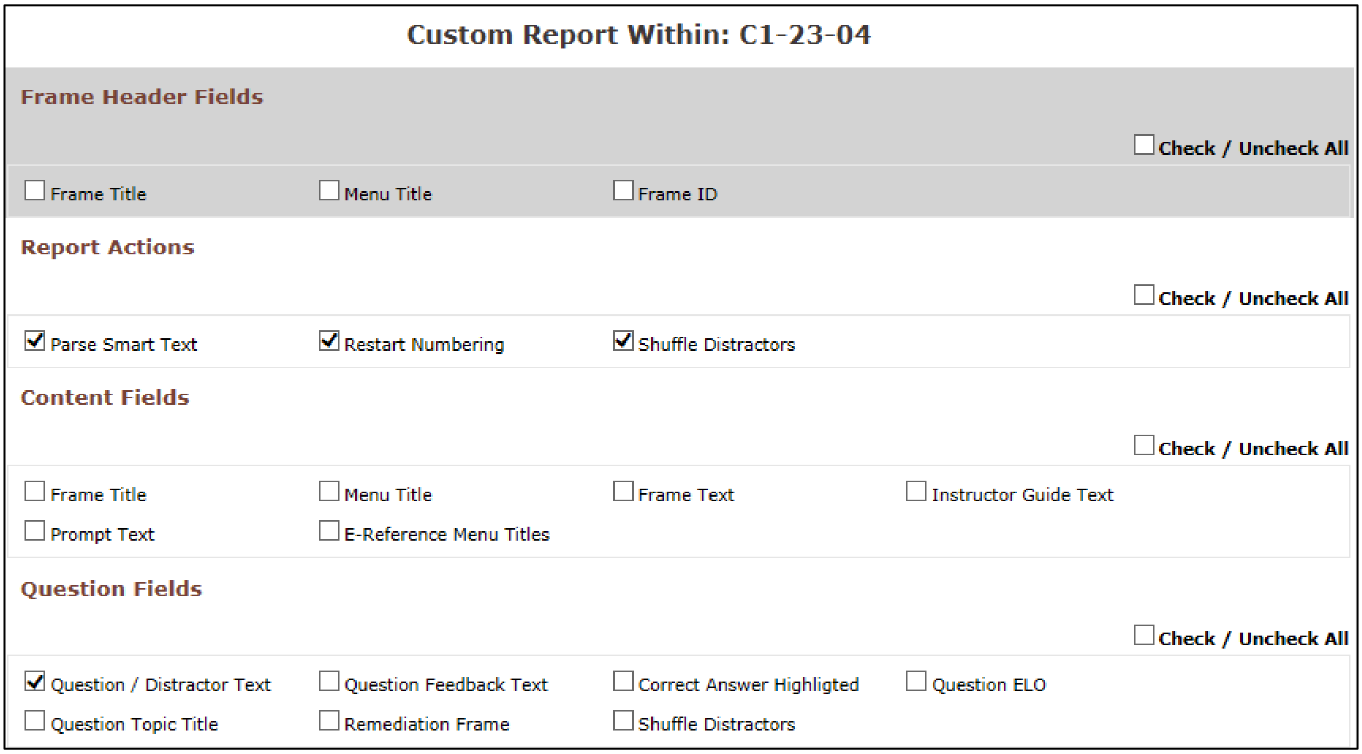
The before start, engine start, before taxi, and before takeoff (above and below the line) checklists and procedures are used to ensure the aircraft is properly configured for start, taxi, and takeoff.

The after takeoff checklist is used to verify that the after takeoff flows are properly accomplished; the in-range checklist is used to verify that the in-range flows are properly accomplished; the approach checklist is used for aircrew reference when conducting an approach for landing; and the before landing checklist is used to confirm that the before landing flows are complete.

By using these checklists, the air crew can determine if the aircraft is correctly configured for landing. F@/

Report Output

Scenario 2- Create a report including only test questions that could be used as a printed copy of a test.



Custom Report Within: C1-23-04

Frame Header Fields

☐ Check / Uncheck All

☐ Frame Title ☐ Menu Title ☐ Frame ID

Report Actions

☐ Check / Uncheck All

☑ Parse Smart Text ☑ Restart Numbering ☑ Shuffle Distractors

Content Fields

☐ Check / Uncheck All

☐ Frame Title ☐ Menu Title ☐ Frame Text ☐ Instructor Guide Text

☐ Prompt Text ☐ E-Reference Menu Titles

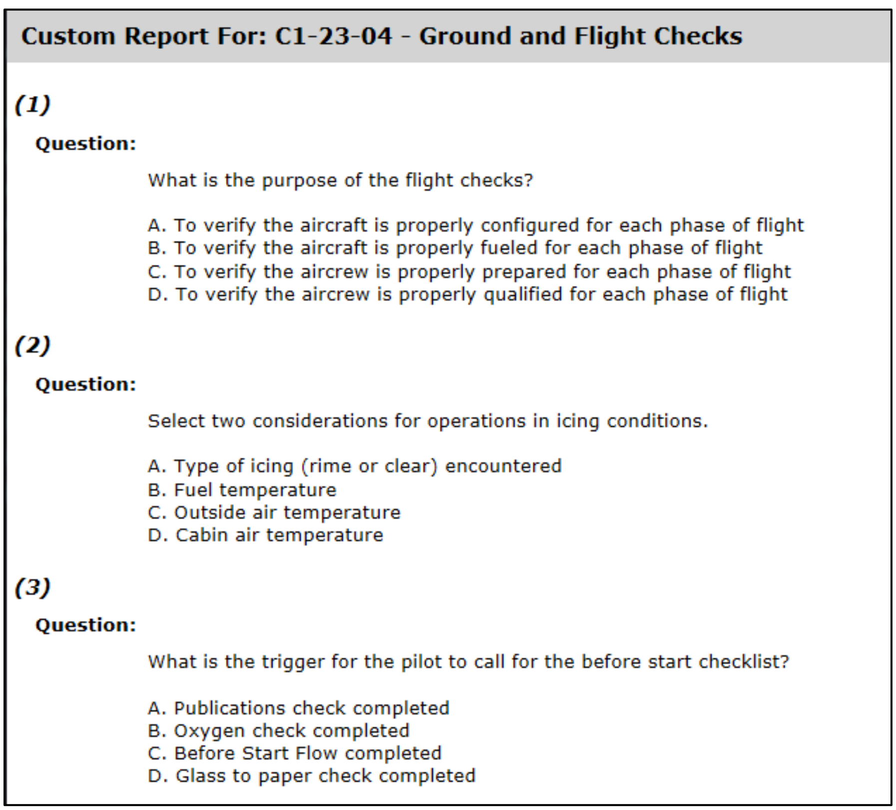
Question Fields

☐ Check / Uncheck All

☑ Question / Distractor Text ☐ Question Feedback Text ☐ Correct Answer Highligted ☐ Question ELO

☐ Question Topic Title ☐ Remediation Frame ☐ Shuffle Distractors

Report Form



Custom Report For: C1-23-04 - Ground and Flight Checks

(1)

Question:

What is the purpose of the flight checks?

A. To verify the aircraft is properly configured for each phase of flight
B. To verify the aircraft is properly fueled for each phase of flight
C. To verify the aircrew is properly prepared for each phase of flight
D. To verify the aircrew is properly qualified for each phase of flight

(2)

Question:

Select two considerations for operations in icing conditions.

A. Type of icing (rime or clear) encountered
B. Fuel temperature
C. Outside air temperature
D. Cabin air temperature

(3)

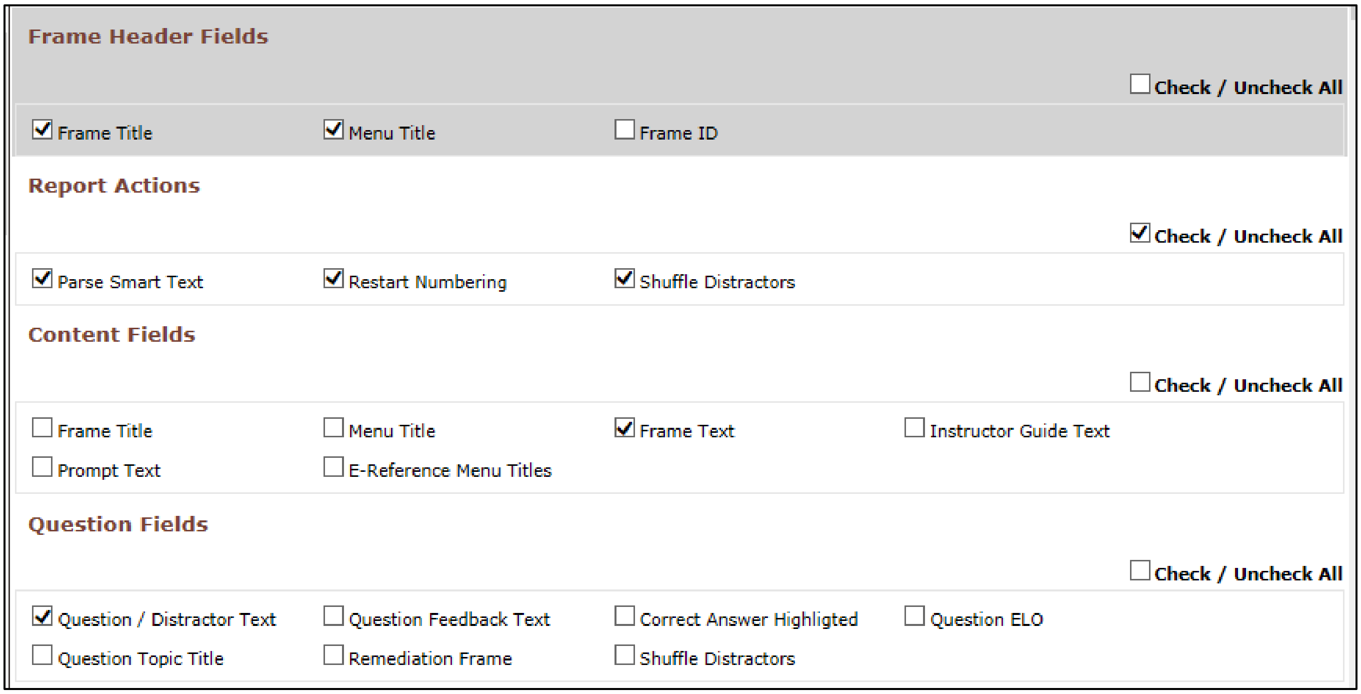
Question:

What is the trigger for the pilot to call for the before start checklist?

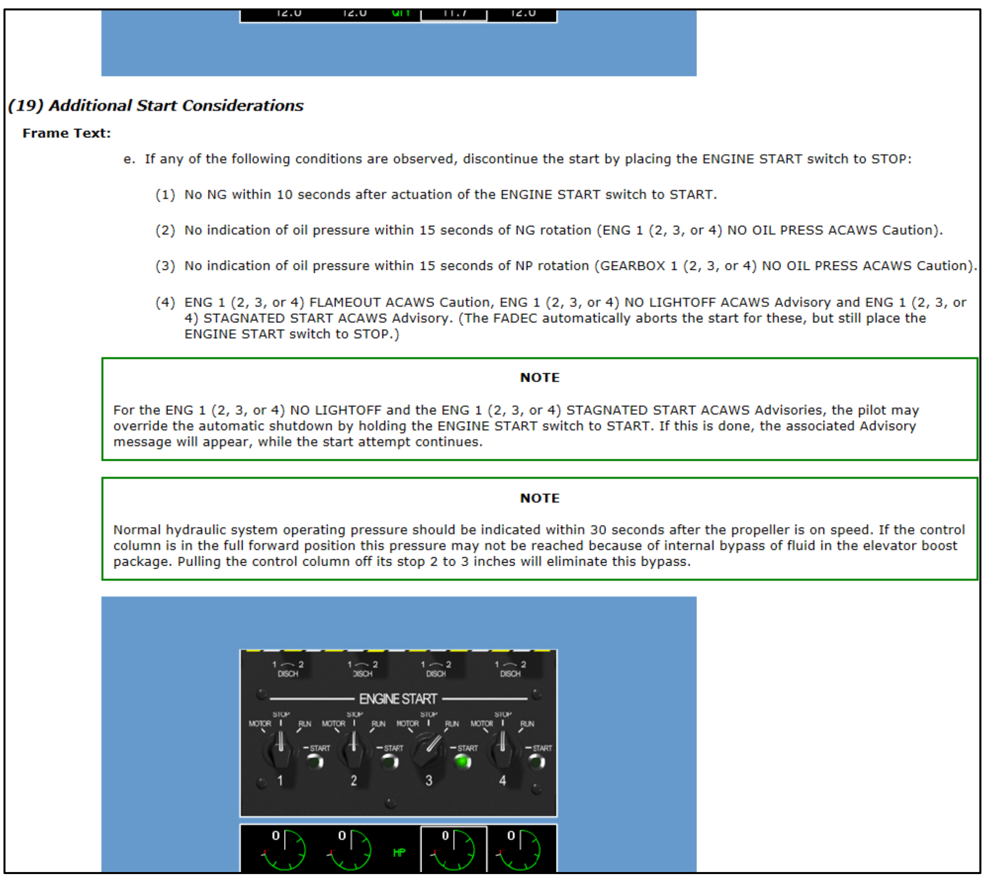
A. Publications check completed
B. Oxygen check completed
C. Before Start Flow completed
D. Glass to paper check completed

Report Output

Scenario 3- Create a guide including images and frame text.



Report Form



(19) Additional Start Considerations

Frame Text:

e. If any of the following conditions are observed, discontinue the start by placing the ENGINE START switch to STOP:

(1) No NG within 10 seconds after actuation of the ENGINE START switch to START.

(2) No indication of oil pressure within 15 seconds of NG rotation (ENG 1 (2, 3, or 4) NO OIL PRESS ACAWS Caution).

(3) No indication of oil pressure within 15 seconds of NP rotation (GEARBOX 1 (2, 3, or 4) NO OIL PRESS ACAWS Caution).

(4) ENG 1 (2, 3, or 4) FLAMEOUT ACAWS Caution, ENG 1 (2, 3, or 4) NO LIGHTOFF ACAWS Advisory and ENG 1 (2, 3, or 4) STAGNATED START ACAWS Advisory. (The FADEC automatically aborts the start for these, but still place the ENGINE START switch to STOP.)

NOTE

For the ENG 1 (2, 3, or 4) NO LIGHTOFF and the ENG 1 (2, 3, or 4) STAGNATED START ACAWS Advisories, the pilot may override the automatic shutdown by holding the ENGINE START switch to START. If this is done, the associated Advisory message will appear, while the start attempt continues.

NOTE

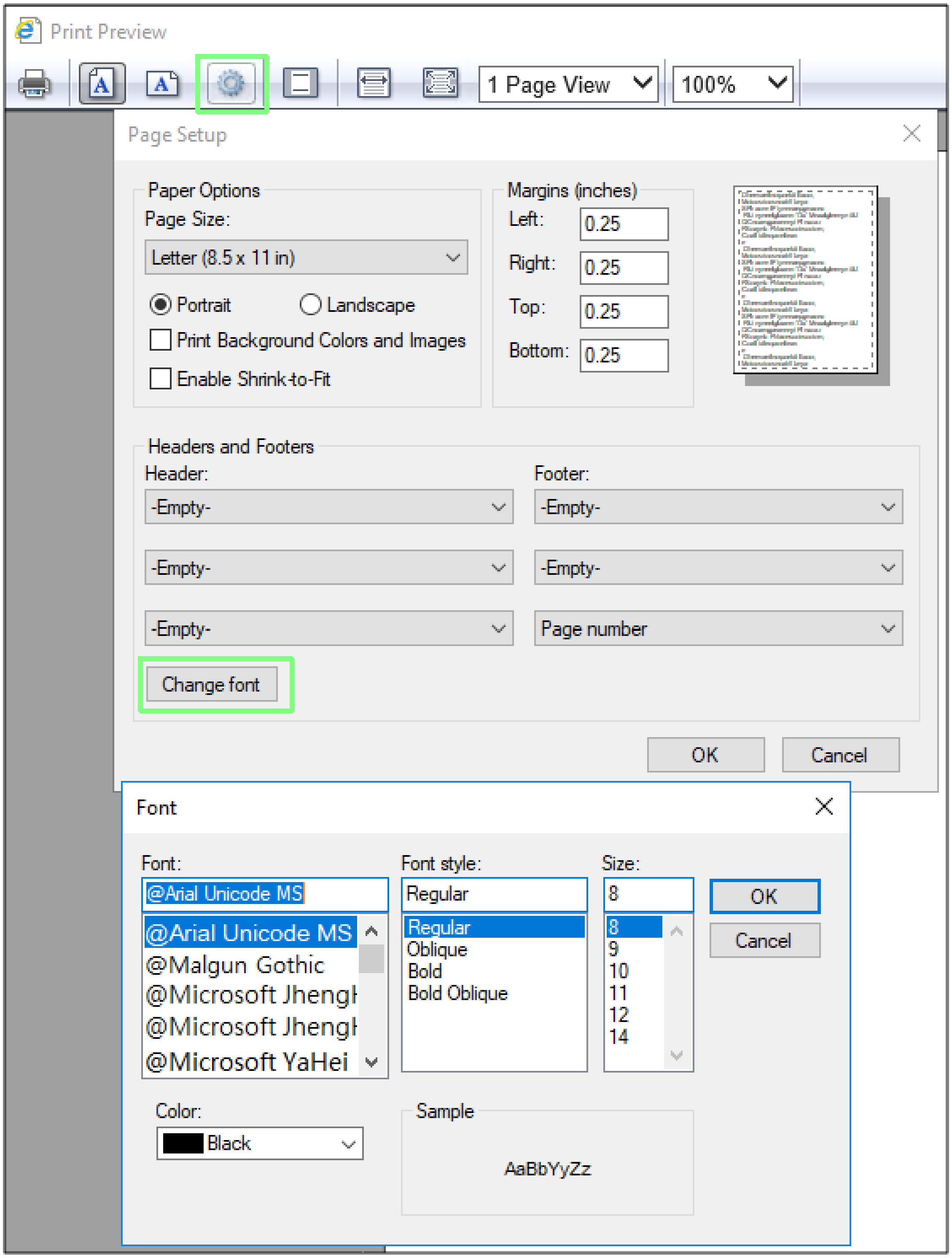
Normal hydraulic system operating pressure should be indicated within 30 seconds after the propeller is on speed. If the control column is in the full forward position this pressure may not be reached because of internal bypass of fluid in the elevator boost package. Pulling the control column off its stop 2 to 3 inches will eliminate this bypass.

Report Output

4.14.9 Report PDF Output

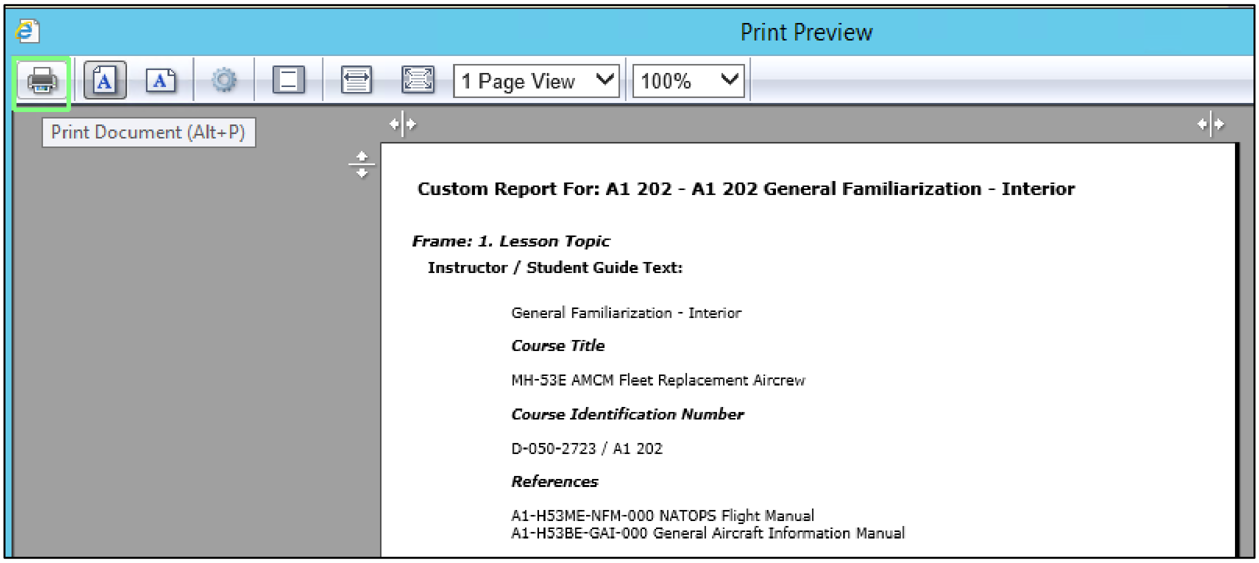
Perform the following to output a report to PDF format.

1. Right click within the report area and select **Print Preview**…
2. Ensure all options match the following image exactly:

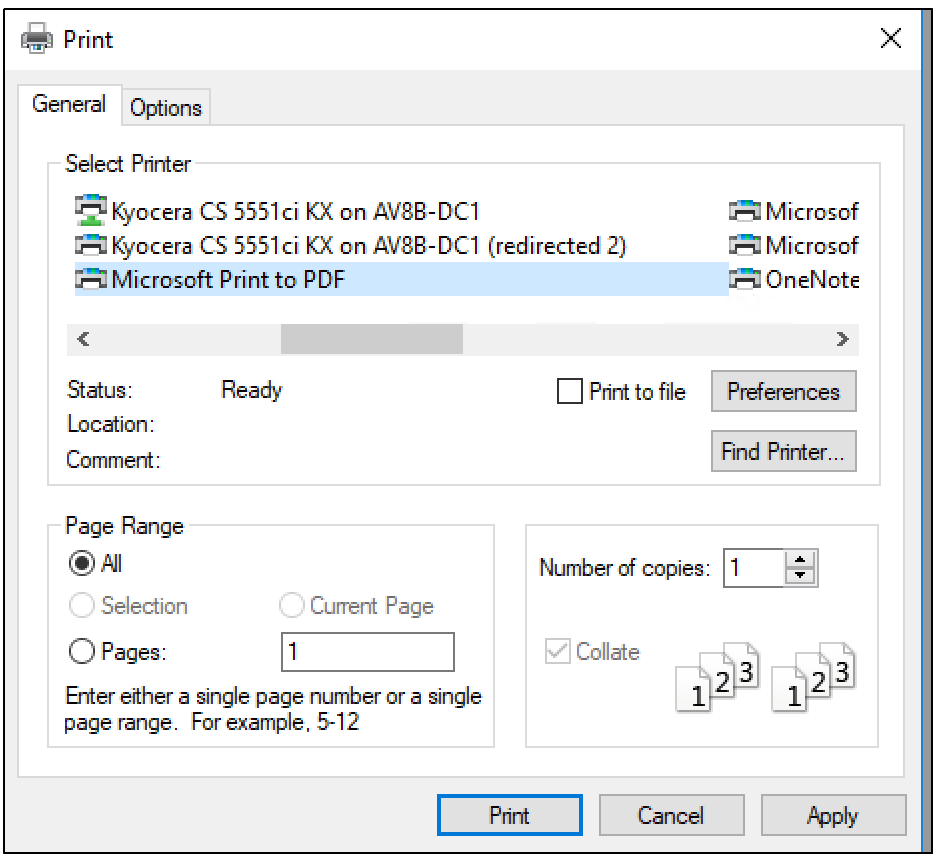


3. Select OK and your print preview settings should be saved, but it is best to check this every time before printing to PDF.

4. Select the **Print Document** button.



5. Make sure to select "Microsoft Print to PDF" option and NOT a printer.

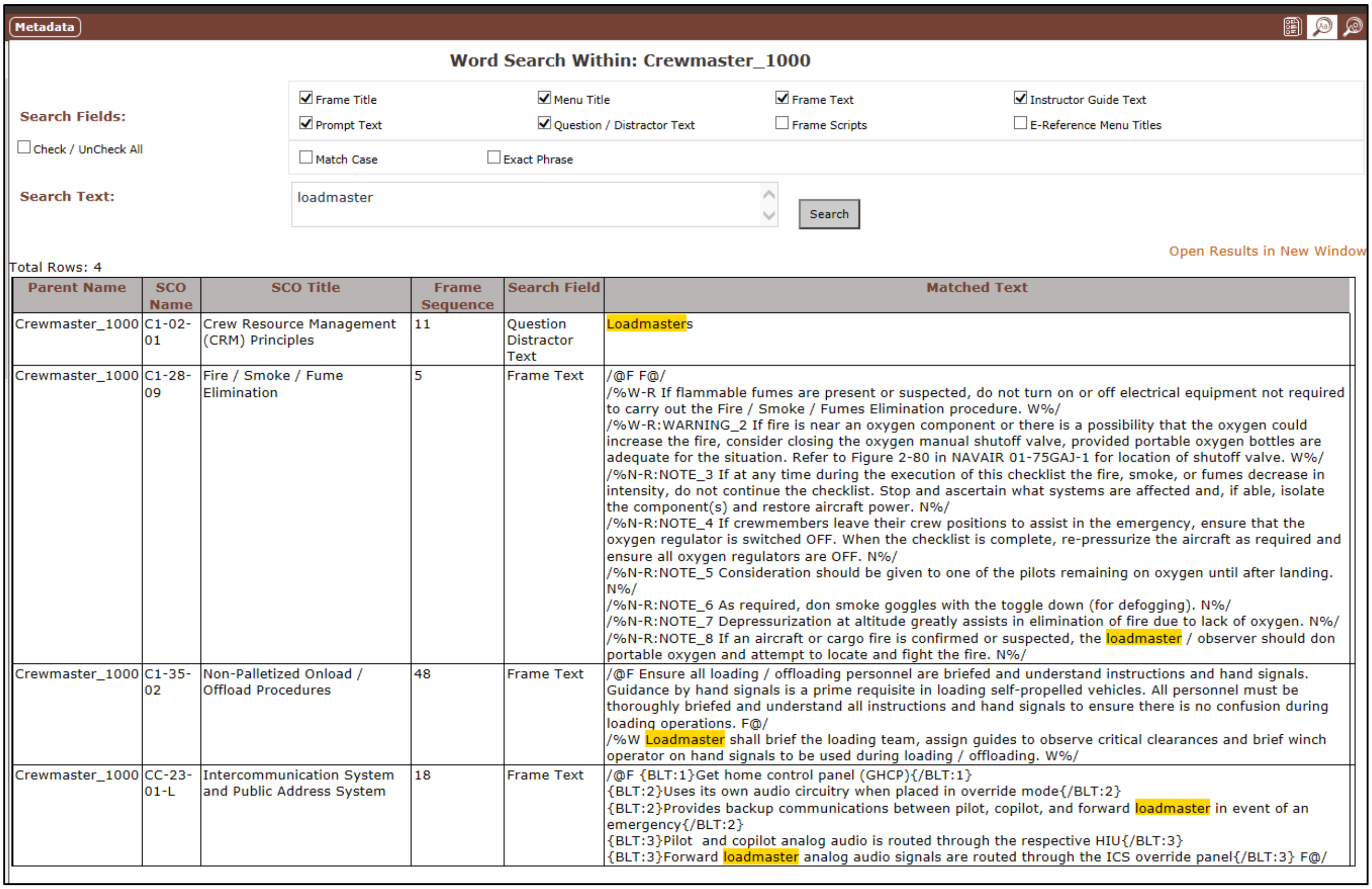


6. A windows prompt will appear to save the pdf. Select the desired destination to save the PDF.

4.15 Word Search

The Word Search is available to search within every treeview node above the frame level. Select the desired location to search (project, platform, outline, curriculum parent, SCO), then select the Word Search button. Select the desired search fields, enter the search text, and next click the "Search" button.

In the image below, an obsolete term "Loadmaster" was searched to identify any frames within the Crewmaster courseware that still reference the term.



Metadata

Word Search Within: Crewmaster_1000

Search Fields:

☑ Frame Title ☑ Menu Title ☑ Frame Text ☑ Instructor Guide Text

☑ Prompt Text ☑ Question / Distractor Text ☐ Frame Scripts ☐ E-Reference Menu Titles

☐ Check / UnCheck All

☐ Match Case ☐ Exact Phrase

Search Text: loadmaster

Search

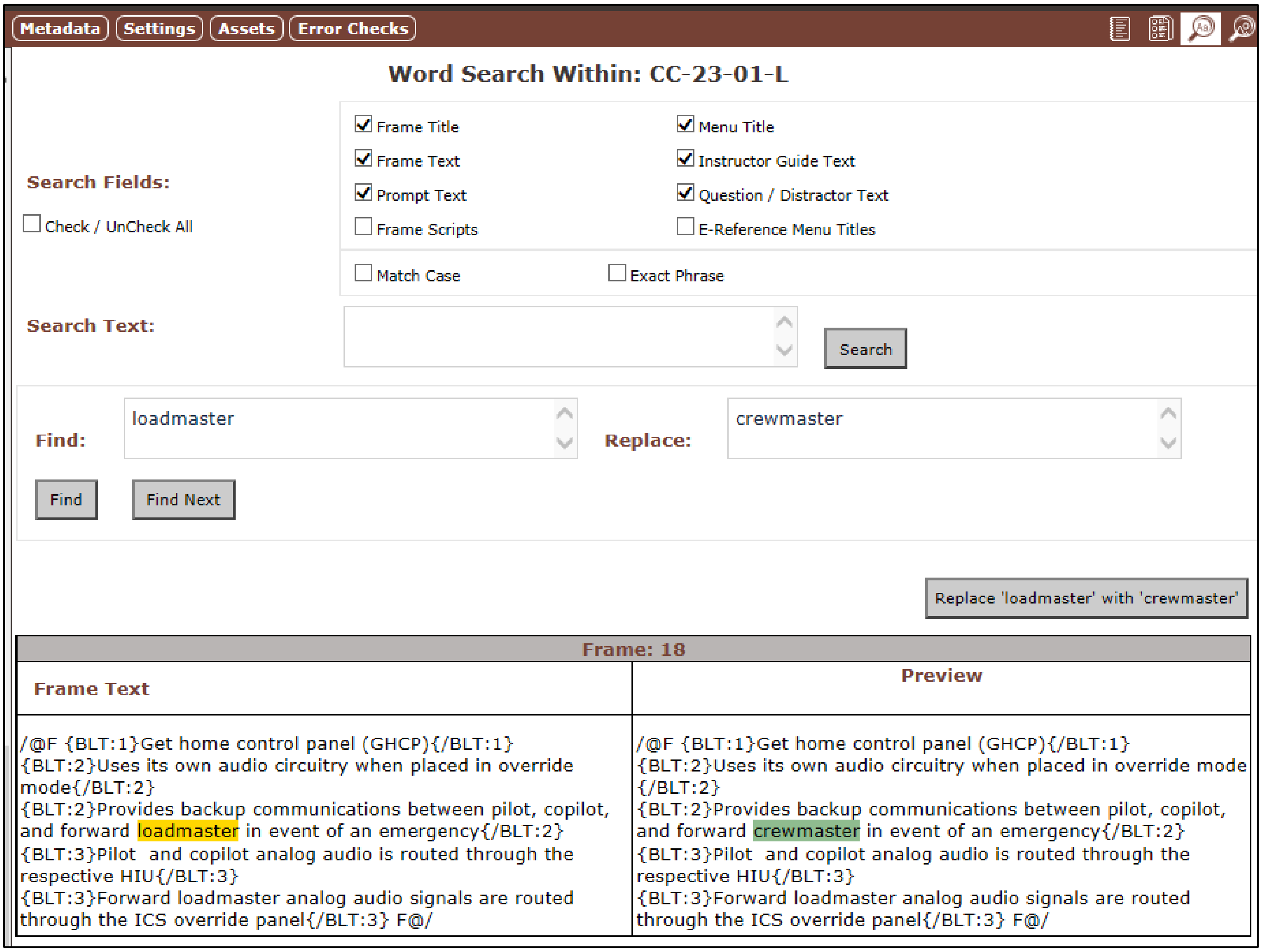
Open Results in New Window

Total Rows: 4

Parent Name	SCO Name	SCO Title	Frame Sequence	Search Field	Matched Text
Crewmaster_1000	C1-02-01	Crew Resource Management (CRM) Principles	11	Question Distractor Text	Loadmasters
Crewmaster_1000	C1-28-09	Fire / Smoke / Fume Elimination	5	Frame Text	/@F F@/ /%W-R If flammable fumes are present or suspected, do not turn on or off electrical equipment not required to carry out the Fire / Smoke / Fumes Elimination procedure. W%/ /%W-R:WARNING_2 If fire is near an oxygen component or there is a possibility that the oxygen could increase the fire, consider closing the oxygen manual shutoff valve, provided portable oxygen bottles are adequate for the situation. Refer to Figure 2-80 in NAVAIR 01-75GAJ-1 for location of shutoff valve. W%/ /%N-R:NOTE_3 If at any time during the execution of this checklist the fire, smoke, or fumes decrease in intensity, do not continue the checklist. Stop and ascertain what systems are affected and, if able, isolate the component(s) and restore aircraft power. N%/ /%N-R:NOTE_4 If crewmembers leave their crew positions to assist in the emergency, ensure that the oxygen regulator is switched OFF. When the checklist is complete, re-pressurize the aircraft as required and ensure all oxygen regulators are OFF. N%/ /%N-R:NOTE_5 Consideration should be given to one of the pilots remaining on oxygen until after landing. N%/ /%N-R:NOTE_6 As required, don smoke goggles with the toggle down (for defogging). N%/ /%N-R:NOTE_7 Depressurization at altitude greatly assists in elimination of fire due to lack of oxygen. N%/ /%N-R:NOTE_8 If an aircraft or cargo fire is confirmed or suspected, the loadmaster / observer should don portable oxygen and attempt to locate and fight the fire. N%/
Crewmaster_1000	C1-35-02	Non-Palletized Onload / Offload Procedures	48	Frame Text	/@F Ensure all loading / offloading personnel are briefed and understand instructions and hand signals. Guidance by hand signals is a prime requisite in loading self-propelled vehicles. All personnel must be thoroughly briefed and understand all instructions and hand signals to ensure there is no confusion during loading operations. F@/ /%W Loadmaster shall brief the loading team, assign guides to observe critical clearances and brief winch operator on hand signals to be used during loading / offloading. W%/
Crewmaster_1000	CC-23-01-L	Intercommunication System and Public Address System	18	Frame Text	/@F {BLT:1}Get home control panel (GHCP){/BLT:1} {BLT:2}Uses its own audio circuitry when placed in override mode{/BLT:2} {BLT:2}Provides backup communications between pilot, copilot, and forward loadmaster in event of an emergency{/BLT:2} {BLT:3}Pilot and copilot analog audio is routed through the respective HIU{/BLT:3} {BLT:3}Forward loadmaster analog audio signals are routed through the ICS override panel{/BLT:3} F@/

Word Search

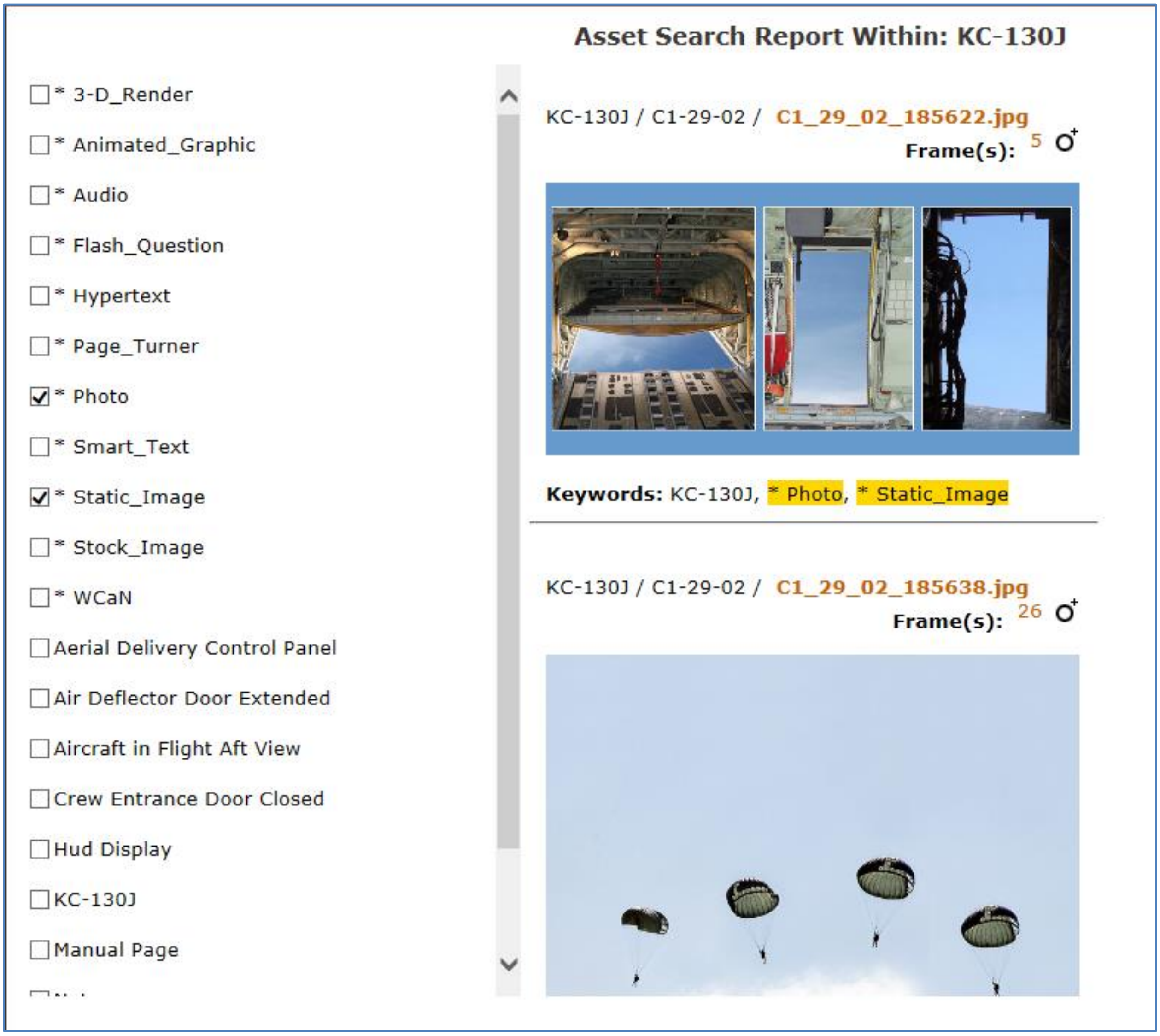
When a SCO is selected to perform the word search, an additional find and replace option is available. In the below example, a find and replace is used within a SCO to replace an obsolete term.



Word Search – Find and Replace

4.16 Asset Search

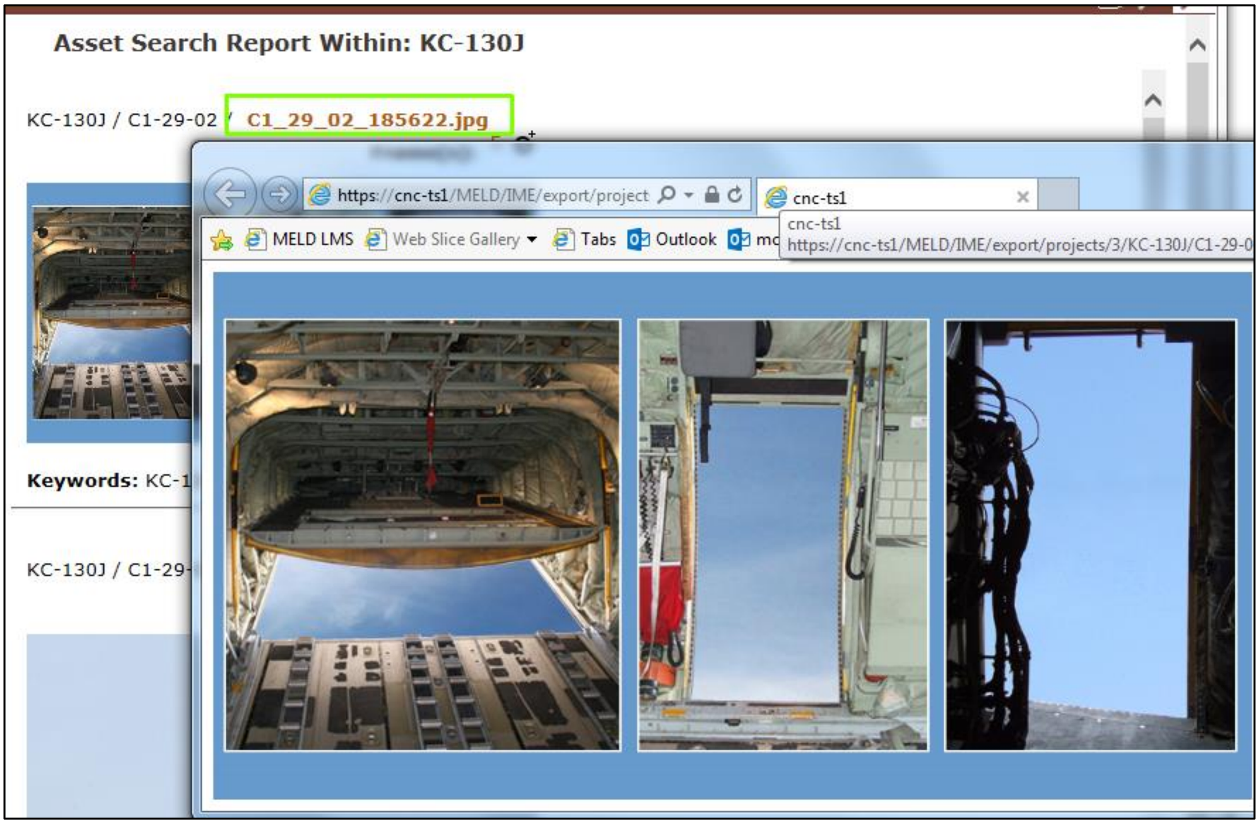
The Asset Search is available to search within every treeview node above the frame level. Select the desired location to search (project, platform, outline, curriculum parent, SCO), then select the Asset Search button. All available keywords are displayed within the keyword list. Select a keyword from the keyword list to perform the search. All results will be displayed to the right of the list.



Asset Search

4.16.1 Open Asset in New Window

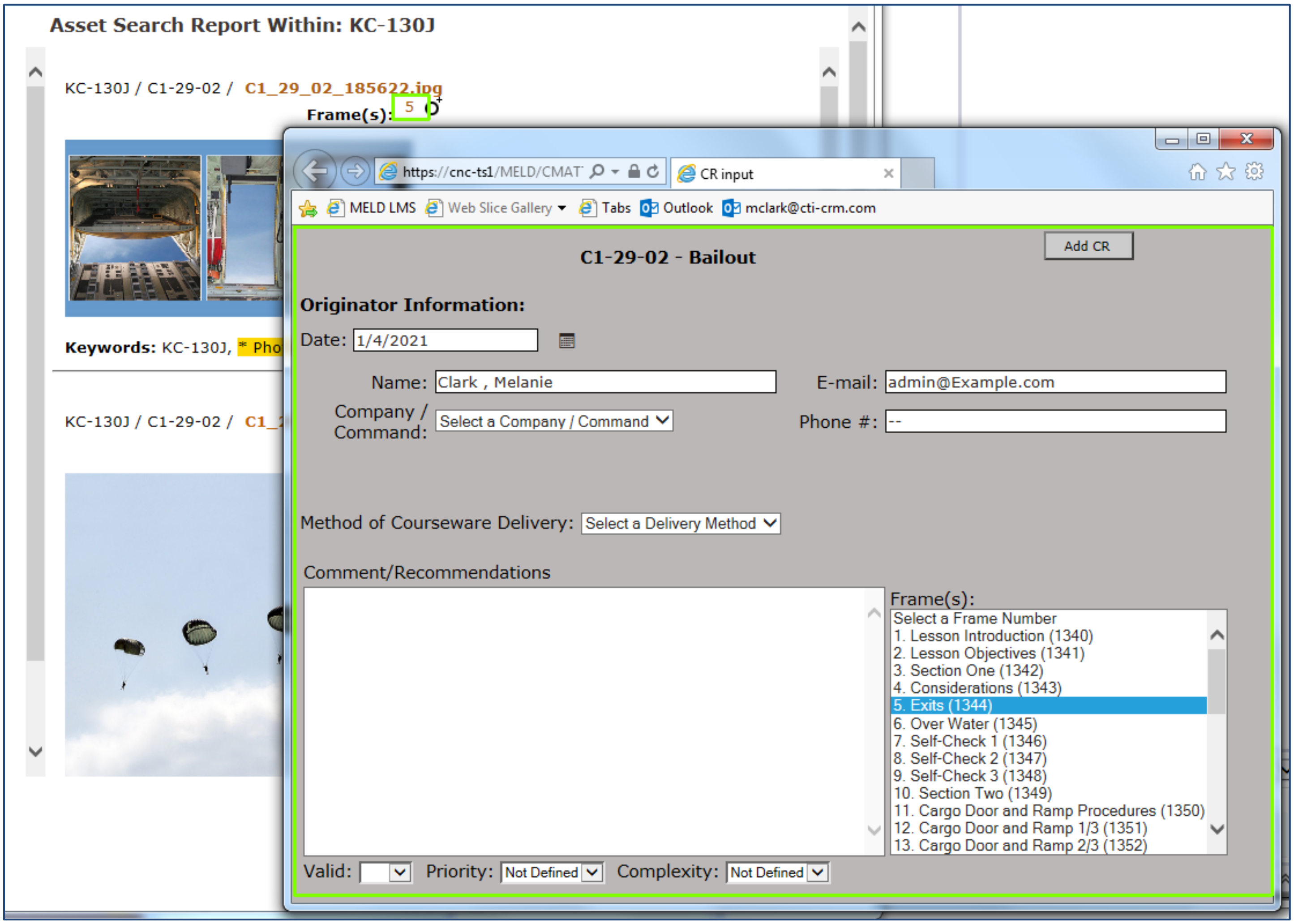
To open a full size version of the selected asset in a new window, select the filename hyperlink.



Open Asset in New Window

4.16.2 Open Change Request Form

To open a change request form for a frame the asset is displayed on, select the frame number hyperlink within the Frames(s) list.

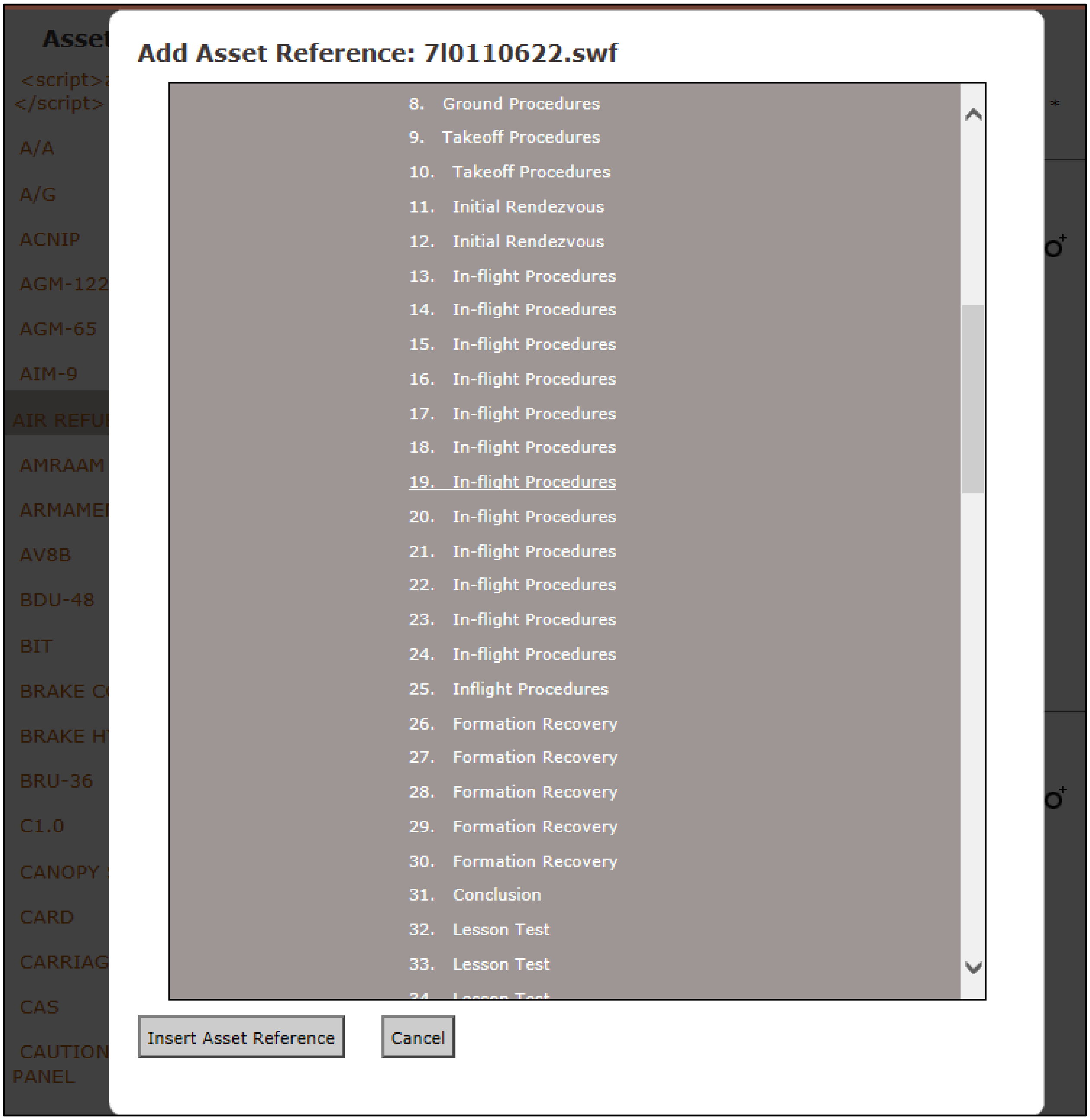


4.16.3 Add Asset as Frame Reference

To add the selected asset to use as a reference on a selected frame, select the Add button next to the frame number.

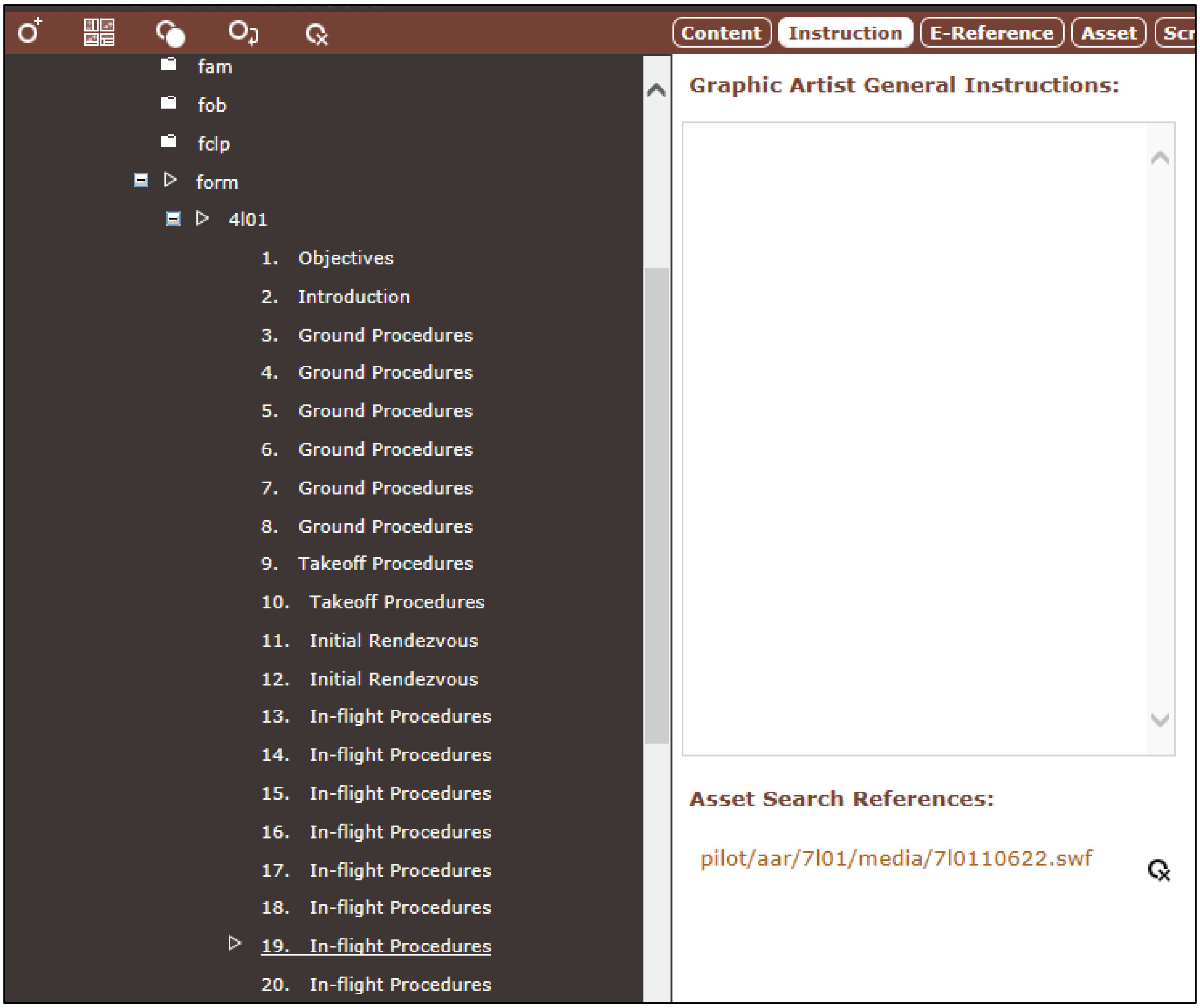
Add Asset as Frame Reference (1)

A new window will display over the asset search area that will allow a frame selection. Select the "Insert Asset Reference" button to insert the asset reference on the selected frame. You will be taken back to the Asset Search page.



Add Asset as Frame Reference (2)

The new asset reference will appear on the Instruction tab for the selected frame as shown in the image below.



Add Asset as Frame Reference (3)

4.17 Smart Text Reference Guide

The concept behind Smart Text is to allow media objects to signal changes from frame text boxes. This gives content creators a method to input *multiple* frame texts and prompt texts for different stages of a media sequence.

Using Smart Text, you can enter text bodies that will advance sequentially with the media object on the frame. So, the second frame text / prompt text you set will be triggered to show when the media object reaches the second frame.

Smart Text is also used to display warning, caution, and note (WCaN) popups, text formatting, and bulleted lists.

The **Frame Text field** within IME is a place to hold Smart Text. The frame text field can be used within any graphic / text layout. However to work with the provided interfaces, the div layer name must be labeled “**TEXTBOX**”.

4.17.1 Smart Text Blocks

Blocks are “containers” of text used for a particular purpose. A block’s “head” begins with a slash. The symbols that come next determine which field it is, i.e., /@C is the head of the Classification block. A block’s “tail” is just like the "head" in reverse order, i.e. C@/ is the tail of the classification block. Anything between the "head" and "tail" is considered part of that block's text. Blocks cannot contain other blocks.

For multiple text interactions, the first /@F block on a frame will be the initial frame text; the second /@F block will be used on the second animation state, etc.

4.17.1.1 Smart Text Block Order

Smart Text blocks must appear in the following order or the frame will not function correctly when exported. Not all blocks will be used within every project.

Classification Frame Marker	/@C UNCLASSIFIED C@/
Graphic Text	/@G Place Name of Graphic Instance Here G@/
Frame Text	/@F Place Frame Text Here. F@/
Reply Text	/@R Place Reply Text Here. R@/
Prompt Text	/@ Place Prompt Text Here. P@/
Warning Text	/%W Place Warning Text Here. W%/
Caution Text	/%C Place Caution Text Here. C%/
Note Text	/%N Place Note Text Here. N%/
Additional Info Text	/%A Place Info Text Here. A%/

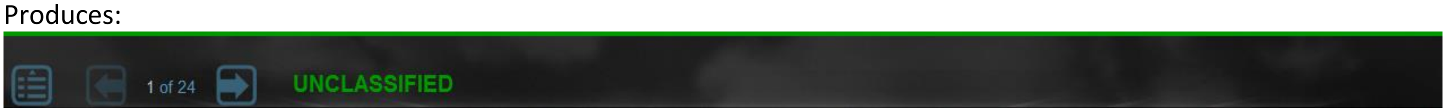
4.17.1.2 Classification Frame Marker

Anything within the @C block will be considered the frame classification marker. Change the highlighted text to reflect the level of classification. The values are "UNCLASSIFIED, CONFIDENTIAL, or SECRET". "UNCLASSIFIED" will display in green text, "CONFIDENTIAL" will display in blue text, and "SECRET" will display in red text.

Important: The classification frame marker must be the first block to appear within the frame text area. If no block is entered, the classification default value is displayed. This value is set within the interface configuration file.

Example: /@C UNCLASSIFIED C@/

Produces:



4.17.1.3 Comment Block

Anything within the **@-** block is disregarded entirely. Comment blocks are most likely present for frames that have converted from a previous format (i.e., Flash lessons). These comment blocks are only for reference purposes and can be removed at any time.

Comment blocks can also be entered at any time without affecting the output of the frame. These blocks can be useful to document multiple interaction frames.

4.17.1.4 Frame Text Block

Anything within the **@F** block will be considered "frame text."

4.17.1.5 Reply Text Block

Anything within the **@R** block will be considered "reply text" and will be shown in in the far bottom / right portion of the frame text area. ***Important****: The reply block must appear **__after__** the frame text block and **__before__** the prompt text block.*

4.17.1.6 Prompt Text Block

Anything within the **@P** block will be considered "prompt text" or instruction text, and will be shown in yellow centered within the control bar. ***Important****: The prompt block must appear **__after__** the reply block*.

Note: Prompt text may also be entered from the Instruction tab.

4.17.1.7 Graphic Block

Text within the **@G** block is used as the graphic identifier for hypertext interactions. If a @G block is not specified, then the _root timeline is used.

4.17.1.8 Warning / Caution / Note Popup Blocks

Anything within the **%W, %C, or %N** blocks will be shown in a Warning, Caution, or Note popup whenever a user enters the frame.

4.17.1.8.1.1 WCAN Review List 

By default, WCANs that are launched from hypertext or external media do not appear in the WCAN review list until they have been launched from either hypertext, and inline WCAN button, or an external media hotspot. In certain situations, it is necessary for the WCAN to already appear in the review list without having to open the WCAN first. An example would be if there were many WCANs already on screen in the form of frame or graphic text while the hypertext simply launches the WCAN for reviewing. Since these WCANs are already present on-screen, we would want the WCAN review button to already include these WCANs.

To allow the WCAN to be tagged for the initial review list, add the **–R** identifier, as shown in the below example.

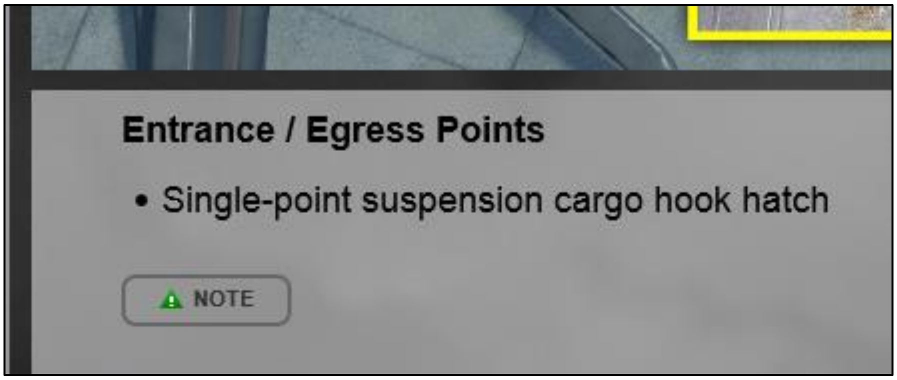
/%W-**R**:Step2 If the safety wire is broken or not installed, torque stripe is missing or not aligned at any location the aircraft shall be restricted from flight. W%/

4.17.1.8.1.2 WCAN Inline Button

By default, WCANs will automatically load when entering the frame. This may not be desired in some cases, where the WCAN would need to be read after the frame text. Adding the –B identifier will place the WCAN within a button under the frame text and the WCAN would no longer load when entering the frame. Once the button is selected, the warning, caution, or note will appear within the WCAN review list button located on the control bar.

/%N-B The single-point cargo hatch may be used as an exit, should an emergency situation warrant. N%/

Produces:



Note: You cannot combine –R and –B; however, you can –R with the interface setting IS_ShowInlineWcnButtons set to “true”.

4.17.1.9 Info Popup Blocks

Anything within the **%A** block will be shown in an Additional Information popup. This popup will be shown whenever the student selects the  icon.

4.17.2 Smart Text Formatting Codes

Formatting codes can be added to text within all Smart Text blocks, except classification, comment, and graphic blocks.

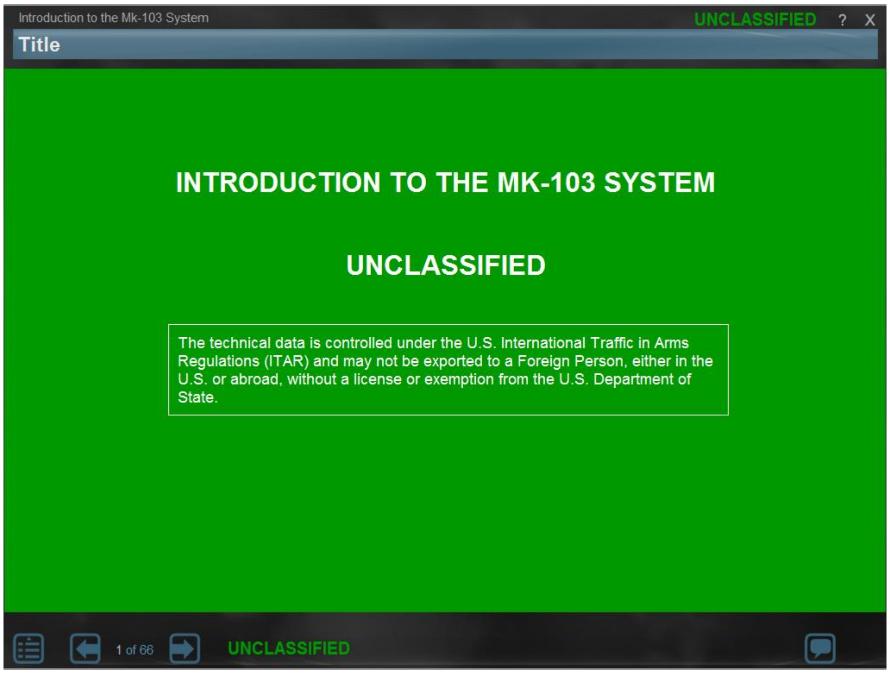
4.17.2.1 Classification / Frame 1

The classification frame uses the CLS, H1, and box formatting codes. The color of the frame depends on the classification text highlighted below shown within the CLS code. Entering “U” for the CLS code, the entire frame will appear green. Entering “S” for the CLS code, the entire frame will appear red. Entering “C” for the CLS code, the entire frame will appear green.

Insert the following within the Frame Text field to create the Classification frame. Change the highlighted text to reflect the level of classification.

```
/@C UNCLASSIFIED C@/
/@F {CLS:U}
{H1}INTRODUCTION TO THE MK-103 SYSTEM{/H1}
{H1}UNCLASSIFIED{/H1}
{BOX}The technical data is controlled under the U.S. International Traffic in Arms Regulations (ITAR) and may not be exported to a Foreign Person, either in the U.S. or abroad, without a license or exemption from the U.S. Department of State. {/BOX}{/CLS} F@/
```

Produces:



4.17.2.2 Left Margin

{LM:x} Anything on the line this code appears will have a left margin of 'x' pixels. If there are multiple {LM} codes on the line, only the last one will be used. This code does not have an end tag.

4.17.2.3 Text Alignment

{AL:x} Anything on the line this code appears will adopt the alignment of 'x', where 'x' is left, center, or right. If there are multiple {AL} codes on the line, only the last one will be used. This code does not have an end tag.

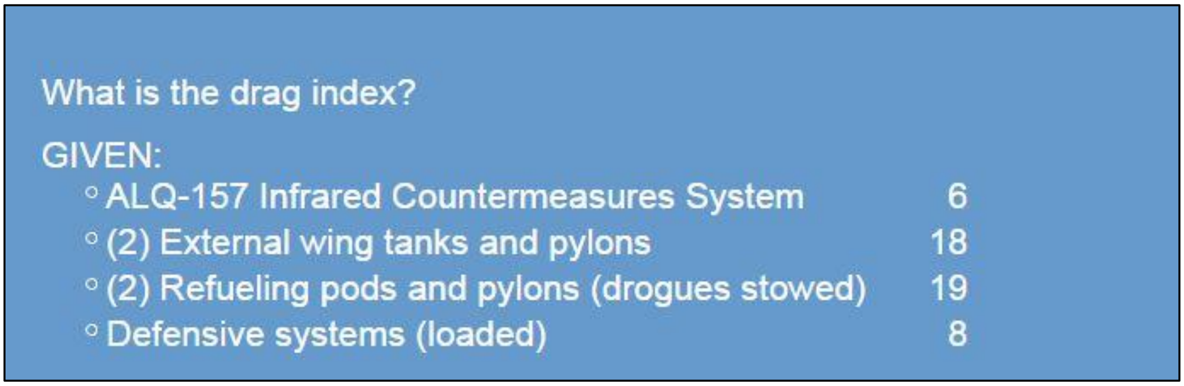
4.17.2.4 Pad

{PAD:x} Anything following this code will produce the number of padding of 'x' to the right. The padding will be produced on the same line and will not create a new line as the left margin and text alignment do. The PAD formatting code is helpful when a double column is needed on a single line.

For example, the PAD code is used below to add a column to a bullet:

```
What is the drag index?

GIVEN:
{BLT:2}ALQ-157 Infrared Countermeasures System {PAD:375}6{/BLT:2}
{BLT:2} (2) External wing tanks and pylons {PAD:375}18{/BLT:2}
{BLT:2} (2) Refueling pods and pylons (drogues stowed) {PAD:375}19 {/BLT:2}
```

Produces:



4.17.2.5 Box

{LBOX}..{/LBOX} For example: {LBOX}A{/LBOX} would produce a box around the character.

4.17.2.6 Invert

{INVERT}..{/INVERT} For example: {INVERT}T{/INVERT} {INVERT}LAIRCM{/INVERT} would produce blue text on a solid white box for the letter T and the abbreviation LAIRCM.

4.17.2.7 Bold text

{B}…{/B} For example: {B}CHALLENGE {/B}, the word **CHALLENGE** will appear as bold text.

4.17.2.8 Italic Text

{I}…{/I} For example: {I}CHALLENGE{/I}, the word *CHALLENGE* will appear as italic text.

4.17.2.9 Underlined Text

{U}…{/U} For example: {U}CHALLENGE{/U}, the word <u>CHALLENGE</u> will appear underlined.

4.17.2.10 Superscript Text

{SUP}…{/SUP} For example: 10{SUP}20{/SUP}, the number 20 will appear in superscript text, i.e. “10^{20}.”

4.17.2.11 Subscript Text

{SUB}…{/SUB} For example: N{SUB}f{/SUB} , the letter f will appear in subscript text, i.e. “$N_{f.}$”

4.17.2.12 Special Characters

{SC}… {/SC} Special characters can be entered with their name or hexadecimal Unicode value.

For example:

1. Name Value: {SC}Omega{/SC}
2. Hexadecimal Unicode Value: {SC}%u03A9{/SC}

Either will display **Ω** within the lesson on-screen text output.

Refer to chart at the end of this section for special character references.

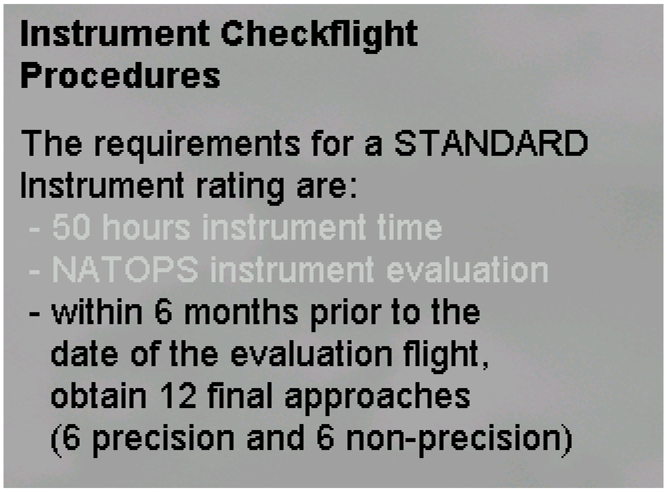
4.17.2.13 Color code

{C:#rrggbb} .. **{/C}** Anything within this code will be given a particular color identified by the hex code rrggbb.

Example:

```
/@F {B} Instrument Checkflight Procedures {/B}

The requirements for a STANDARD Instrument rating are:
{LM:5} {C:#cccccc} - 50 hours instrument time {/C}
{LM:5} {C:#cccccc} - NATOPS instrument evaluation {/C}
{LM:5} - within 6 months prior to the
{LM:15} date of the evaluation flight,
{LM:15} obtain 12 final approaches
{LM:15} (6 precision and 6 non-precision)
F@/
```

Produces:



Other color codes can be used:

1. Gray (text shown in the example): #cccccc
2. White: #ffffff
3. Red: #ff0000
4. Yellow: #ffff00
5. Green: #008000
6. Purple: #800080
7. Blue: #0000ff

Example:

```
/@F {B} Color examples: {/B}

{C:#cccccc} - Grey text {/C}
{C:#ffffff} - White text {/C}
{C:#ff0000} - Red text {/C}
{C:#ffff00} - Yellow text {/C}
{C:#008000} - Green text {/C}
{C:#800080} - Purple text {/C}
{C:#0000ff} - Blue text {/C}
F@/
```

Produces:

Named colors can also be used instead of the hex code.

For example,

```
/@F {B} Color examples: {/B}

{C:grey} - Grey text {/C}
{C:white} - White text {/C}
{C:red} - Red text {/C}
{C:yellow} - Yellow text {/C}
{C:green} - Green text {/C}
{C:purple} - Purple text {/C}
{C:blue} - Blue text {/C}
F@/
```

Also produces:

4.17.2.14 Unordered Bullet Lists

Bullet levels are identified by the codes **{BLT:x}**Bullet text goes here **{/BLT:x}** where x represents the desired bullet level.

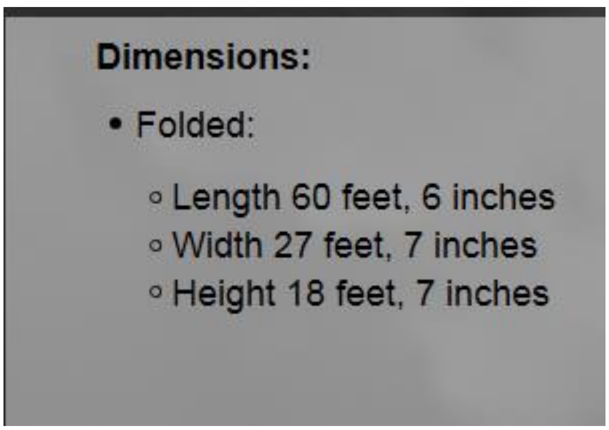
The {BLT:x} {/BLT:x} must not contain any line breaks. If a line break is desired the {BR} code may be used to force a line break.

Bullet graphics may be modified as desired within the interface \ media folder within the IME interface folders. The graphic names are bltx.png (frame text bullets) and wcan_bltx.png (WCAN bullets), where x represents the bullet level.

Example:

```
/@F {B} Dimensions: {/B}

{BLT:1} Folded: {/BLT:1}
{BLT:2} Length 60 feet, 6 inches {/BLT:2}
{BLT:2} Width 27 feet, 7 inches {/BLT:2}
{BLT:2} Height 18 feet, 7 inches {/BLT:2} F@/
```

Produces:

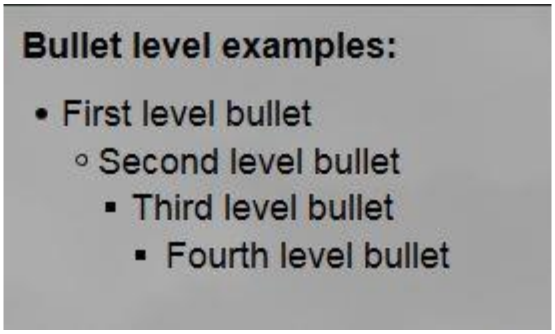


Currently four bullet layers are supported.

Example:

```
/@F {B}Bullet level examples: {/B}

{BLT:1} First level bullet {/BLT:1}
{BLT:2} Second level bullet {/BLT:2}
{BLT:3} Third level bullet {/BLT:3}
{BLT:4} Fourth level bullet {/BLT:4}
F@/
```

Produces:



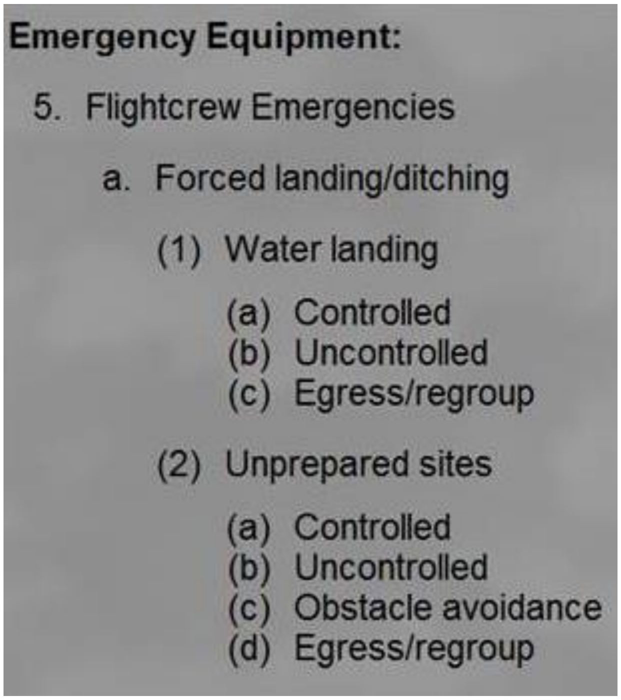
4.17.2.15 Ordered Bullet Lists

Bullet levels are identified by the same codes as the unordered bullets lists above with the list item character / number text following a second colon.

Example:

```
/@F {B}Emergency Equipment: {/B}

{BLT:1:5.} Flightcrew Emergencies {/BLT:1:5.}

{BLT:2:a.} Forced landing/ditching {/BLT:2:a.}

{BLT:3:(1)} Water landing {/BLT:3:(1)}

{BLT:4:(a)} Controlled {/BLT:4:(a)}
{BLT:4:(b)} Uncontrolled {/BLT:4:(b)}
{BLT:4:(c)} Egress/regroup {/BLT:4:(c)}

{BLT:3:(2)} Unprepared sites {/BLT:3:(2)}

{BLT:4:(a)} Controlled {/BLT:4:(a)}
{BLT:4:(b)} Uncontrolled {/BLT:4:(b)}
{BLT:4:(c)} Obstacle avoidance {/BLT:4:(c)}
{BLT:4:(d)} Egress/regroup {/BLT:4:(d)}
F@/
```

Produces:



Emergency Equipment:

5. Flightcrew Emergencies
   a. Forced landing/ditching
      (1) Water landing
         (a) Controlled
         (b) Uncontrolled
         (c) Egress/regroup
      (2) Unprepared sites
         (a) Controlled
         (b) Uncontrolled
         (c) Obstacle avoidance
         (d) Egress/regroup

4.17.2.16 Columns

The below example will create two columns each taking up 50% of the space. Up to 10 columns are supported and all column values should add up to 100%.

```
        {COLUMNS:50:50}
        {COL:1}First line of text on column1.
 Second line of text on column 1.
 {/COL:1}
        {COL:2}First line of text on column 2.
 Second line of text on column 2.
 {/COL:2}
        {/COLUMNS}
```

4.17.2.17 Hypertext

HyperText is marked with the HT tag. The color of HyperText is determined by the interface. Student interactions with HyperText can trigger different actions such as changing graphics, changing text, or launching warning / caution / note popups. The vertical line character (|) is used to separate a Trigger from its Action, and an Action from any other Triggers. Multiple Actions can be included for a given Trigger by using a plus symbol (+).

All HyperText coding will need to be placed outside of any existing formatting codes such as bullet, alignment, color, bolding, and indention.

If the media navigation is not referencing the _root timeline, then a graphic instance will need to be specified within the @G block. If the _root timeline is desired, a @G block will not be used.

For example:

`/@G chcs0002_mcInstance G@/`

4.17.2.17.1 *Roll-over and Roll-out Triggers*

When a HyperText element is moused over, it carries out the Action associated with the roll-over Trigger. The default Action will navigate to a subframe of a media object (Flash or Animate CC). When the mouse rolls away from the HyperText element, the roll-out Trigger's Action is executed.

`{HT:rollOver|2|rollOut|1}{C:#ffff00}{B}ECCM{/B}{/C}{/HT}`

The {C:#ffff00} and {B} codes are ***optional*** and set the yellow color and boldface. When used with the **@G** tag example above, the HT code tells the media object to navigate the movie clip named chcs0002_mcInstance to subframe 2 when the text ECCM is rolled over (rollOver), and return to subframe 1 when rolled out (rollOut).

4.17.2.17.2 *Release Triggers*

The other trigger for an HT is "release", i.e., `{HT:release|3}{C:#ffff00}{B}Click Here{/B}{/C}{/HT}`

The {C:#ffff00} and {B} codes are ***optional*** and set the yellow color and boldface. When used with the **@G** block example above, the HT code tells the media object to navigate the movie clip named "chcs0002_mcInstance" to subframe 3 when the text "Click Here" is clicked.

To navigate to the NEXT SCO frame instead of a subframe within the movie instance, enter NEXT instead of the movie frame number:

`{HT:release|NEXT}{C:#ffff00}{B}Click Here{/B}{/C}{/HT}`

4.17.2.17.3 *Change Subframe Action (Flash / Animate)*

The roll-over, roll-out, and release trigger examples above demonstrate the default Action, which is a number between 1 and the total number of subframes contained within the external media object (Flash or Animate). On execution of the trigger, the action will navigate the associated media object to the specified subframe.

4.17.2.17.4 *Change Image Action*

This Action can be used for frames with static images (not Flash or Animate). To change an image, add the IMAGE code from a release, roll-over, or roll-out Trigger. The example below changes the image to A5_231_6867a.jpg on roll-over and back to A5_231_6867.jpg on roll-out.

The pipe is {HT:rollOver|IMAGE:A5_231_6867a.jpg|rollOut|IMAGE:A5_231_6867.jpg} magnetized prior to sweeping {/HT} and potentially requires re-magnetization after each mine actuation.

4.17.2.17.5 *Change Text Block Action*

To change a block of text from HyperText, first add the text block to the frame text area, using any of the blocks @F, @R, @P.

Next add the BLOCK code to change the text block from a release, roll-over, or roll-out Trigger. The example below displays subframe 6 within the media object as well as changing the text block to the second block of text. Both actions are separated by the plus symbol (+).

{HT:release|6+BLOCK:2}{BLT:2:n.} Utility Hydraulic Reservoir condition, fluid quantity, accumulator pressure, and reservoir drain valve closed.{/BLT:2:n.}{/HT}

4.17.2.17.6 *Launch WCAN Action*

To launch a WCAN from HyperText, first add the WCAN Smart Text to the frame text area and include a unique name to describe the WCAN. The unique name will follow the WCAN block text. For example, the name Step2 was given to this WCAN that needs to open when the second hypertext step is clicked.

/%W:Step2 If the safety wire is broken or not installed, torque stripe is missing or not aligned at any location the aircraft shall be restricted from flight. W%/

Next add the WCAN code to open the WCAN from a release, roll-over, or roll-out Trigger. The example below displays subframe 5 within the media object as well as launching the WCAN identified as “Step2”.

{HT:release|5+WCAN:Step2}{BLT:1:2.} Core bolts / critical attachment bolts - Checked {/BLT:1:2.}{/HT}

4.17.2.17.7 *Default HyperText Values*

There are three default values located within the interface_config.js file that control HyperText.

4.17.2.17.7.1 IS_HyperText_Default

If this variable contains a value, the value will be used as the default color for each hyperlink. If another color is desired, the color code can be used within the hypertext coding to override this default value.

4.17.2.17.7.2 IS_HyperText_Visited

If this variable contains a value, the value will be used as the text color after the hypertext has been visited (clicked or rolled over).

4.17.2.17.7.3 IS_EnableNextHyperlinks

If this variable is set to true, a call to enable the next button will be sent after each hypertext on the frame has been visited (clicked or rolled over). This value can be overwritten on a per frame basis by entering: {Override:Next} within the frame text field.

4.17.2.18 External Media

There are two functions that allow an external media object to control the content area.

4.17.2.18.1 *WCANopen*

Call WCANopen to allow a WCAN to open from an external media file (e.g., graphic hotspot). The id created for the WCAN within the frame text field will need to be passed with the call.

For example: WCANopen('SafetyPins');

Where SafetyPins is included in the frame text field like this:

/%W:SafetyPins Safety pins shall remain installed before and after combat entry / exit checklist. W%/

4.17.2.18.2 *SwitchBlock*

Call SwitchBlock to allow a new block of text to display from an external media file (e.g., graphic hotspot). The block number sequence within the frame text field will need to be passed with the call. For example, this call will change the frame text, reply text, and prompt text to the second block of text:

SwitchBlock(2);

4.17.3 Other Content Areas

Smart Text was designed to work within the frame text field. However, other areas do allow Smart Text formatting codes. Below is a list of the formatting codes allowed within these other content areas.

To enter formatting codes for these content areas, enter only the formatting code. ***Do not enter Smart Text block tags.*** Refer to the above section "Smart Text Formatting Codes" for more information concerning each formatting code.

4.17.3.1 Question Text

- Left Margin
- Text Alignment
- PAD
- Bold Text
- Italic Text
- Underlined Text
- Superscript Text
- Subscript Text
- Special Characters
- Color Code
- Unordered Bullet Lists
- Ordered Bullet Lists
- Classification Frame Marker: To add a classification frame marker to a question frame, use the following format and replace the highlighted area with the desired classification ("UNCLASSIFIED, CONFIDENTIAL, or SECRET").

```
[[C: UNCLASSIFIED]]
```

4.17.3.2 Question Distractor, Question Feedback, Prompt text (Instructional Text), Menu Titles, and Frame Titles

- Bold Text
- Italic Text
- Underlined Text
- Superscript Text
- Subscript Text
- Special Characters
- Color Code

4.17.3.3 Instructor / Student Guide Text

- Bold Text
- Italic Text
- Underlined Text
- Superscript Text
- Subscript Text
- Special Characters
- Color Code
- Unordered Bullet Lists
- Ordered Bullet Lists
- Column Text
- Related Instructor Activity

4.17.4 Instructor / Student Guide Only Smart Blocks and Codes

The following blocks and code are only applicable to the instructor guides and student guides. These blocks and codes cannot be applied to other content areas such as frame and question text.

4.17.4.1 Instructor Guide only

Anything within the **@IO** block will display only within the instructor guide and not within the student guide. Anything outside of the @IO block or @SO block will display in both student and instructor guides.

4.17.4.2 Student Guide only

Anything within the **@SO** block will display only within the student guide and not within the instructor guide.

4.17.4.3 Figure

The figure smart code will insert a figure into the instructor or student guide. The text that appears after the colon will be used to create the table of figures. The figure will need to be added as an additional asset from within the Asset tab.

{FIG: FigureFileName.jpg:Title of the Figure}

4.17.4.4 Image

The image smart code will insert an image into the instructor or student guide. An image is the same as a figure but does not contain a figure title and will not be part of the table of figures. The image will need to be added as an additional asset from within the Asset tab.

{IMG:ImageFileName.jpg}

4.17.4.5 Related Instructor Activity

The Related Instructor Activity will display in blue font within the Instructor Guide. Since this is an instructor guide only code, the @IO blocks are not needed.

{RIA}…{/RIA}

4.17.4.6 BOX

The {BOX}…{/BOX} code will display a border around a group of text.

For example:

Instructor / Student Guide Text:

```
{RIA} Stress NOTE. {/RIA}
{BOX}{B}{U} NOTE:{/U}{/B}
 Jettison refers to an individual within the aircraft pushing or
throwing an object away from the aircraft.{/BOX}
```

Becomes:

NOTE: Jettison refers to an individual within the aircraft pushing or throwing an object away from the aircraft.

4.17.4.7 Page Break

The page break code {PB} will insert a page break within the student or instructor guide.

4.17.5 Frame Examples

4.17.5.1 Frame Text, Prompt Text, and Multiple Warning Popups

The following example includes frame text, prompt text, and two warning popups. Multiple warning, caution, and note popups can be entered and will be presented in the order they appear within the frame text area.

```
/@F Apply 55 PSI refueling pressure. Ensure the LEFT and RIGHT FUEL CONTENTS (green) lights are on when the refueling pressure is applied. Fuel can be stopped from entering the external tanks by setting the EXT TANK LOCKOUT switch to the LOCKOUT position. Monitor the external fuel control panel assembly, if the tanks become overpressurized during refueling, the TANK OVER PRESS warning light will come on. If this occurs, stop refueling immediately and investigate the cause. F@/

/@P Select the PLAY button. P@/
/%W To prevent injury to personnel and damage to equipment, do not attempt to refuel aircraft if fuel enters tanks. W%/
/%W To prevent injury to personnel and damage to equipment, do not exceed 55 psi refueling pressure. W%/
```

Note*: For single Smart Text blocks, the prompt text can be entered within the Instructional / Prompt Textbox on the Instruction Tab and will not be required within the frame text area.*

4.17.5.2 Multiple Interaction with Comment Blocks

The following example includes 2 frame text and 2 prompt text blocks. Multiple frame and prompt text blocks are used when the media objects contain multiple interactions with the frame. As you can see, the first “frame” of Smart Text will contain the prompt “Select the NAME block.” Once the student selects the NAME block as indicated, the prompt text will change to “Select the STANDARD rating” and the frame text will change accordingly.

Comment blocks are used to document where the frame originated from as well as document the type of frame.

The example also demonstrates using the left margin formatting code.

```
/@- Frame 1/8 (4) -@/
/@- PORTRAIT -@/
/@F Instrument Checkflight Procedures

The following screens will present a review of the data you need to complete the NATOPS INSTRUMENT RATING
REQUEST.

Fill in the top section of the OPNAV 3710/2 with your:
{LM:5} - name
{LM:5} - grade
{LM:5} - EDIPI number
{LM:5} - date
{LM:5} - unit
{LM:5} - and check either the
{LM:5} standard or speciaL block.
{LM:0}

F@/
/@P Select the NAME block. P@/

/@- Frame 2/8 (5) -@/
/@- PORTRAIT -@/
/@F Instrument Checkflight Procedures

There are two types of instrument ratings:
{LM:5} - STANDARD
{LM:5} - SPECIAL.
{LM:0}

F@/
/@P Select the STANDARD rating. P@/
```

4.17.5.3 Hyperlink Interaction (Changing the media frame)

The following example contains four hyperlinks that navigate to a certain media frame when clicked. The first block contains the instance name of the movieclip object on the root timeline of the media object. When a student clicks on a hypertext link, the movieclip object named in the /@G block, chbm0005_mcInstance, is being advanced to its second / third / fourth / fifth frame.

This example also demonstrates using prompt text and a note popup.

```
/@G chbm0005_mcInstance G@/

/@F {B}Bearing Monitor System - Bearing Conditions{/B}
```

```
There are four Bearing Conditions:

{HT:release|2}{C:#ffff00} - Vibration Detect Condition {/C}{/HT}

{HT:release|3}{C:#ffff00} - Temperature Detect Condition {/C}{/HT}

{HT:release|4}{C:#ffff00 } - Vibration Limit Condition {/C}{/HT}

{HT:release|5}{C:#ffff00} - Temperature Limit Condition {/C}{/HT}

F@/

/@P Select yellow text to learn more. P@/

/%N Vibration limit levels are multi-sample averages and may not correspond to a one-time VATS reading. N%/
```

4.17.5.4 Hyperlink Interaction (Changing the media frame and launching WCANS)

The following example contains four bullet hyperlinks that navigate to a certain media frame when clicked. The navigation uses the _root timeline instead of a G block. The last bullet labeled "G." also loads two WCANs listed as G1 and G2. There is also an initial WCAN that loads at the launch of the frame. The default values for the hypertext color and visited color are set within the interface_config.js and are not part of the coding in this example.

```
/@F F@/

/@R {HT:release|3}{BLT:1:D.} SOFT PANEL, LDG GEAR...................Check {AL:right}DOWN (CP) {/BLT:1:D.}

{LM:75} If UP is highlighted, turn on the soft panel and select DOWN{/HT}

{HT:release|4}{BLT:1:E.} Communication ................................Establish{AL:right} (P, CC/LM/CM) {/BLT:1:E.}

{LM:75} Establish communication between flight station and crewmember.{/HT}

 {HT:release|5}{BLT:1:F.}Utility hydraulic panel cover.................Remove {AL:right}(CC/LM/CM){/BLT:1:F.}{/HT}

 {HT:release|6+WCAN:G1+WCAN:G2}{BLT:1:G.}Landing Gear Selector valve DOWN button....{AL:right} Press (CC/LM/CM){/BLT:1:G.}
```

{LM:75} If the landing gear does not extend, depress and hold the DOWN button until the main and nose landing gear are extended.

{/HT}

R@/

/%C If the soft panel selected gear position does not indicate DOWN, normal brakes will be unavailable and no ACAWS will be provided. Emergency brakes must be selected. C%/

/%C:G1 If the button requires holding to lower the gear, the mechanical detent in the Landing Gear Selector valve has failed. If nose wheel steering is required, the button must be held in. C%/

/%C:G2 The landing gear position indicators should continue to work on the hard panel as well as the soft panel, unless there is a data bus failure or a down lock switch failure. Visually check gear down position. C%/

4.17.5.5 Hyperlink Interaction (Changing the media frame, frame text, and launching WCANS)

The following example contains nine hyperlinks that switch frame text and navigate to a certain media frame when clicked. Step m also launches a WCAN listed as Safety Pins. The navigation uses the _root timeline instead of a G block. The default values for the hypertext color and visited color are set within the interface_config.js and are not part of the coding in this example.

/@F F@/

/@R

{HT:release|2+BLOCK:1}{BLT:1:2.} cont. {/BLT:1:2.}{/HT}

{HT:release|9+BLOCK:1}{BLT:2:i.} Tiedown devices - Stowed {/BLT:2:i.}{/HT}

{HT:release|3+BLOCK:1}{BLT:2:j.} Escape ladder - Secured {/BLT:2:j.}{/HT}

{HT:release|10+BLOCK:1}{BLT:2:k.} Forward seats and safety belts {/BLT:2:k.}{/HT}

{HT:release|11+BLOCK:1}{BLT:2:l.} MLG emergency extension wrench {/BLT:2:l.}{/HT}

{HT:release|4+WCAN:SafetyPins+BLOCK:1}{BLT:2:m.} CMDS safety pins - Installed {/BLT:2:m.}{/HT}

{HT:release|6+BLOCK:2}{BLT:2:n.} Utility Hydraulic Reservoir condition, fluid quantity, accumulator pressure, and reservoir drain valve closed.{/BLT:2:n.}{/HT}

{HT:release|7+BLOCK:3}{BLT:2:o.} Left MLG and flaps emergency engaging handles and hand crank {/BLT:2:o.}{/HT}

{HT:release|8+BLOCK:4}{BLT:2:p.} Over head equipment rack {/BLT:2:p.}{/HT}

R@/

/%W:SafetyPins Safety pins shall remain installed before and after combat entry / exit checklist. W%/

/@F The utility hydraulic accumulator is checked to ensure a preload of 1,500 +/- 100 psi is indicated. The engaging handles are pushed in; otherwise this will damage the flap or main landing gear mechanical linkage when the system is actuated. F@/

/@F Ensure handles are in the normal (stowed) position and the flap extension handle is pinned. F@/

/@F Check overhead equipment racks for defects, damage, and/or loose wires. F@/

4.17.5.6 Hyperlink Interaction (Override next and calling WCANS from external media)

The following example contains three hyperlinks that navigate to a certain media frame when clicked. The navigation uses the _root timeline instead of a G block. When step F is clicked, the media object calls two WCANs listed as StepF1 and StepF2. Override:Next is used that will allow the media object to control when the next button is enabled. The default values for the hypertext color and visited color are set within the interface_config.js and are not part of the coding in this example.

/@F When safely airborne the landing gear is retracted and an initial angle of bank is established. F@/

/@R {HT:release|2+WCAN:StepD}{BLT:1:D.}Bank angle........2-5 degrees into the operating {AL:right} engines (PF){/BLT:1:D}

{LM:80} Establish 2-5 degrees angle of back away from the shutdown engines and then adjust angle of bank and rudder pedal force for zero side slip and apply rudder trim to reduce pedal force.

{/HT}

{BLT:1:E.} Airspeed.........Capture V {SUB}OBS{/SUB} (PF) {/BLT:1:E.}

{I}When safely airborne with a positive rate of climb:{/I}

{HT:release|4}{BLT:1:F.} GEAR.. UP (PM) {/BLT:1:F.}{/HT}

R@/

/%W:StepD Apply rudder trim, as required, after takeoff to reduce rudder forces and to increase margin above V{SUB}MCA{/SUB}. Operating with rudder out of trim may cause V{SUB}MCA{/SUB} to increase above en route climb speed and cause possible loss of control resulting in loss of aircraft. W%/

/%W:StepF1 Retracting gear and flaps simultaneously increases V{SUB}MCA{/SUB} because of the reduction in available hydraulic pressure to the rudder booster assembly. W%/

/%N:StepF2 Prior to reaching VOBS, the capability of the aircraft to climb is seriously reduced while the landing gear is retracting (18 seconds) and the propeller is being feathered. N%/

{Override:Next}

4.17.5.7 Unordered Bullet List with Question Text

The following example uses the formatting codes to produce an unordered bullet list within the question text area. Since this is the question text area, no smart text blocks are used.

What is the drag index?

GIVEN:
{BLT:2}ALQ-157 Infrared Countermeasures System {PAD:375}6{/BLT:2}
{BLT:2} (2) External wing tanks and pylons {PAD:375}18{/BLT:2}
{BLT:2} (2) Refueling pods and pylons (drogues stowed) {PAD:375}19 {/BLT:2}
{BLT:2} Defensive systems (loaded) {PAD:375}8{/BLT:2}

4.17.6 Smart Text Special Character References

Character Description	Smart Text By Name	Smart Text By Hex	Display in SCO
Latin small f with hook = function = florin	{SC}fnof{/SC}	{SC}%u192{/SC}	ƒ
Greek capital letter alpha	{SC}Alpha{/SC}	{SC}%u391{/SC}	Α
Greek capital letter beta	{SC}Beta{/SC}	{SC}%u392{/SC}	Β
Greek capital letter gamma	{SC}Gamma{/SC}	{SC}%u393{/SC}	Γ
Greek capital letter delta	{SC}Delta{/SC}	{SC}%u394{/SC}	Δ
Greek capital letter epsilon	{SC}Epsilon{/SC}	{SC}%u395{/SC}	Ε
Greek capital letter zeta	{SC}Zeta{/SC}	{SC}%u396{/SC}	Ζ
Greek capital letter eta	{SC}Eta{/SC}	{SC}%u397{/SC}	Η
Greek capital letter theta	{SC}Theta{/SC}	{SC}%u398{/SC}	Θ
Greek capital letter iota	{SC}Iota{/SC}	{SC}%u399{/SC}	Ι
Greek capital letter kappa	{SC}Kappa{/SC}	{SC}%u39A{/SC}	Κ
Greek capital letter lambda	{SC}Lambda{/SC}	{SC}%u39B{/SC}	Λ
Greek capital letter mu	{SC}Mu{/SC}	{SC}%u39C{/SC}	Μ
Greek capital letter nu	{SC}Nu{/SC}	{SC}%u39D{/SC}	Ν
Greek capital letter xi	{SC}Xi{/SC}	{SC}%u39E{/SC}	Ξ
Greek capital letter omicron	{SC}Omicron{/SC}	{SC}%u39F{/SC}	Ο
Greek capital letter pi	{SC}Pi{/SC}	{SC}%u3A0{/SC}	Π
Greek capital letter rho	{SC}Rho{/SC}	{SC}%u3A1{/SC}	Ρ
Greek capital letter sigma	{SC}Sigma{/SC}	{SC}%u3A3{/SC}	Σ
Greek capital letter tau	{SC}Tau{/SC}	{SC}%u3A4{/SC}	Τ
Greek capital letter upsilon	{SC}Upsilon{/SC}	{SC}%u3A5{/SC}	Υ
Greek capital letter phi	{SC}Phi{/SC}	{SC}%u3A6{/SC}	Φ
Greek capital letter chi	{SC}Chi{/SC}	{SC}%u3A7{/SC}	Χ
Greek capital letter psi	{SC}Psi{/SC}	{SC}%u3A8{/SC}	Ψ
Greek capital letter omega	{SC}Omega{/SC}	{SC}%u3A9{/SC}	Ω
Greek small letter alpha	{SC}alpha{/SC}	{SC}%u3B1{/SC}	α
Greek small letter beta	{SC}beta{/SC}	{SC}%u3B2{/SC}	β
Greek small letter gamma	{SC}gamma{/SC}	{SC}%u3B3{/SC}	γ
Greek small letter delta	{SC}delta{/SC}	{SC}%u3B4{/SC}	δ
Greek small letter epsilon	{SC}epsilon{/SC}	{SC}%u3B5{/SC}	ε

Character Description	Smart Text By Name	Smart Text By Hex	Display in SCO
Greek small letter zeta	{SC}zeta{/SC}	{SC}%u3B6{/SC}	ζ
Greek small letter eta	{SC}eta{/SC}	{SC}%u3B7{/SC}	η
Greek small letter theta	{SC}theta{/SC}	{SC}%u3B8{/SC}	θ
Greek small letter iota	{SC}iota{/SC}	{SC}%u3B9{/SC}	ι
Greek small letter kappa	{SC}kappa{/SC}	{SC}%u3BA{/SC}	κ
Greek small letter lambda	{SC}lambda{/SC}	{SC}%u3BB{/SC}	λ
Greek small letter mu	{SC}mu{/SC}	{SC}%u3BC{/SC}	μ
Greek small letter nu	{SC}nu{/SC}	{SC}%u3BD{/SC}	ν
Greek small letter xi	{SC}xi{/SC}	{SC}%u3BE{/SC}	ξ
Greek small letter omicron	{SC}omicron{/SC}	{SC}%u3BF{/SC}	ο
Greek small letter pi	{SC}pi{/SC}	{SC}%u3C0{/SC}	π
Greek small letter rho	{SC}rho{/SC}	{SC}%u3C1{/SC}	ρ
Greek small letter final sigma	{SC}sigmaf{/SC}	{SC}%u3C2{/SC}	ς
Greek small letter sigma	{SC}sigma{/SC}	{SC}%u3C3{/SC}	σ
Greek small letter tau	{SC}tau{/SC}	{SC}%u3C4{/SC}	τ
Greek small letter upsilon	{SC}upsilon{/SC}	{SC}%u3C5{/SC}	υ
Greek small letter phi	{SC}phi{/SC}	{SC}%u3C6{/SC}	φ
Greek small letter chi	{SC}chi{/SC}	{SC}%u3C7{/SC}	χ
Greek small letter psi	{SC}psi{/SC}	{SC}%u3C8{/SC}	ψ
Greek small letter omega	{SC}omega{/SC}	{SC}%u3C9{/SC}	ω
Greek small letter theta symbol	{SC}thetasym{/SC}	{SC}%u3D1{/SC}	ϑ
Greek upsilon with hook symbol	{SC}upsih{/SC}	{SC}%u3D2{/SC}	ϒ
Greek pi symbol	{SC}piv{/SC}	{SC}%u3D6{/SC}	ϖ
bullet = black small circle	{SC}bull{/SC}	{SC}%u2022{/SC}	•
horizontal ellipsis = three dot leader	{SC}hellip{/SC}	{SC}%u2026{/SC}	…
prime = minutes = feet	{SC}prime{/SC}	{SC}%u2032{/SC}	′
double prime = seconds = inches	{SC}Prime{/SC}	{SC}%u2033{/SC}	″
overline = spacing overscore	{SC}oline{/SC}	{SC}%u203E{/SC}	‾
fraction slash	{SC}frasl{/SC}	{SC}%u2044{/SC}	⁄
script capital P = power set = Weierstrass p	{SC}weierp{/SC}	{SC}%u2118{/SC}	℘
blackletter capital I = imaginary part	{SC}image{/SC}	{SC}%u2111{/SC}	ℑ
blackletter capital R = real part symbol	{SC}real{/SC}	{SC}%u211C{/SC}	ℜ

Character Description	**Smart Text By Name**	**Smart Text By Hex**	**Display in SCO**
trade mark sign	{SC}trade{/SC}	{SC}%u2122{/SC}	™
alef symbol = first transfinite cardinal	{SC}alefsym{/SC}	{SC}%u2135{/SC}	ℵ
leftwards arrow	{SC}larr{/SC}	{SC}%u2190{/SC}	←
upwards arrow	{SC}uarr{/SC}	{SC}%u2191{/SC}	↑
rightwards arrow	{SC}rarr{/SC}	{SC}%u2192{/SC}	→
downwards arrow	{SC}darr{/SC}	{SC}%u2193{/SC}	↓
left right arrow	{SC}harr{/SC}	{SC}%u2194{/SC}	↔
downwards arrow with corner leftwards = carriage return	{SC}crarr{/SC}	{SC}%u21B5{/SC}	↵
leftwards double arrow	{SC}lArr{/SC}	{SC}%u21D0{/SC}	⇐
upwards double arrow	{SC}uArr{/SC}	{SC}%u21D1{/SC}	⇑
rightwards double arrow	{SC}rArr{/SC}	{SC}%u21D2{/SC}	⇒
downwards double arrow	{SC}dArr{/SC}	{SC}%u21D3{/SC}	⇓
left right double arrow	{SC}hArr{/SC}	{SC}%u21D4{/SC}	⇔
for all	{SC}forall{/SC}	{SC}%u2200{/SC}	∀
partial differential	{SC}part{/SC}	{SC}%u2202{/SC}	∂
there exists	{SC}exist{/SC}	{SC}%u2203{/SC}	∃
empty set = null set = diameter	{SC}empty{/SC}	{SC}%u2205{/SC}	∅
nabla = backward difference	{SC}nabla{/SC}	{SC}%u2207{/SC}	∇
element of	{SC}isin{/SC}	{SC}%u2208{/SC}	∈
not an element of	{SC}notin{/SC}	{SC}%u2209{/SC}	∉
contains as member	{SC}ni{/SC}	{SC}%u220B{/SC}	∋
n-ary product = product sign	{SC}prod{/SC}	{SC}%u220F{/SC}	∏
n-ary sumation	{SC}sum{/SC}	{SC}%u2211{/SC}	∑
minus sign	{SC}minus{/SC}	{SC}%u2212{/SC}	−
asterisk operator	{SC}lowast{/SC}	{SC}%u2217{/SC}	∗
square root = radical sign	{SC}radic{/SC}	{SC}%u221A{/SC}	√
proportional to	{SC}prop{/SC}	{SC}%u221D{/SC}	∝
infinity	{SC}infin{/SC}	{SC}%u221E{/SC}	∞
angle	{SC}ang{/SC}	{SC}%u2220{/SC}	∠
logical and = wedge	{SC}and{/SC}	{SC}%u2227{/SC}	∧
logical or = vee	{SC}or{/SC}	{SC}%u2228{/SC}	∨

Character Description	Smart Text By Name	Smart Text By Hex	Display in SCO
intersection = cap	{SC}cap{/SC}	{SC}%u2229{/SC}	∩
union = cup	{SC}cup{/SC}	{SC}%u222A{/SC}	∪
integral	{SC}int{/SC}	{SC}%u222B{/SC}	∫
therefore	{SC}there4{/SC}	{SC}%u2234{/SC}	∴
tilde operator = varies with = similar to	{SC}sim{/SC}	{SC}%u223C{/SC}	∼
approximately equal to	{SC}cong{/SC}	{SC}%u2245{/SC}	≅
almost equal to = asymptotic to	{SC}asymp{/SC}	{SC}%u2248{/SC}	≈
not equal to	{SC}ne{/SC}	{SC}%u2260{/SC}	≠
identical to	{SC}equiv{/SC}	{SC}%u2261{/SC}	≡
less-than or equal to	{SC}le{/SC}	{SC}%u2264{/SC}	≤
greater-than or equal to	{SC}ge{/SC}	{SC}%u2265{/SC}	≥
subset of	{SC}sub{/SC}	{SC}%u2282{/SC}	⊂
superset of	{SC}sup{/SC}	{SC}%u2283{/SC}	⊃
not a subset of	{SC}nsub{/SC}	{SC}%u2284{/SC}	⊄
subset of or equal to	{SC}sube{/SC}	{SC}%u2286{/SC}	⊆
superset of or equal to	{SC}supe{/SC}	{SC}%u2287{/SC}	⊇
circled plus = direct sum	{SC}oplus{/SC}	{SC}%u2295{/SC}	⊕
circled times = vector product	{SC}otimes{/SC}	{SC}%u2297{/SC}	⊗
up tack = orthogonal to = perpendicular	{SC}perp{/SC}	{SC}%u22A5{/SC}	⊥
dot operator	{SC}sdot{/SC}	{SC}%u22C5{/SC}	⋅
left ceiling = APL upstile	{SC}lceil{/SC}	{SC}%u2308{/SC}	⌈
right ceiling	{SC}rceil{/SC}	{SC}%u2309{/SC}	⌉
left floor = APL downstile	{SC}lfloor{/SC}	{SC}%u230A{/SC}	⌊
right floor	{SC}rfloor{/SC}	{SC}%u230B{/SC}	⌋
left-pointing angle bracket = bra	{SC}lang{/SC}	{SC}%u2329{/SC}	〈
right-pointing angle bracket = ket	{SC}rang{/SC}	{SC}%u232A{/SC}	〉
lozenge	{SC}loz{/SC}	{SC}%u25CA{/SC}	◊
black spade suit	{SC}spades{/SC}	{SC}%u2660{/SC}	♠
black club suit = shamrock	{SC}clubs{/SC}	{SC}%u2663{/SC}	♣
black heart suit = valentine	{SC}hearts{/SC}	{SC}%u2665{/SC}	♥
black diamond suit	{SC}diams{/SC}	{SC}%u2666{/SC}	♦
Copyright	{SC}copy{/SC}	{SC}%uA9{/SC}	©

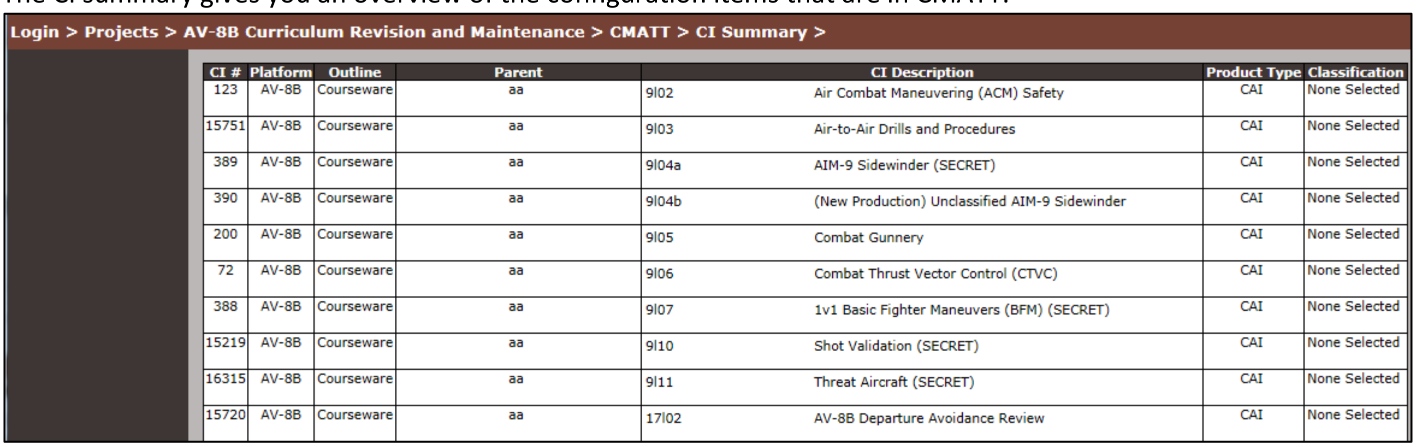
Character Description	Smart Text By Name	Smart Text By Hex	Display in SCO
Degree	{SC}deg{/SC}	{SC}%uB0{/SC}	°
Plus / Minus	{SC}plusmn{/SC}	{SC}%uB1{/SC}	±
Double Dagger	{SC}Dagger{/SC}	{SC}%u2021{/SC}	‡
Dagger	{SC}dagger{/SC}	{SC}%u2020{/SC}	†
Heavy Check Mark		{SC}%u2714{/SC}	✔
Check Mark		{SC}%u2713{/SC}	✓
Right Pointing Pointer		{SC}%u25BA {/SC}	▸

5 CMATT

The Configuration Management Tracking Tool, or CMATT, is used to track SCO changes within the project. All SCOs created within IME will be presented as configuration items (CI)s within CMATT. Before team members can use CMATT, management will need to setup the project and dropdown values from Project Administration>Configure CMATT.

5.1 CI Summary

The CI summary gives you an overview of the configuration items that are in CMATT.


Login > Projects > AV-8B Curriculum Revision and Maintenance > CMATT > CI Summary >

CI #	Platform	Outline	Parent		CI Description	Product Type	Classification
123	AV-8B	Courseware	aa	9I02	Air Combat Maneuvering (ACM) Safety	CAI	None Selected
15751	AV-8B	Courseware	aa	9I03	Air-to-Air Drills and Procedures	CAI	None Selected
389	AV-8B	Courseware	aa	9I04a	AIM-9 Sidewinder (SECRET)	CAI	None Selected
390	AV-8B	Courseware	aa	9I04b	(New Production) Unclassified AIM-9 Sidewinder	CAI	None Selected
200	AV-8B	Courseware	aa	9I05	Combat Gunnery	CAI	None Selected
72	AV-8B	Courseware	aa	9I06	Combat Thrust Vector Control (CTVC)	CAI	None Selected
388	AV-8B	Courseware	aa	9I07	1v1 Basic Fighter Maneuvers (BFM) (SECRET)	CAI	None Selected
15219	AV-8B	Courseware	aa	9I10	Shot Validation (SECRET)	CAI	None Selected
16315	AV-8B	Courseware	aa	9I11	Threat Aircraft (SECRET)	CAI	None Selected
15720	AV-8B	Courseware	aa	17I02	AV-8B Departure Avoidance Review	CAI	None Selected

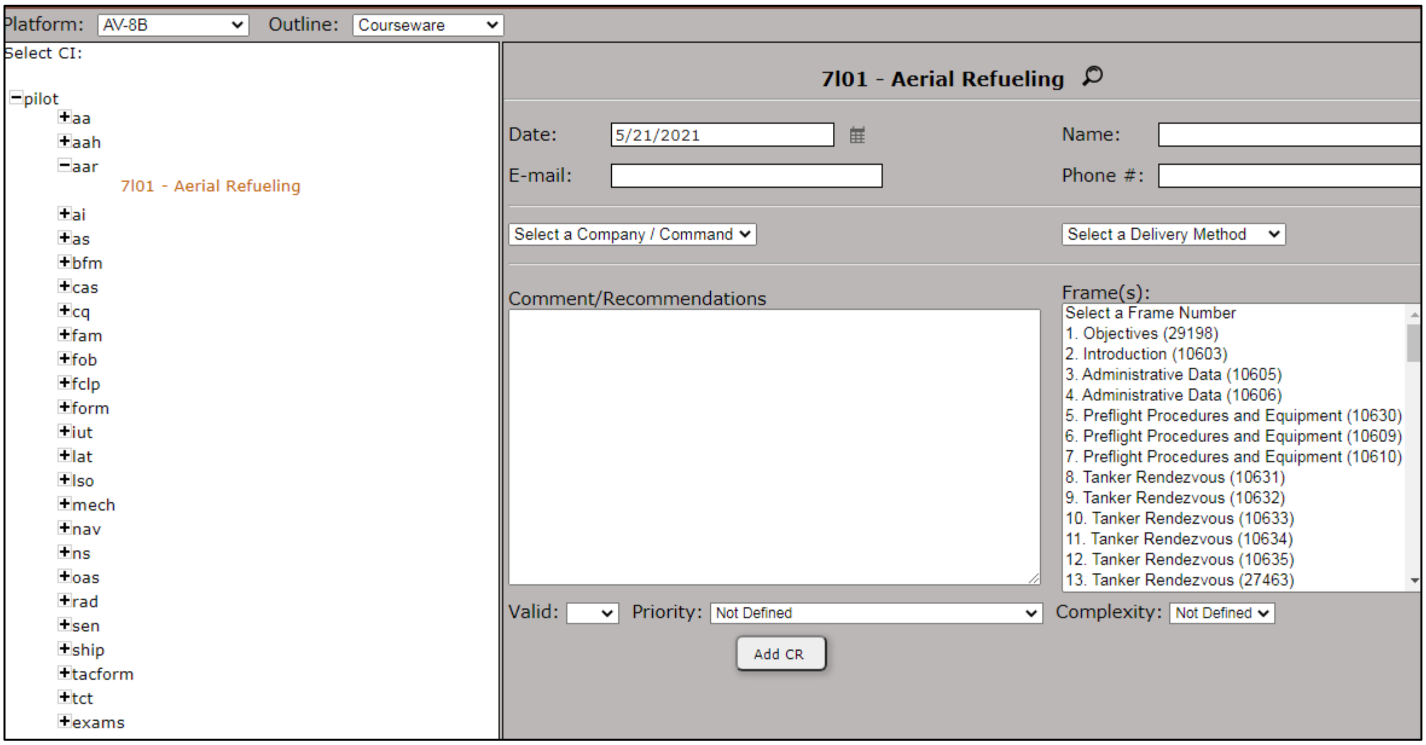
CI Summary

The following columns are available:

- **CI#** - the curriculum id displayed for the SCO within IME
- **Platform** – the platform for the SCO created within IME
- **Outline**– the outline for the SCO created within IME
- **Parent** – the parent curriculum item created for the SCO within IME
- **CI Description** – the folder name and SCO title for the SCO created within IME
- **Product Type** – The SCO type selected within IME
- **Classification** – The classification selected within IME

5.2 CR Input

To create a new change request record, click on the CR Input menu option on the main CMATT screen. To create a change request for a SCO, select a platform, outline, and CI.



CR Input

Fill in the following fields:

- **CR # -** If Auto Id is set to false during CMATT project setup, the user will need to enter a CR number manually. If Auto Id is set to true the value is automatically created based on the fiscal year and unique id.
- **Originator Date** - the originator is the person who originally created the CR, not the person who is entering it into the system
- **Originator Name** - the name of the person who originated the CR
- **Originator E-Mail** - the email of the person who originated the CR
- **Originator Company / Command** - the company / command of the person from which the CR originated
- **Originator Phone #** - the phone number of the person from which the CR originated
- **Method of Courseware Delivery** - the method with which the courseware is delivered
- **Comment/Recommendations** - the description of the CR
- **Frame(s)** - the frame in a SCO the CR pertains to. If Auto Id is set to true, this is a multiple selection allowing the user to add a comment to more than one frame at a time.
- **Pri 1** - if the CR is a priority 1 CR, check the checkbox (only available if *not* a MELD or Project Administrator)

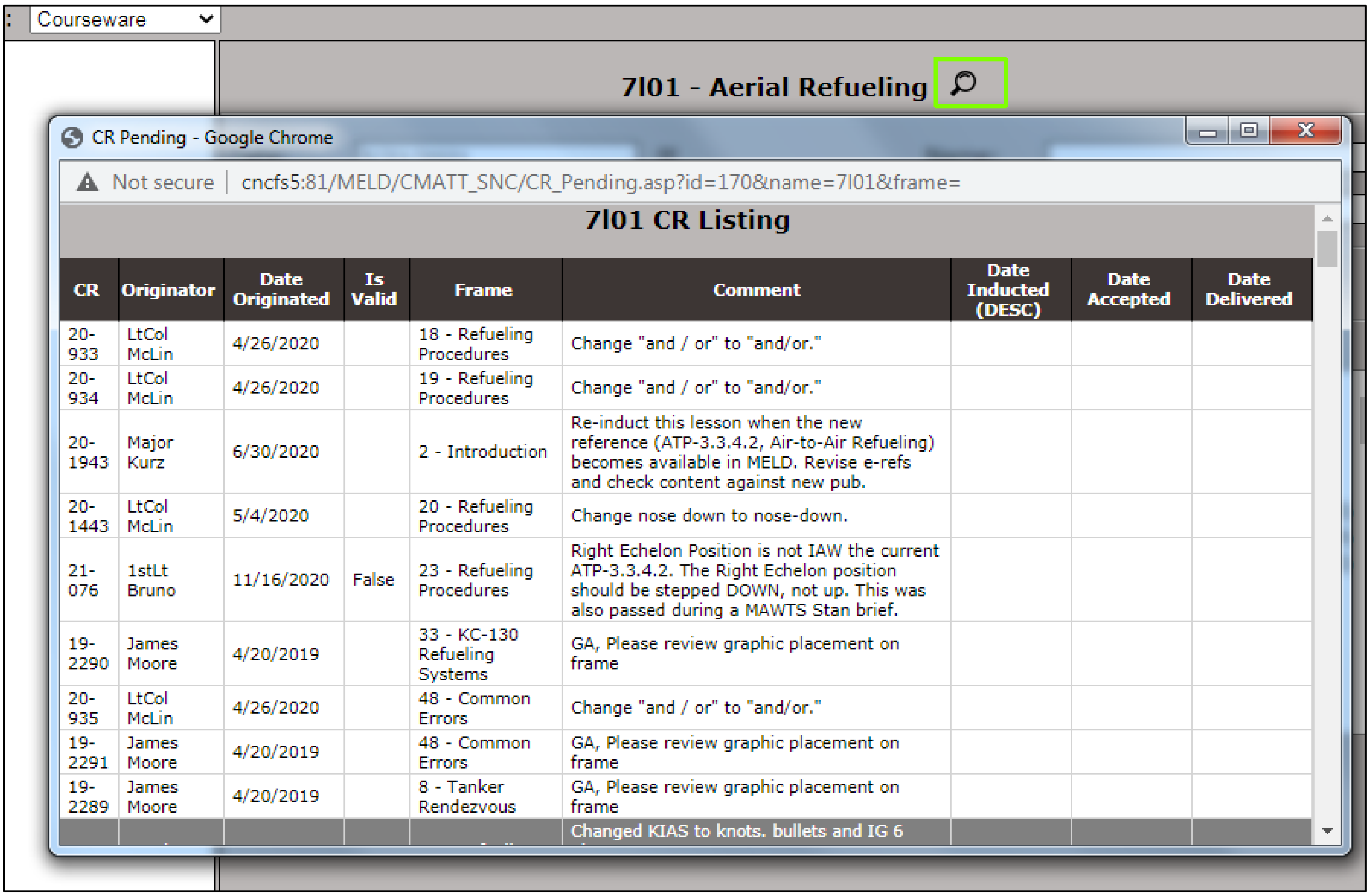
The following fields are available if you are a MELD or Project Administrator:

- **Valid** - indicates if the CR is valid or not, blank indicates it has not yet been validated or invalidated
- **Priority** - the priority level for the CR
- **Complexity** - the level of complexity for the CR

Click the **Add CR** button to save the record when finished.

5.2.1 View CRs

To view CRs for the selected SCO, select the find button next to the SCO title. To filter the results per frame, a frame or multiple frames can be selected from the frames dropdown on the CR input form.



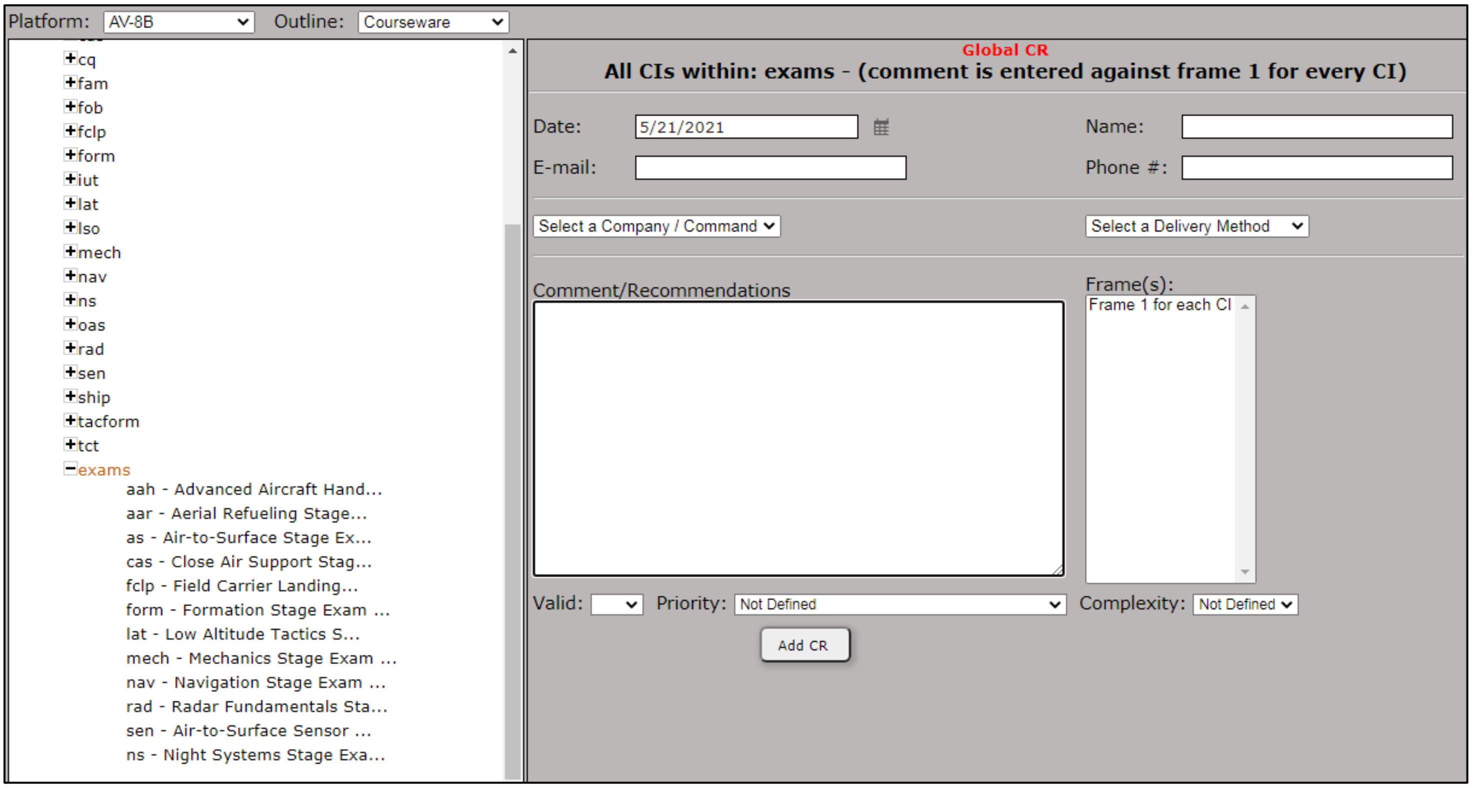
CR	Originator	Date Originated	Is Valid	Frame	Comment	Date Inducted (DESC)	Date Accepted	Date Delivered
20-933	LtCol McLin	4/26/2020		18 - Refueling Procedures	Change "and / or" to "and/or."			
20-934	LtCol McLin	4/26/2020		19 - Refueling Procedures	Change "and / or" to "and/or."			
20-1943	Major Kurz	6/30/2020		2 - Introduction	Re-induct this lesson when the new reference (ATP-3.3.4.2, Air-to-Air Refueling) becomes available in MELD. Revise e-refs and check content against new pub.			
20-1443	LtCol McLin	5/4/2020		20 - Refueling Procedures	Change nose down to nose-down.			
21-076	1stLt Bruno	11/16/2020	False	23 - Refueling Procedures	Right Echelon Position is not IAW the current ATP-3.3.4.2. The Right Echelon position should be stepped DOWN, not up. This was also passed during a MAWTS Stan brief.			
19-2290	James Moore	4/20/2019		33 - KC-130 Refueling Systems	GA, Please review graphic placement on frame			
20-935	LtCol McLin	4/26/2020		48 - Common Errors	Change "and / or" to "and/or."			
19-2291	James Moore	4/20/2019		48 - Common Errors	GA, Please review graphic placement on frame			
19-2289	James Moore	4/20/2019		8 - Tanker Rendezvous	GA, Please review graphic placement on frame			
					Changed KIAS to knots. bullets and IG 6			

5.3 CR Global Input

If you click on a folder level above the SCO, a global CR entry form will appear which will allow a CR to be entered for all SCOs within the folder. This can be particularly helpful for new style changes that have been approved by the customer and ready to implement. You also have the capability to enter the valid, priority, and complexity directly from the entry form for these global CRs.

This new entry form initially calls a separate page "CR_inputForm_All.asp" to allow the security module to only allow certain permissions access to this feature, if desired. For example, you may want all users to be able to enter CRs, but only the PM to have the global CR feature.

The Auto Id value during CMATT Project Setup should be set to True for global CRs to be accessible.

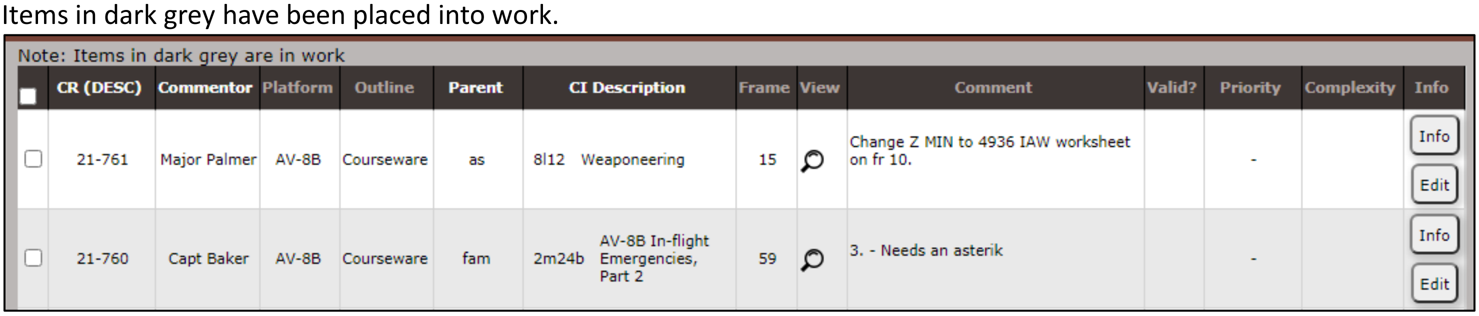


CR Global Input

5.4 CR Summary

The CR Summary screen displays a summary listing of all CRs not yet delivered sorted by the change request id in descending order.

Items in dark grey have been placed into work.



CR Summary

5.4.1 Columns

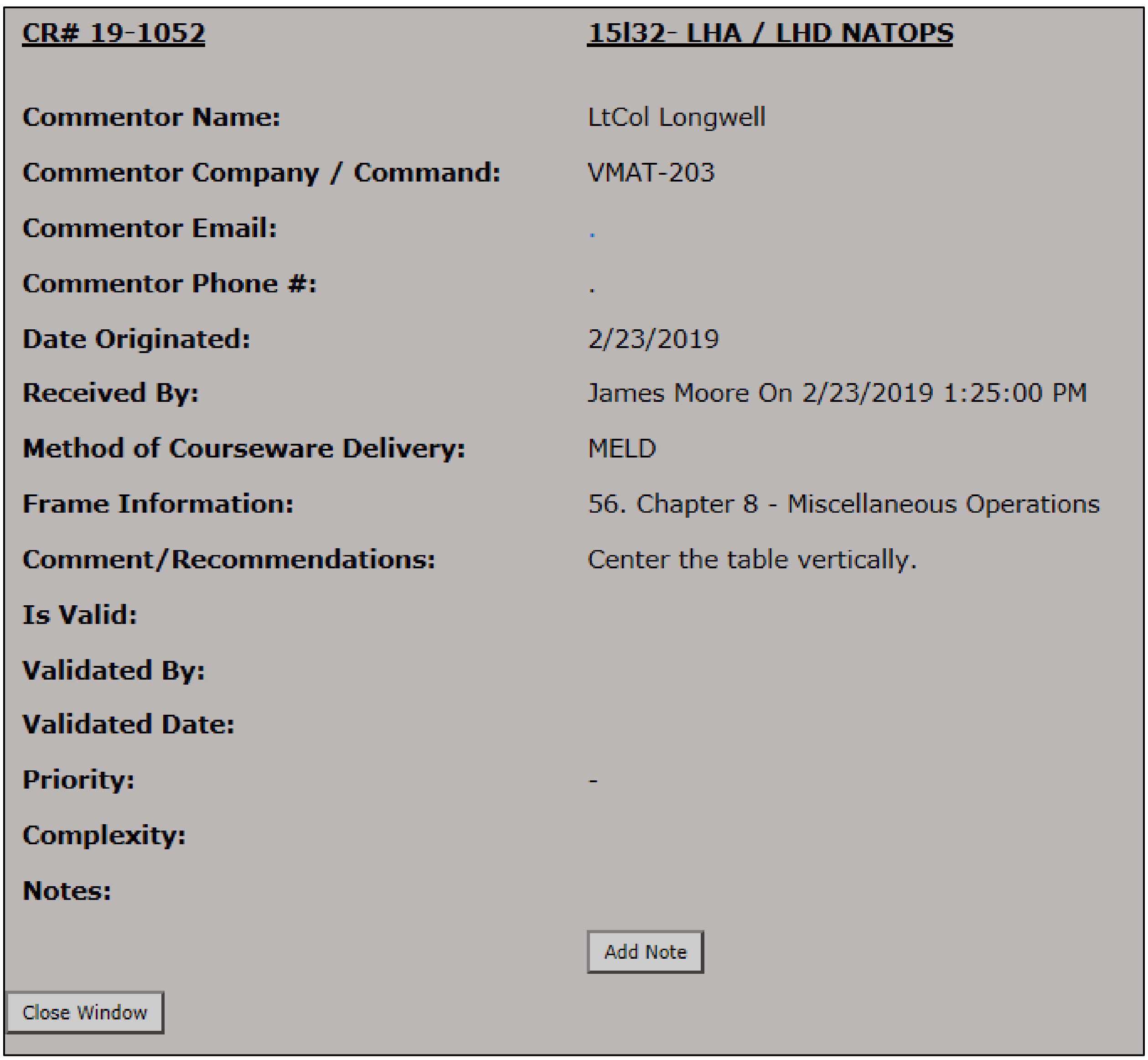
The following columns are available:

- **CR#** - If Auto Id is set for the project, a unique number assigned to the CR, consists of the year and a unique id. If Auto Id is not set, this value is the user entered value when the CR was created.
- **Commentor** - the originator of the CR
- **Platform** – the platform for the SCO created within IME
- **Outline**– the outline for the SCO created within IME

- **Parent** – the parent curriculum item created for the SCO within IME
- **CI Description** – the folder name and SCO title for the SCO created within IME
- **Frame / View –**.The Frame column displays the IME frame number and the View column will bring up a preview of the IME frame.
- **Comment** - the CR comment
- **Valid? -** indicates if the CR is valid or not, blank indicates it has not yet been validated or invalidated
- **Priority -** the priority for the CR
- **Complexity -** the level of complexity for the CR
- **Info -** Click the Info button to bring up the CR Information Screen. The Info button will display in yellow if notes exist for the CR
- **Edit** – Click the Edit button to edit the CR. This button will be unavailable after the CR has been placed into work.

5.4.2 CR Information Screen

Selecting the Info button for a change request, will open a screen containing more information about the change request.



CR# 19-1052	15l32- LHA / LHD NATOPS
Commentor Name:	LtCol Longwell
Commentor Company / Command:	VMAT-203
Commentor Email:	.
Commentor Phone #:	.
Date Originated:	2/23/2019
Received By:	James Moore On 2/23/2019 1:25:00 PM
Method of Courseware Delivery:	MELD
Frame Information:	56. Chapter 8 - Miscellaneous Operations
Comment/Recommendations:	Center the table vertically.
Is Valid:	
Validated By:	
Validated Date:	
Priority:	-
Complexity:	
Notes:	
	Add Note
Close Window	

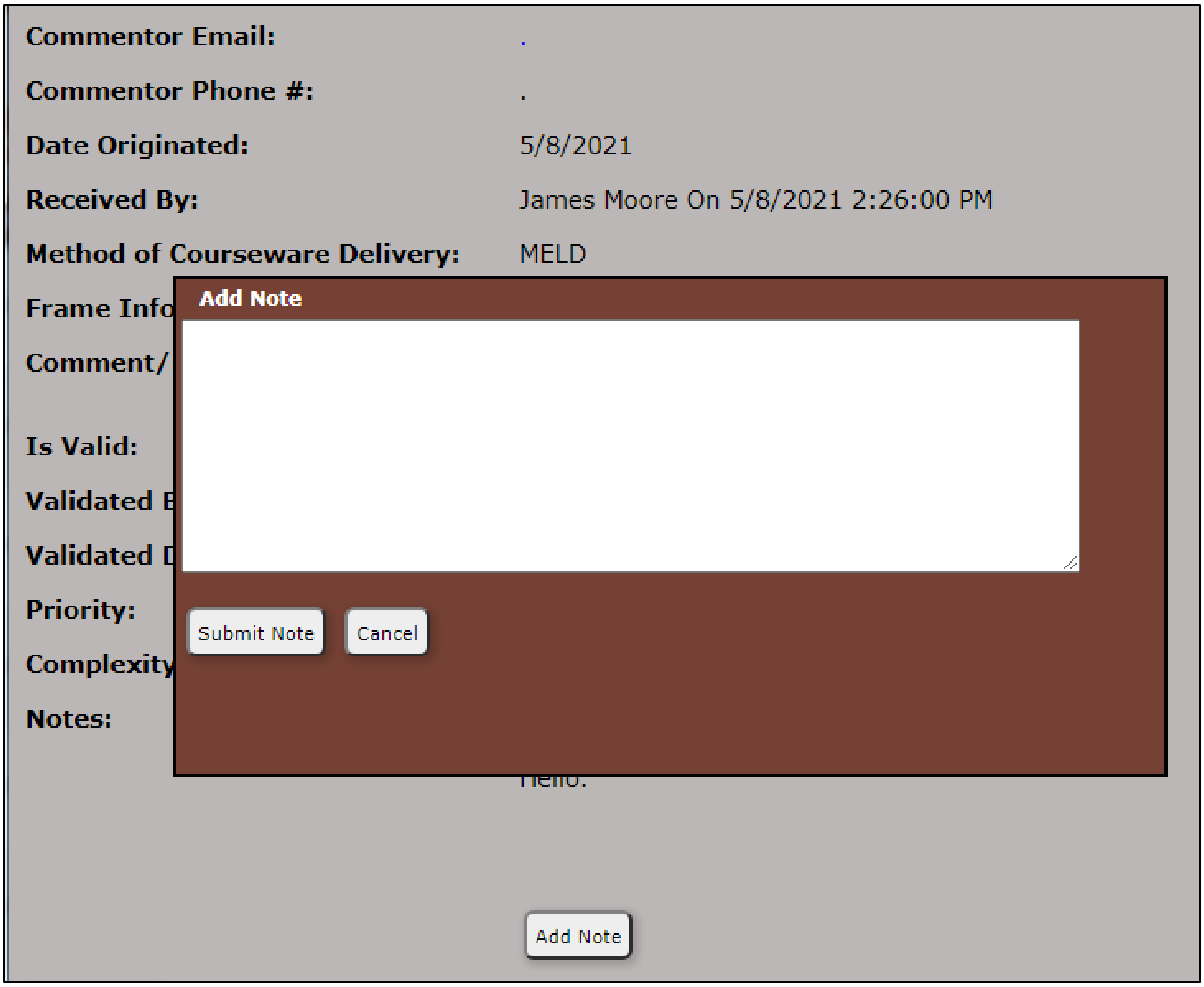
CR Summary – Info

The following fields are available:

- **CR# -** If Auto Id is set for the project, a unique number assigned to the CR, consists of the year and a unique id. If Auto Id is not set, this value is the user entered value when the CR was created.
- **SCO** – this field is not labeled, but appears at the top of the screen and is the name of the SCO the CR was entered for
- **Commentor Name** - the name of the person who originated the CR
- **Commentor Company / Command** - the company / command of the person from which the CR originated
- **Commentor Email** - the email of the person who originated the CR
- **Commentor Phone #** - the phone number of the person from which the CR originated
- **Date Originated** - the originator is the person who originally created the CR, not the person who is entering it into the system
- **Received By** – The user name of the person who entered the CR into the system and the date/time stamp it was entered
- **Method of Courseware Delivery** - the method with which the courseware is delivered
- **Frame Information** - the frame in a SCO the CR pertains to
- **Comment/Recommendations** - the description of the CR
- **Is Valid -** indicates if the CR is valid or not, blank indicates it has not yet been validated or invalidated
- **Validated By -** The MELD user name of the person who validated the CR
- **Validated Date -** The date and time stamp the CR was validated
- **Priority -** the priority for the CR
- **Complexity -** the level of complexity for the CR
- **Notes –** Notes that were added to the CR via the Add Note function

5.4.2.1 Add a Note

To add a Note to the CR, click the **Add Note** button.



CR Information – Add a Note

Enter the note. Notes are appended to the end of any pre-existing notes. To save the changes click **Submit Note**. To abort any changes click **Cancel**.

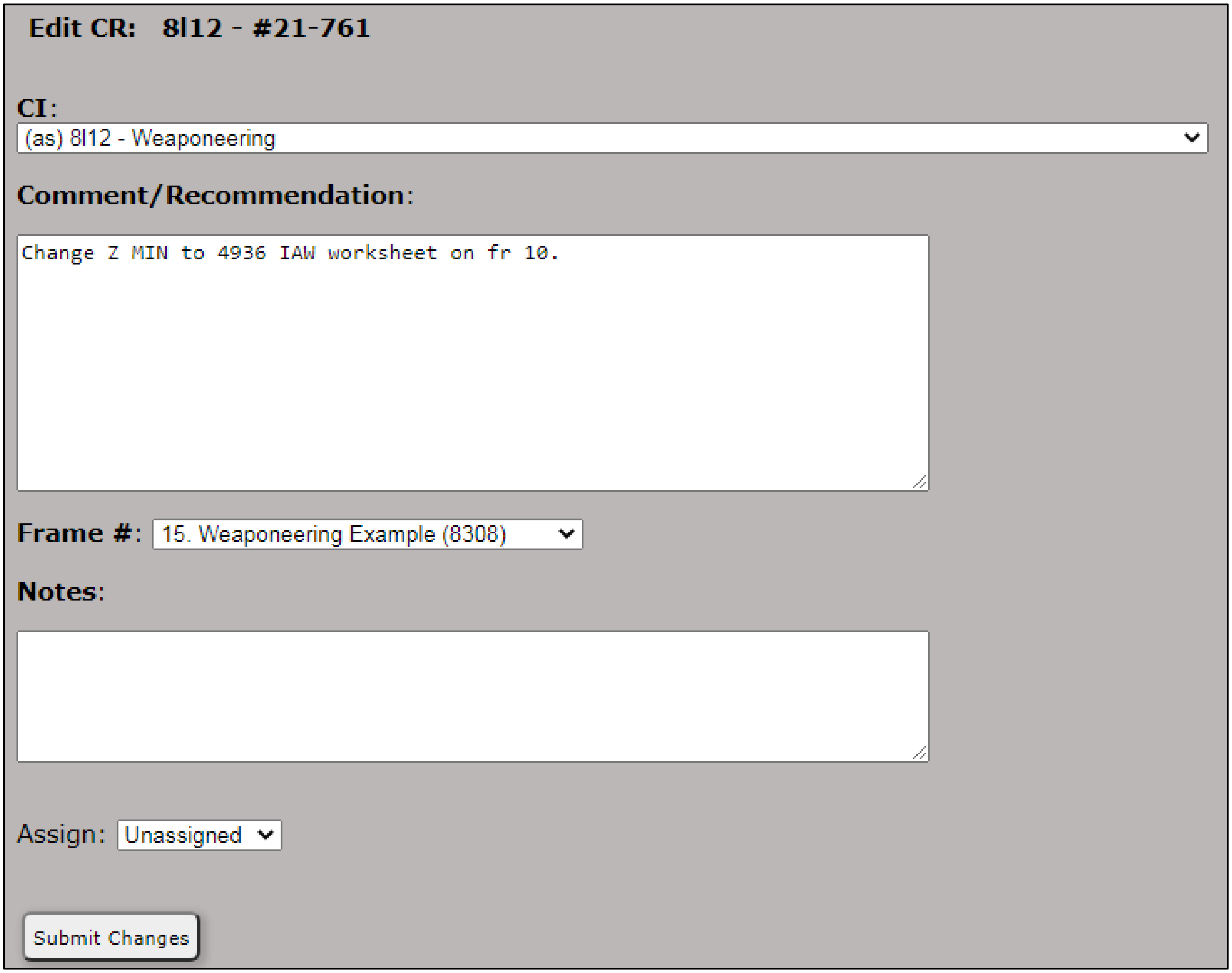
5.4.3 Edit CR Screen

Selecting the **Edit** button for a change request, will open a screen containing editable fields. Change any of the desired fields and then select the **Submit Changes** button. The CR Summary page will refresh displaying the changed information.

The following fields are available:

- **CI**: This selection displays the SCO the change request was entered for. If the change request was entered against the wrong SCO, the correct SCO can be selected.
- **Comment/Recommendation**: The comment can be modified by entering the new comment in the text area.
- **Frame #**: This selection displays the IME frame the change request was entered for. If the change request was entered against the wrong frame, the correct frame can be selected.
- **Notes:** Additional notes can be added and will append to existing notes.

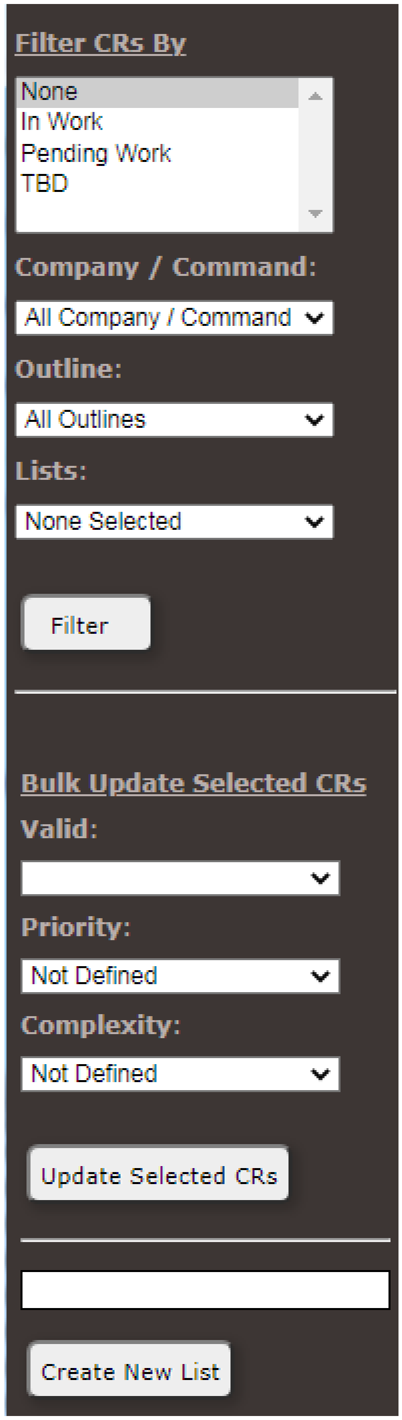
- **Assign**: Change requests can be assigned to a discipline before they are placed in work by selecting a value within this dropdown. When the change requests are placed into work, the discipline assignment will carry over into the online review comments.



Edit CR Screen

5.4.4 Filter

The left side of the screen contains selection boxes that allow you to limit and/or organize the change request output.



CR Summary Left Screen

Filtering permits the user to display only those records that meet selected criteria. Multiple criteria can be selected. The following filter options are available:

Filter CRs By

- **In Work** - display only those change requests that have been placed into work
- **Pending Work** - display only valid change requests that have not been placed into work
- **TBD** - display only change requests that have not been validated
- **None** - display all records

Company / Command
Display only those change requests that belong to the selected Company / Command.

Outline
Display only those change requests that belong to the selected Outline

Lists
Display only those change requests that belong to the selected List.

5.4.5 Bulk Update Selected CRs

The left side of the screen also allows a user to update the valid, priority, and complexity selections for the selected CRs. To select a CR, check the checkbox in the first column for the CR row. To select all CRs, check the checkbox in the left column within the header row. Use the Shift key to select a range of CRs. After all selections have been made, click **Update Selected CRs**.

5.4.6 Create New List

The left side of the screen also allows a user to create a saved list of selected CRs. To select the CRs for the list, check the checkbox in the first column of the CR row or check the checkbox in the left column within the header row to select all CRs. After the CRs have been selected, enter a name for the saved list, e.g., “CCB March 2013”, and then select the **Create New List** button.

The list will display on screen and also added to the Lists section of the filter.

List: CCB March 2021

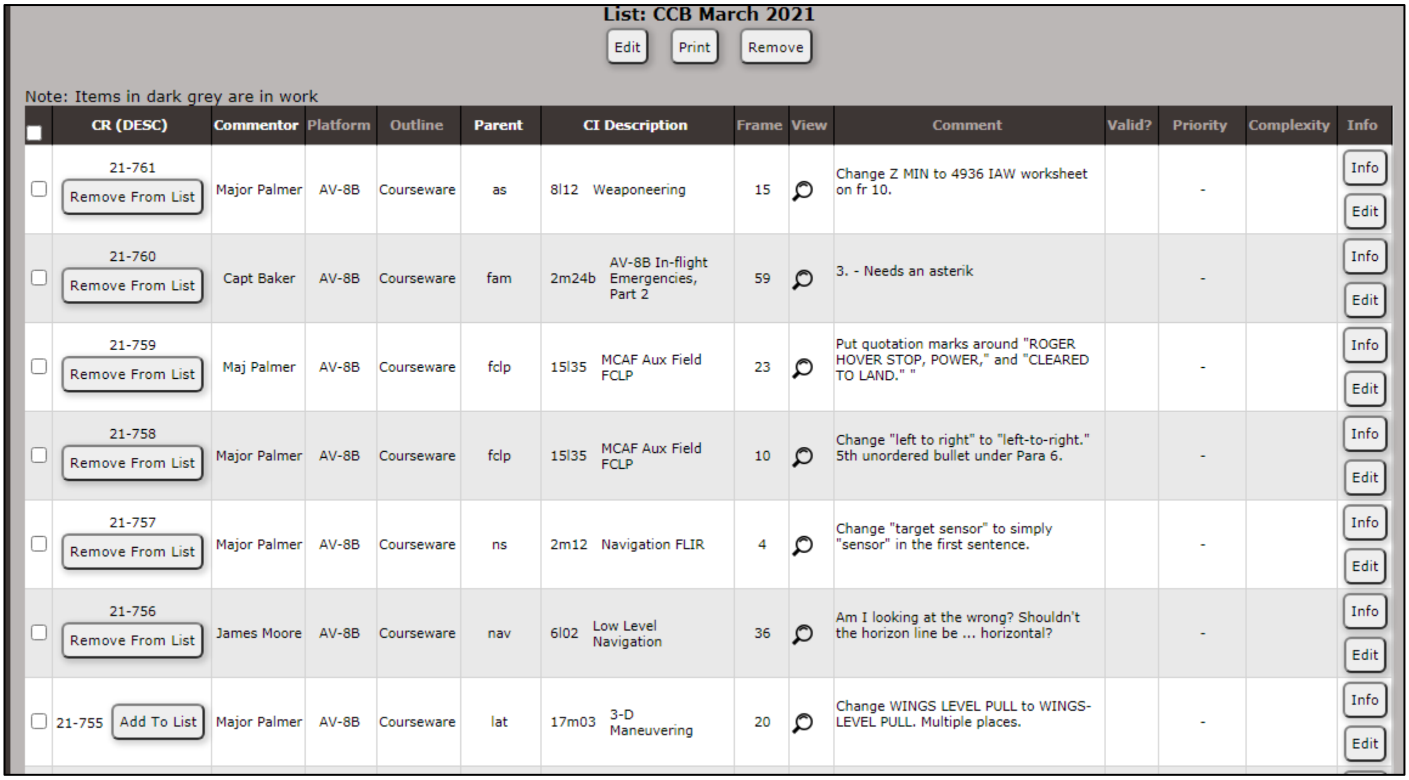
Edit Print Remove

Note: Items in dark grey are in work

	CR (DESC)	Commentor	Platform	Outline	Parent	CI Description		Frame	View	Comment	Valid?	Priority	Complexity	Info
	21-761	Major Palmer	AV-8B	Courseware	as	8l12	Weaponeering	15		Change Z MIN to 4936 IAW worksheet on fr 10.		-		Info Edit
	21-760	Capt Baker	AV-8B	Courseware	fam	2m24b	AV-8B In-flight Emergencies, Part 2	59		3. - Needs an asterik		-		Info Edit
	21-759	Maj Palmer	AV-8B	Courseware	fclp	15l35	MCAF Aux Field FCLP	23		Put quotation marks around "ROGER HOVER STOP, POWER," and "CLEARED TO LAND." "		-		Info Edit
	21-758	Major Palmer	AV-8B	Courseware	fclp	15l35	MCAF Aux Field FCLP	10		Change "left to right" to "left-to-right." 5th unordered bullet under Para 6.		-		Info Edit
	21-757	Major Palmer	AV-8B	Courseware	ns	2m12	Navigation FLIR	4		Change "target sensor" to simply "sensor" in the first sentence.		-		Info Edit
	21-756	James Moore	AV-8B	Courseware	nav	6l02	Low Level Navigation	36		Am I looking at the wrong? Shouldn't the horizon line be ... horizontal?		-		Info Edit

CR Count: 6

To edit the list, select the Edit button. CRs can be added or removed from the list using the **Remove From List** and **Add to List** buttons.



List: CCB March 2021

Edit Print Remove

Note: Items in dark grey are in work

	CR (DESC)	Commentor	Platform	Outline	Parent	CI Description	Frame	View	Comment	Valid?	Priority	Complexity	Info
	21-761 Remove From List	Major Palmer	AV-8B	Courseware	as	8l12 Weaponeering	15		Change Z MIN to 4936 IAW worksheet on fr 10.		-		Info Edit
	21-760 Remove From List	Capt Baker	AV-8B	Courseware	fam	2m24b AV-8B In-flight Emergencies, Part 2	59		3. - Needs an asterik		-		Info Edit
	21-759 Remove From List	Maj Palmer	AV-8B	Courseware	fclp	15l35 MCAF Aux Field FCLP	23		Put quotation marks around "ROGER HOVER STOP, POWER," and "CLEARED TO LAND." "		-		Info Edit
	21-758 Remove From List	Major Palmer	AV-8B	Courseware	fclp	15l35 MCAF Aux Field FCLP	10		Change "left to right" to "left-to-right." 5th unordered bullet under Para 6.		-		Info Edit
	21-757 Remove From List	Major Palmer	AV-8B	Courseware	ns	2m12 Navigation FLIR	4		Change "target sensor" to simply "sensor" in the first sentence.		-		Info Edit
	21-756 Remove From List	James Moore	AV-8B	Courseware	nav	6l02 Low Level Navigation	36		Am I looking at the wrong? Shouldn't the horizon line be ... horizontal?		-		Info Edit
	21-755 Add To List	Major Palmer	AV-8B	Courseware	lat	17m03 3-D Maneuvering	20		Change WINGS LEVEL PULL to WINGS-LEVEL PULL. Multiple places.		-		Info Edit

CR Summary List – Edit

To print the list, select the **Print** button. The list will open in a new printer friendly report window.

CCB March 2021

21-756	James Moore	Courseware	6I02 Low Level Navigation	36	Am I looking at the wrong? Shouldn't the horizon line be ... horizontal? Recommend: ☐ Validate ☐ Invalidate
21-757	Major Palmer	Courseware	2m12 Navigation FLIR	4	Change "target sensor" to simply "sensor" in the first sentence. Recommend: ☐ Validate ☐ Invalidate
21-758	Major Palmer	Courseware	15I35 MCAF Aux Field FCLP	10	Change "left to right" to "left-to-right." 5th unordered bullet under Para 6. Recommend: ☐ Validate ☐ Invalidate
21-759	Maj Palmer	Courseware	15I35 MCAF Aux Field FCLP	23	Put quotation marks around "ROGER HOVER STOP, POWER," and "CLEARED TO LAND." " Recommend: ☐ Validate ☐ Invalidate
21-760	Capt Baker	Courseware	2m24b AV-8B In-flight Emergencies, Part 2	59	3. - Needs an asterik Recommend: ☐ Validate ☐ Invalidate
21-761	Major Palmer	Courseware	8I12 Weaponeering	15	Change Z MIN to 4936 IAW worksheet on fr 10. Recommend: ☐ Validate ☐ Invalidate

CR Summary List – Print

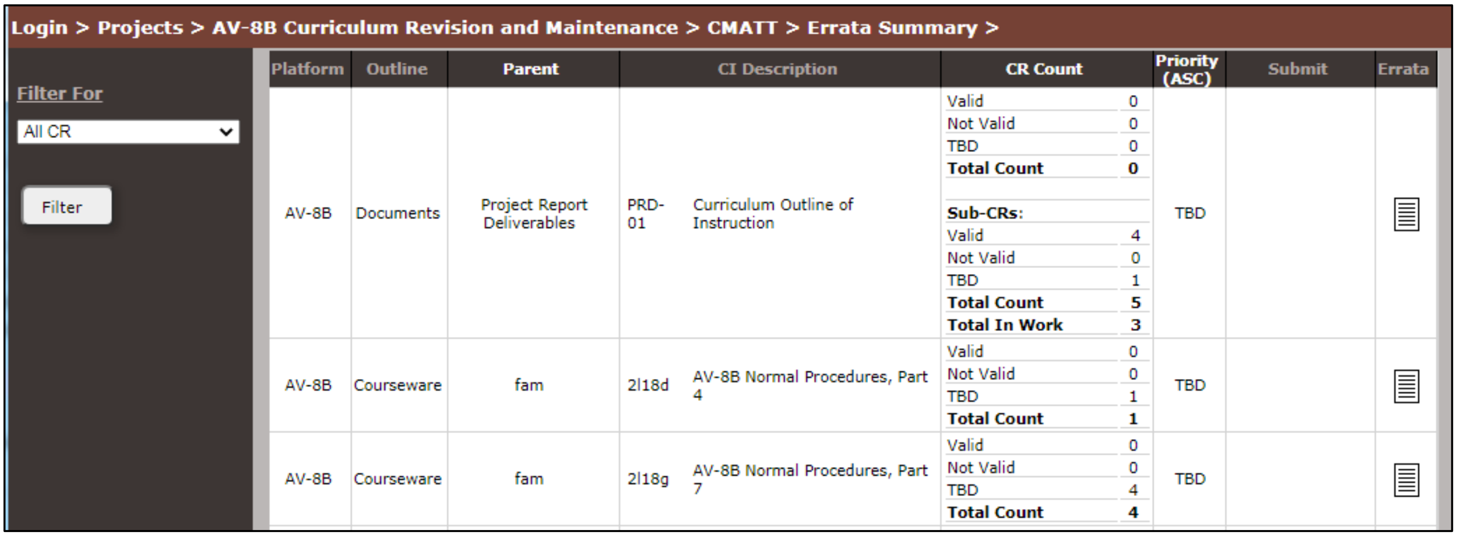
To remove the list, select the **Remove** button.

5.5 Errata Summary

The Errata Summary screen lists summary information for each SCO that has CRs attached to it. The results are initially sorted by the value for priority first and then by the products with the oldest CRs.

This screen also provides the user with buttons allowing them to place CRs into workflow, view more detailed information on the CRs, and edit any CRs that have not yet been put into workflow.

When an Errata is placed in workflow, CMATT automatically turns CRs into comments. These comments appear in Online Review with an external user's id attached as the creator. The External User Account MUST be setup from Project Administration>Configure CMATT>Project Setup before CRs can be placed into work. If an external user has not yet been set up, a message will appear and the Errata Summary page will not be enabled until an external user account is assigned.



Errata Summary

5.5.1 Columns

The following columns are shown within the Errata Summary results.

- **Platform** – the platform for the SCO created within IME
- **Outline**– the outline for the SCO created within IME
- **Parent** – the parent curriculum item created for the SCO within IME
- **CI Description** – the folder name and SCO title for the SCO created within IME
- **CR Count**
  - **Valid** - the number of CRs that have been validated
  - **Not Valid** - the number of CRs that have been marked as invalid
  - **Pri 1** - if there is a priority 1 CR for the product, this information will appear in red on the screen.
  - **TBD** - the number of CRs with an undetermined status
  - **Total Count** - the total number of CRs
  - **Sub – CRs** – if the product is defined as a leading parent, it will contain a Valid, Not Valid, Pri 1, TBD, and Total Count numbers for all subordinate CRs
- **Priority** - the highest priority of the active CRs; if there is a priority 1 CR this will be red.
- **Submit** - Indicates the current status of the Errata, if there are CRs to place into work a Place in Work button will be available. A button with two green arrows indicates the item is already in work but has new CRs that can be added to the workflow process if desired. A Retire button is available for Errata with only Not Valid CRs.
- **Errata** - clicking on the notepad icon brings up the Errata screen

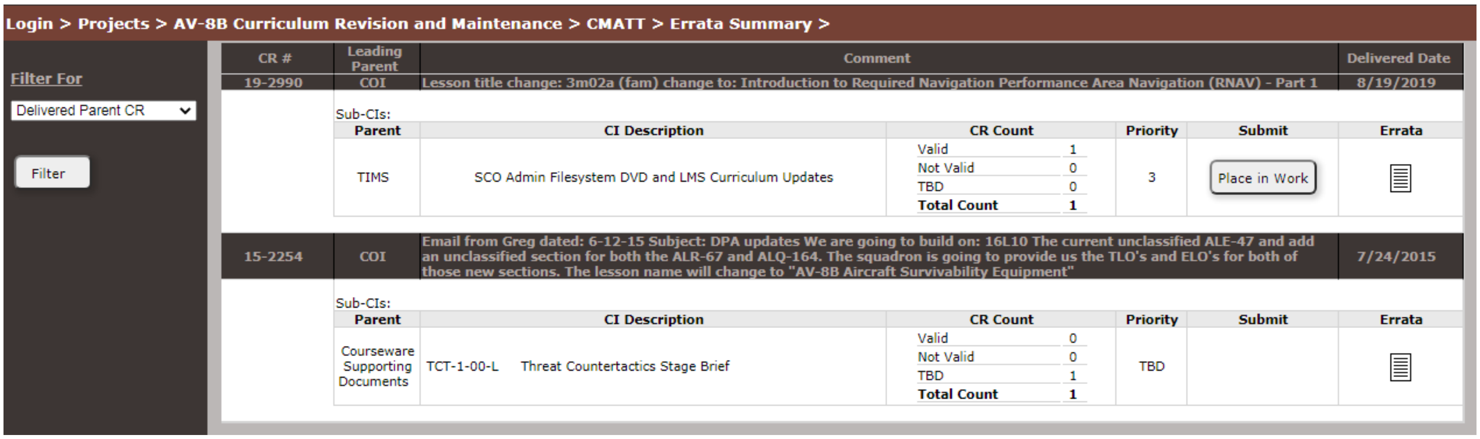
5.5.2 Filter

The left side of the screen contains selection boxes that allow you to limit and/or organize the Errata output.

Filtering permits the user to display only those records that meet selected criteria. Multiple criteria can be selected. The following filter options are available:

- **All CR** - display all records
- **TBD CR** – displays all products that contain at least one CR that has been validated but not yet placed into work

- **Place in Work Errata** – displays all products that contain at least one valid CR and currently do not have any existing CRs in work
- **Delivered Parent CR** – if the product is a leading parent, displays each delivered CR with all products that have subordinate CRs. This allows the production lead to start work on the subordinate CRs as soon as the leading CRs are delivered.



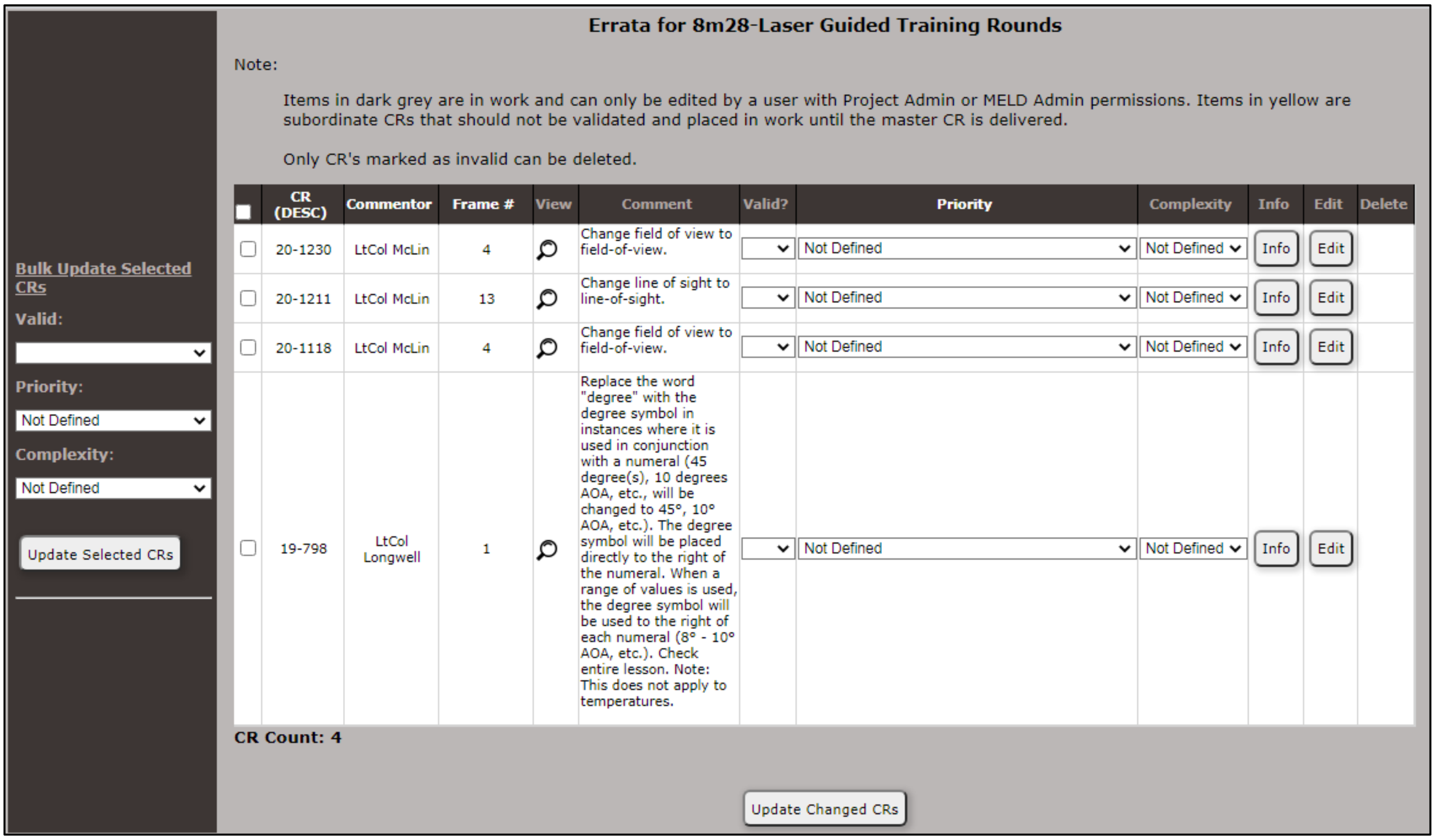
Errata Summary – Delivered Parent CR

5.5.3 Errata

The Errata screen displays all CRs that belong to the selected SCO that have not been delivered, sorted by the change request id in descending order.

The Errata screen allows the user to assign a Valid status, Priority, and Complexity. Items which have a dark grey background are already in work and can only allow priority, complexity, and frame number edits by a user with Project Admin or MELD Admin permissions.

Items in yellow are subordinate CRs that should not be validated and placed in work until the master CR is delivered.



Errata – Generate Errata Popup

5.5.3.1 Columns

The following columns are shown within the Errata results.

- **CR# -** If Auto Id is set for the project, a unique number assigned to the CR, that consists of the year and a unique id. If Auto Id is not set, this value is the user entered value when the CR was created.
- **Commentor** - the name of the person who originated the CR
- **Frame #** - the frame in a SCO the CR pertains to
- **View** – allow a preview of the IME frame
- **Comment** - the description of the CR
- **Valid? -** indicates if the CR is valid or not; blank indicates it has not yet been validated or invalidated
- **Priority -** the priority for the CR
- **Complexity -** the level of complexity for the CR
- **Info** - brings up the CR Information screen
- **Edit** – brings up the Edit CR screen. CRs which are already in work will only allow a frame number edit by a user with Project Admin or MELD Admin permissions. Only users with Project Admin or MELD Admin permissions or the user that initially created the CR can edit the CR when the CR is not already in work. Refer to the above CR Summary>Edit CR Screen section for more information on the Edit CR fields.
- **Delete** – allows the user to delete the CR. This button is only available after a CR has been invalidated. The user will be prompted with a confirmation popup before the deletion occurs. CRs which are already in work cannot be deleted. Only users with Project Admin or MELD Admin permissions or the user that initially created the CR can delete the CR.

5.5.3.2 Bulk Update Selected CRs

The left side of the screen also allows a user to update the valid, priority, and complexity selections for the selected CRs. To select a CR, check the checkbox in the first column for the CR row. To select all CRs, check the checkbox in the left column within the header row. Use the Shift key to select a range of CRs. After all selections have been made, click **Update Selected CRs**. This bulk update is only available for CRs that have not been placed into work.

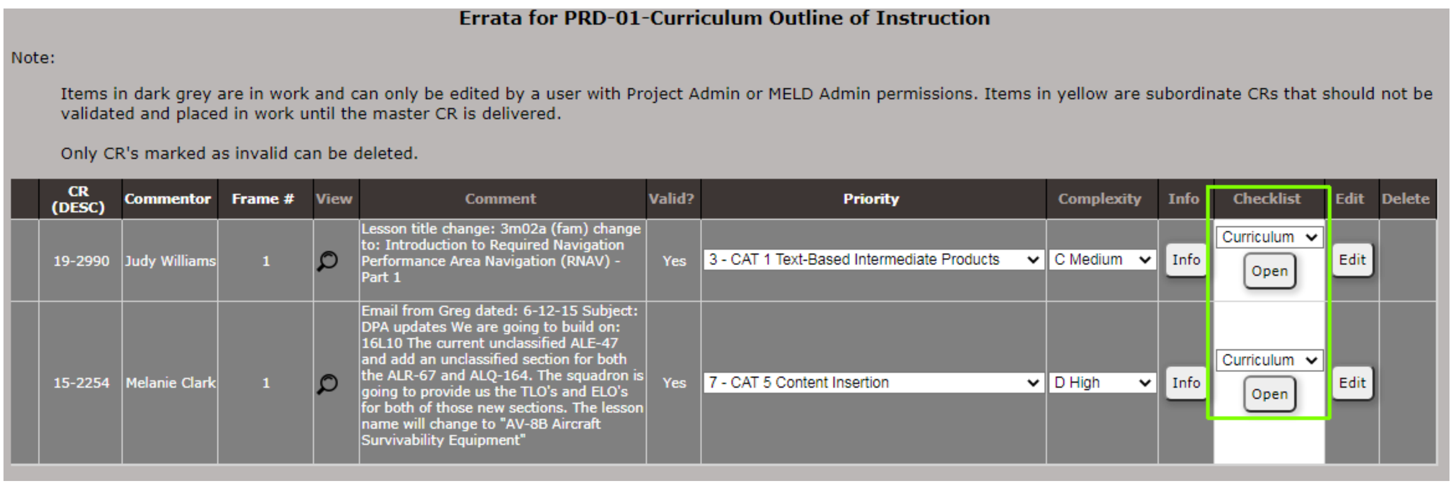
Once the Validation information is updated, if the CR is valid, the status on the main Errata Summary page will change for the SCO involved. If the SCO was already in work, the user will have the option to add the new CR to the workflow. If the SCO was not in work, the user will have the option of placing it in work.

5.5.3.3 Update Changed CRs

Priority and complexity assignments are editable for items that are currently in work by selecting the new value within the drop-down menus and then selecting **Update Changed CRs.** These drop-down selections can also be updated for small individual CR update that a bulk update would not apply.

5.5.3.4 Leading Product Errata

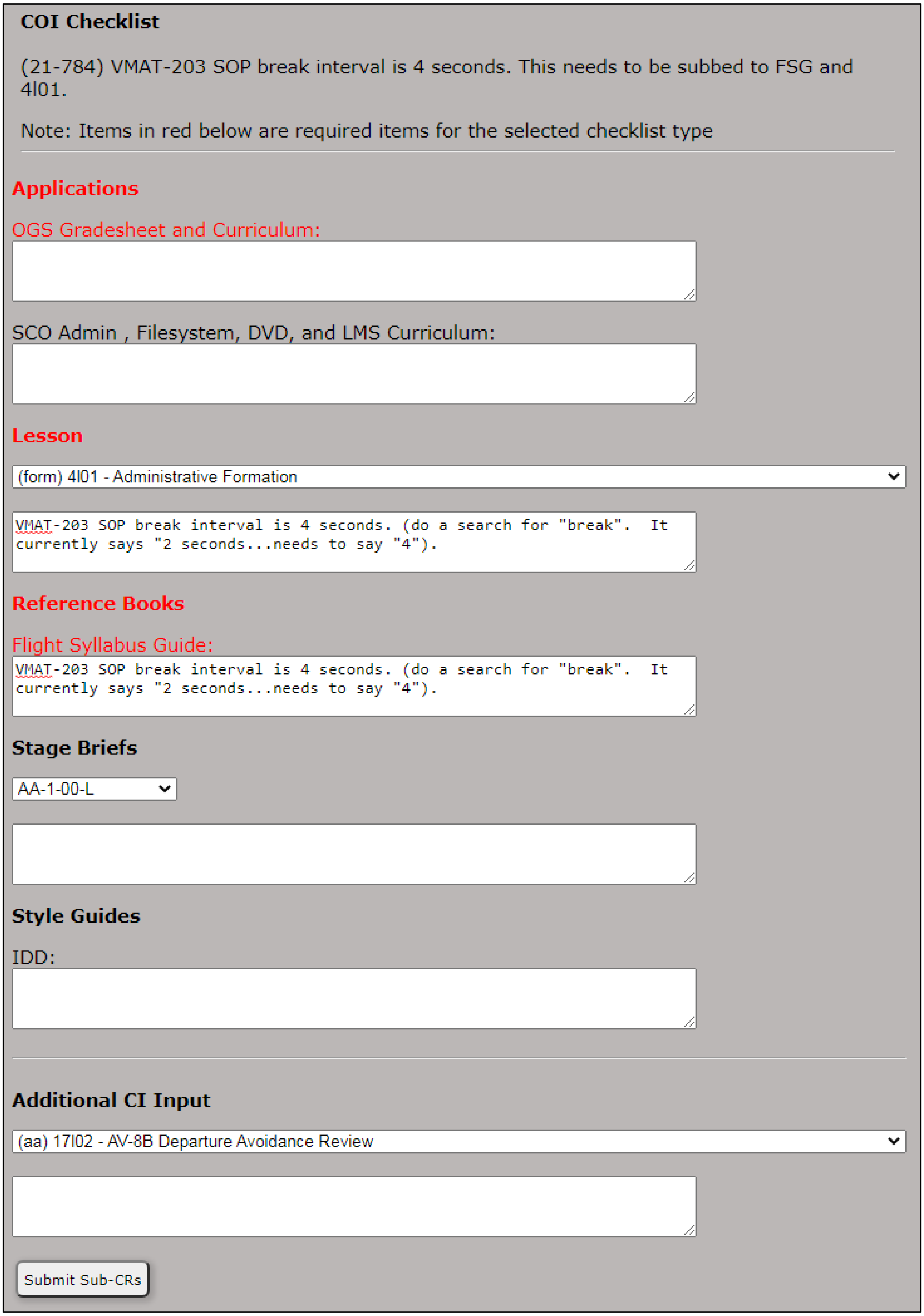
When the Errata screen is generated for a leading product, a Checklist column is added to the CR row before the Edit column. Before sub-CRs can be entered against a leading product CR, CMATT will need to be configured with leading products, checklist types, and checklists. These are configured within the Project Administration>Configure CMATT section.



Errata – Generate Errata – Leading Product Popup

5.5.3.4.1 *Checklist*

Sub-CRs are entered via the checklist **Open** button. First select the checklist type in the drop-down listing for the parent CR to bring up the checklist form. Checklist items assigned to the selected checklist type will display in red font. The red font is only a reminder to ensure those items are not overlooked. The form does not force the user to enter the red highlighted items and does not prevent the user from entering a different item. A sub-CR will be entered for each item entered within the checklist form and will display under the checklist.
The checklist can be submitted multiple times.



COI Checklist

(21-784) VMAT-203 SOP break interval is 4 seconds. This needs to be subbed to FSG and 4I01.

Note: Items in red below are required items for the selected checklist type

Applications

OGS Gradesheet and Curriculum:

SCO Admin , Filesystem, DVD, and LMS Curriculum:

Lesson

(form) 4I01 - Administrative Formation

VMAT-203 SOP break interval is 4 seconds. (do a search for "break". It currently says "2 seconds...needs to say "4").

Reference Books

Flight Syllabus Guide:

VMAT-203 SOP break interval is 4 seconds. (do a search for "break". It currently says "2 seconds...needs to say "4").

Stage Briefs

AA-1-00-L

Style Guides

IDD:

Additional CI Input

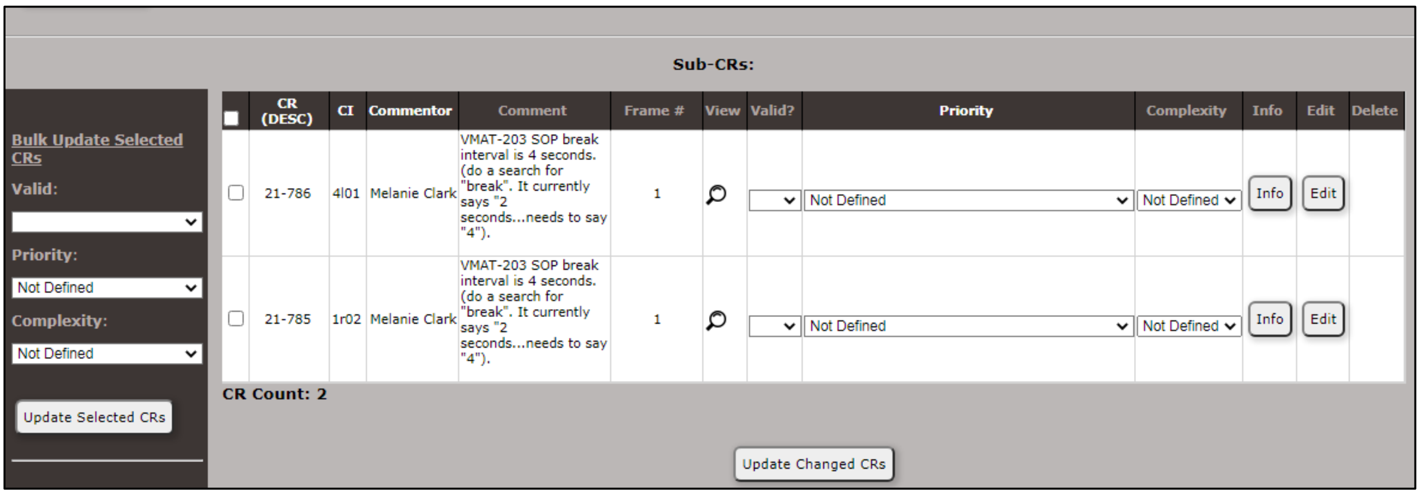
(aa) 17I02 - AV-8B Departure Avoidance Review

Submit Sub-CRs

Sample Leading Product Checklist Form

5.5.3.4.2 *Sub-CR listing within Checklist*

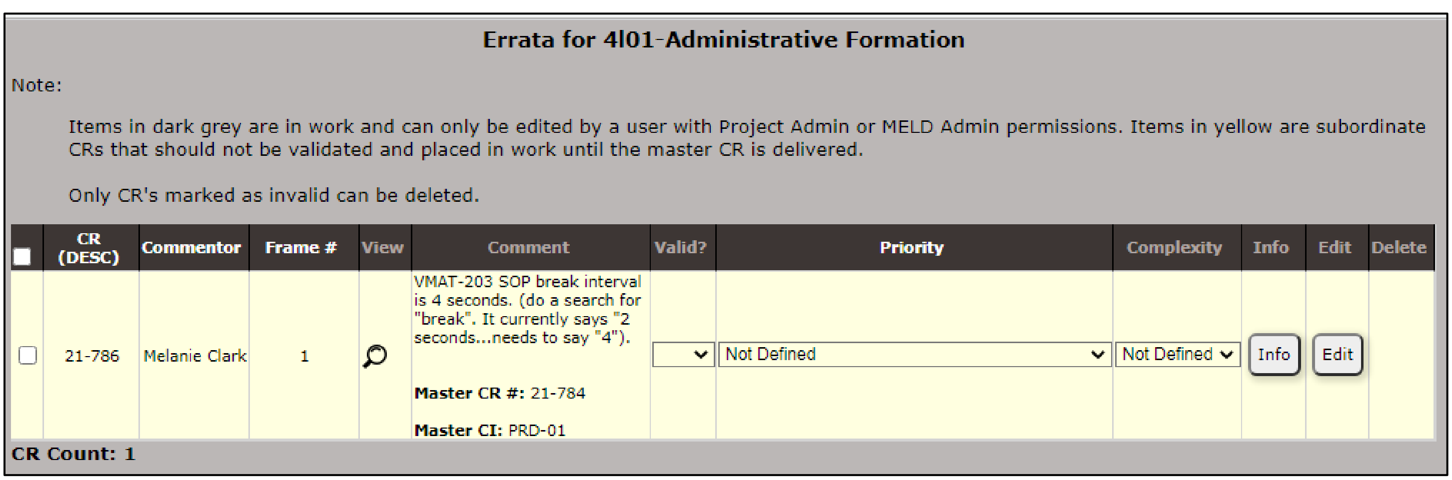
After the checklist has been submitted, a sub-CR will be entered for each item entered within the checklist form and will display under the checklist. These sub-CRs will be entered initially against the first IME frame for the SCO. If a more specific frame is needed, the CR can be edited by selecting the Edit button. The same features on the Errata page apply to the Sub-CRs table.



5.5.3.4.3 *Sub-CRs within Errata*

If the change request is a sub-CR, these sub-CRs will also display on the Errata page for the SCO assigned to the sub-CR. Within the comment column, it will show the Master CI and Master CR #. Any sub-CR can be validated from the Errata page or the leading product Errata page.

Initially, these sub-CRs will display as a yellow row indicating that the parent CR has not yet been delivered. The yellow row is a reminder for the production lead to not validate and induct the CR before the parent CR has been delivered. Once the parent CR is delivered, the yellow row will turn white.



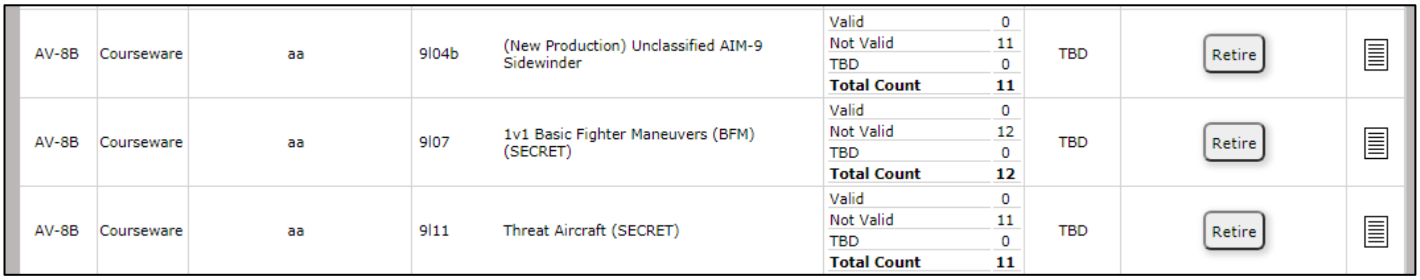
Errata containing sub-CRs

5.5.4 Place in Work

When an Errata that is currently not in workflow has validated CR(s), it will display a Place in Work button in the Submit column of the Errata Summary screen. To place the CR(s) in work, click Place in Work. For more information on creating and editing a production cycle, go to sections "Edit / Create Production Cycle" within the Workflow module.

5.5.5 Retire

When an Errata only contains Not Valid CRs, a Retire button will be available. Selecting the Retire button will remove the Errata from the Errata Summary page. The Retire functionality enters the current date as the induction date as well as the delivered date. The CRs are viewable in Errata history with a red note "Comment is Not Valid and was not placed in work."



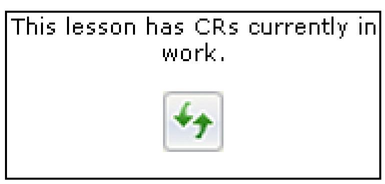
AV-8B	Courseware	aa	9l04b	(New Production) Unclassified AIM-9 Sidewinder	Valid 0 Not Valid 11 TBD 0 **Total Count 11**	TBD	Retire
AV-8B	Courseware	aa	9l07	1v1 Basic Fighter Maneuvers (BFM) (SECRET)	Valid 0 Not Valid 12 TBD 0 **Total Count 12**	TBD	Retire
AV-8B	Courseware	aa	9l11	Threat Aircraft (SECRET)	Valid 0 Not Valid 11 TBD 0 **Total Count 11**	TBD	Retire

Errata – Retire Button

5.5.6 Restart Production Cycle

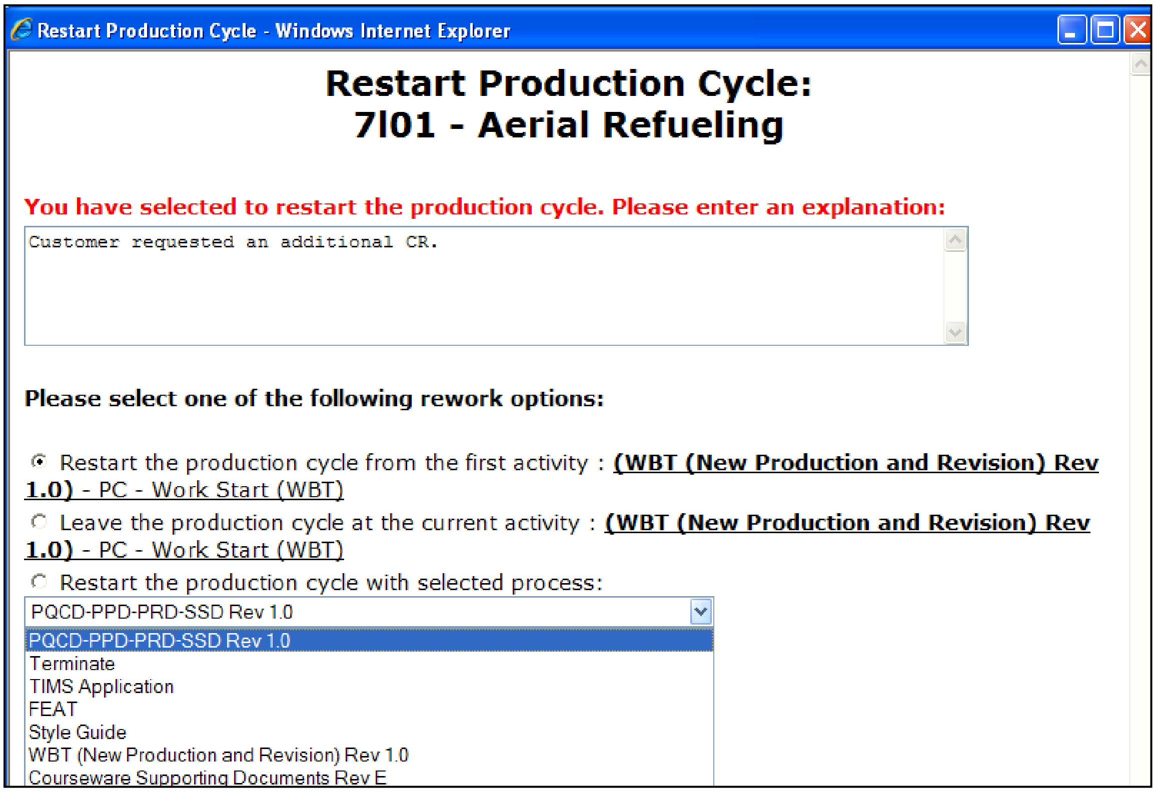
Errata records can be added to a product when it's already in a workflow process. When this happens, and the Errata record(s) is validated, the user will have the option to alter the current workflow process so the new Errata can be added into it.

When new Errata are added, a button with two green arrows will appear on the Errata Summary screen where "place in work" usually appears.



Restart Production Cycle Button

Click the Restart Production Cycle button to add the Errata to the workflow process.



Restart Production Cycle

Select one of the 3 options presented:

1. Restart the production cycle from the first activity – this will restart the item at the first activity in the current workflow process and add the new errata to the cycle as new online review comments
2. Leave the production cycle at the current activity – the item is left at its current activity in the workflow process, but the new errata are added as comments in Online Review so they can be added into the process
3. Restart the production cycle with the selected process – allows the user to put the item back at the beginning of any of the workflow processes available to the project; the new errata will be added to the cycle as Online Review comments

Click Restart Production Cycle to start a new production cycle. To abort, close the window using the X in the upper right corner.

5.6 CR Search

The CR Search Report displays a sortable list of CRs, based on the criteria entered.

Date Range

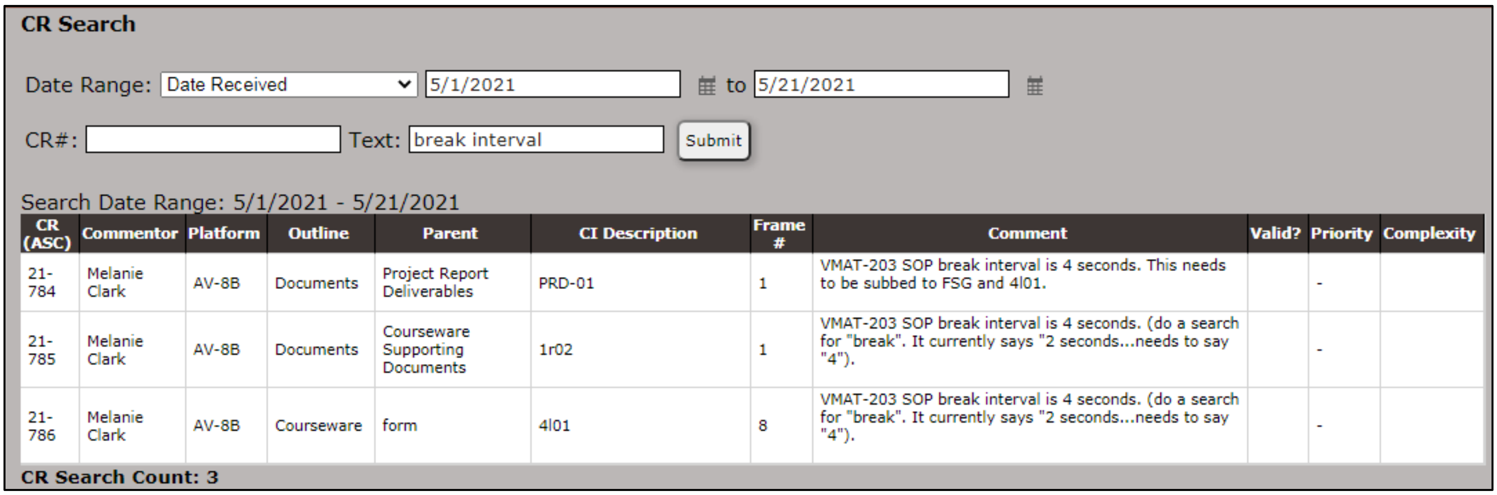
- Date Received - date the CR was received
- Induction Date - date the CR was inducted into work
- Customer Acceptance Date - date the CR was accepted by the customer
- Final Delivery Date - date the CR was delivered to the learning systems

Note: A start date is required to perform the search.

CR# - enter a specific CR number to search for (optional). This value can include part of the CR number. For example "123" will return results for CR#'s: 18-1123, 18-1230, etc.

Text - search for specific text in the CR comment (optional)

The columns returned will match the columns within the CR Summary view.



CR Search

Date Range: Date Received 5/1/2021 to 5/21/2021

CR#: Text: break interval Submit

Search Date Range: 5/1/2021 - 5/21/2021

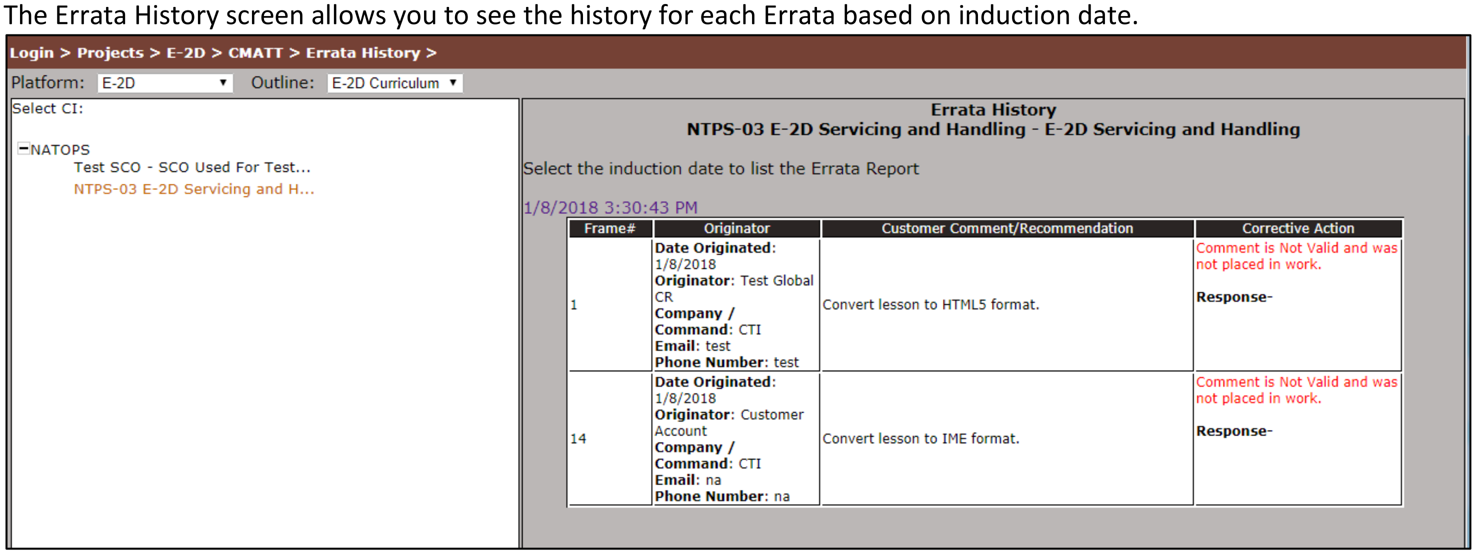
CR (ASC)	Commentor	Platform	Outline	Parent	CI Description	Frame #	Comment	Valid?	Priority	Complexity
21-784	Melanie Clark	AV-8B	Documents	Project Report Deliverables	PRD-01	1	VMAT-203 SOP break interval is 4 seconds. This needs to be subbed to FSG and 4I01.		-	
21-785	Melanie Clark	AV-8B	Documents	Courseware Supporting Documents	1r02	1	VMAT-203 SOP break interval is 4 seconds. (do a search for "break". It currently says "2 seconds...needs to say "4").		-	
21-786	Melanie Clark	AV-8B	Courseware	form	4I01	8	VMAT-203 SOP break interval is 4 seconds. (do a search for "break". It currently says "2 seconds...needs to say "4").		-	

CR Search Count: 3

CR Search Results

5.7 Errata History

The Errata History screen allows you to see the history for each Errata based on induction date.



Login > Projects > E-2D > CMATT > Errata History >

Platform: E-2D Outline: E-2D Curriculum

Select CI:

NATOPS
Test SCO - SCO Used For Test...
NTPS-03 E-2D Servicing and H...

Errata History
NTPS-03 E-2D Servicing and Handling - E-2D Servicing and Handling

Select the induction date to list the Errata Report

1/8/2018 3:30:43 PM

Frame#	Originator	Customer Comment/Recommendation	Corrective Action
1	**Date Originated**: 1/8/2018 **Originator**: Test Global CR **Company / Command**: CTI **Email**: test **Phone Number**: test	Convert lesson to HTML5 format.	Comment is Not Valid and was not placed in work. **Response-**
14	**Date Originated**: 1/8/2018 **Originator**: Customer Account **Company / Command**: CTI **Email**: na **Phone Number**: na	Convert lesson to IME format.	Comment is Not Valid and was not placed in work. **Response-**

Errata History

Upon entry to the screen, the user will be presented with the following fields:

- **Platform** – a dropdown that allows the user to select the platform they wish to view Errata History for.
- **Outline**– this dropdown is not available until the platform has been selected. It allows the user to select the specific outline to view the Errata History for.

- **SCO listing** – After the platform and outline type have been selected, a list of SCOs in a tree view will appear on the left hand side of the screen. Records can be expanded by clicking the + sign. To select an individual SCO, click on the description. The currently selected record will be blue.
- **Errata History –** After a SCO has been selected, a summary of the Errata History will be displayed on the right hand side of the screen. Each report will be listed as a link showing the induction date / time. To view the report, click the link. To minimize the report, click the link again. If no history is available, the screen will say “Errata History is Not Available for Selected CI."

At any time the Platform or Outline Type can be changed by selecting a new one from the dropdown. To change SCOs within the same Platform and Outline Type, click on the new SCO and the Errata History window will be updated.

5.8 Delivery Record

The Delivery Record folder is a storage location on the MELD server for each projects delivery records. If no documents exist for the project, the user will be shown the following message upon entry to the screen:

Delivery Record To display delivery documents, place the delivery files within this folder on the web server: c:\inetpub\wwwroot\MELD\CMATT_SNC\deliveryRecord\UH-1N Conversion

Delivery Record – Empty Folder

The path is specific for each project; in this example the project is the UH-1N Conversion. To use this CMATT function, create the project sub folder on the server, share the folder, and verify it has write permissions for the correct people.

After documents have been added to the directory, the user will receive a screen similar to the following:

Delivery Record 060430.pdf- 63042 bytes, last modified on 06/08/2009 10:42:52 AM.
Delivery Record 060815.pdf- 58779 bytes, last modified on 09/21/2009 11:31:08 AM.
Delivery Record 061115.pdf- 70519 bytes, last modified on 12/17/2009 08:23:37 AM.
DeliveryRecord.doc- 1641 bytes, last modified on 4/30/2010 8:51:53 AM.
DeliveryRecord.htm- 30636 bytes, last modified on 4/30/2010 8:49:33 AM.

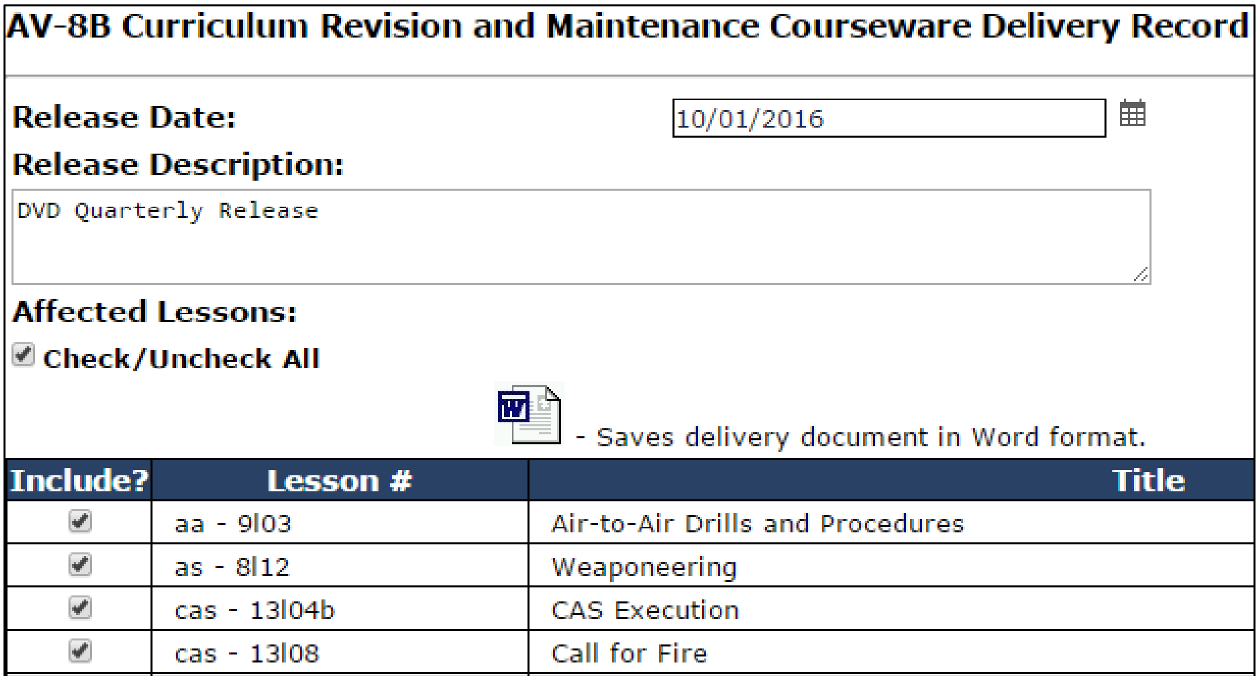
Delivery Record – Record List

The name of each file is a hotlink to the actual file. The files are sorted by the date they were created. NOTE: Depending on how the file is placed on the server, the creation date may be the date it was put on the server and not the actual date the file was initially created.

To remove a file from the list, delete it from the corresponding directory on the MELD server. To add a new file to the list, place it into the corresponding directory or use click New Record to create a new Delivery Record document.

5.8.1 Create New Delivery Record

Create New Delivery Record allows you to create then save a new delivery record document. To create a new document, click on New Record on the Delivery Record screen.



Create New Delivery Record

The following information will be saved in the document in the order it is presented / entered on the screen:

Release Date – The date the product was released

Release Description – A description for the release

Affected Lessons – Lessons that were affected by the release. All lessons in workflow that have been accepted by the customer will display in this listing.

Bottom of the Screen – If an append.htm file exists, the bottom of the screen will display the contents of that file. If one does not exist, a Note will be displayed indicating the file does not exist. The append.htm file is discussed in detail in the next section. If the project does not wish to append data to the end of the delivery record, the note stating that one does not exist can be ignored.

Word Document Icon – Clicking this icon will allow the user to open the delivery report in Word or save it as a new document. Be sure to save it in the correct directory on the MELD server. In the following example, the “Courseware DVD Sets Delivered to” table comes from the append.htm.

AV-8B Curriculum Revision and Maintenance Courseware Delivery Record

Release Date: **10/01/2016**

Release Description:

DVD Quarterly Release

Affected Lessons:

Lesson #	Title
aa - 9l03	Air-to-Air Drills and Procedures
as - 8l12	Weaponeering
cas - 13l04b	CAS Execution
cas - 13l08	Call for Fire

DVD and Standalone Distribution Record:

Courseware DVD Sets Delivered to MAG POC's	
MAG 14	
MAG 13	

Courseware DVD Set Sent for Site Support and Allies	
Italy	
Spain	

VMAT-203 Computers Updated	
GFP 0519	
GFP 0235	
GFP 0917	
GFP 0550	

Sample Courseware Delivery Record Document

5.8.1.1 Append File

Each Delivery Record document can have a standard footer applied to it when it is created. This information comes from an HTML file named append.htm in the CMATT_SNC/deliveryRecord/newDeliveryRecord/projects/<project name> directory on the MELD server.

NOTE: This file can NOT be blank; it must contain at least a space or carriage return when created.
If this file does not exist, the user will be given a warning note at the bottom of the New Delivery Record screen and the location where the file should be created if they choose to use one. The file is a basic html file, without the <html> and <body> header and footer tags.

The following is an example of an append.htm file:

```
<p align="center"><strong>DVD and Standalone Distribution Record:</strong></p>
<table width="49%" border="1" align="center" cellpadding="0" cellspacing="0" bordercolor="#000000">
 <tr bgcolor="#99FF99">
 <td colspan="2"><div align="center"><strong>Courseware DVD Sets Delivered to</strong></div></td>
 </tr>
 <tr>
 <td width="30%"><div align="center">MAG 14 </div></td>
 <td width="70%"> </td>
 </tr>
 <tr>
 <td><div align="center">MAG 13 </div></td>
 <td> </td>
 </tr>
 <tr>
 <td><div align="center">San Diego - AV8B.com</div></td>
 <td> </td>
 </tr>
</table>
</p>
```

5.9 Reports

5.9.1 CR Completions

The CR Completions report gives a total of the CRs that have been completed, indicated as being accepted by the customer, based on their product type, complexity, and priority.

CR Completions

Date Range:

4/1/2021 to 5/31/2021 Submit

Product Type	CR Completions
Document	0
ICW	46
CAI	85
Total	131

Product Type	Complexity	CR Completions
Document	E Very High	0
	A Simple	0
	B Basic	0
	C Medium	0
	D High	0
ICW	E Very High	0
	A Simple	41
	B Basic	0
	C Medium	5
	D High	0
CAI	E Very High	0
	A Simple	51
	B Basic	0
	C Medium	34
	D High	0

Complexity	CR Completions
E Very High	0
A Simple	92
B Basic	0
C Medium	39
D High	0
Total	131

Priority	CR Completions
1 - Urgent	0
2 - Priority	0
3 - CAT 1 Text-Based Intermediate Products	2
4 - CAT 2 Digital Arts Graphics and Text	67
5 - CAT 3 Digital Arts Video Audio Photography	1
6 - CAT 4 Design Changes	61
7 - CAT 5 Content Insertion	0
8 - CAT 6 Software and Architecture	0
9 - Other	0
Total	131

CR Completions Report

Complexity - the complexity that was assigned to the CR in the Errata screen

Product Type – the product type for the SCO. Values include "ICW, CAI, and Document".

Priority – the priority for the CR assigned in the Errata screen

CR Completions - the total number of CRs completed (indicated by acceptance by the customer) during the given date range for the Product Type, Complexity, or Priority.

Note: These total values may not be the same between all three categories. For example, some products may not have a product type assignment and some CRs may have been placed into work without a complexity or priority assignment.

5.9.2 CR Fiscal Year Summary Report

The CR Summary Report shows the total number of CRs for each fiscal year broken down by Valid, Invalid, Priority, and Company / Command. The total number of SCOs affected is displayed in the SCOs Effected column.

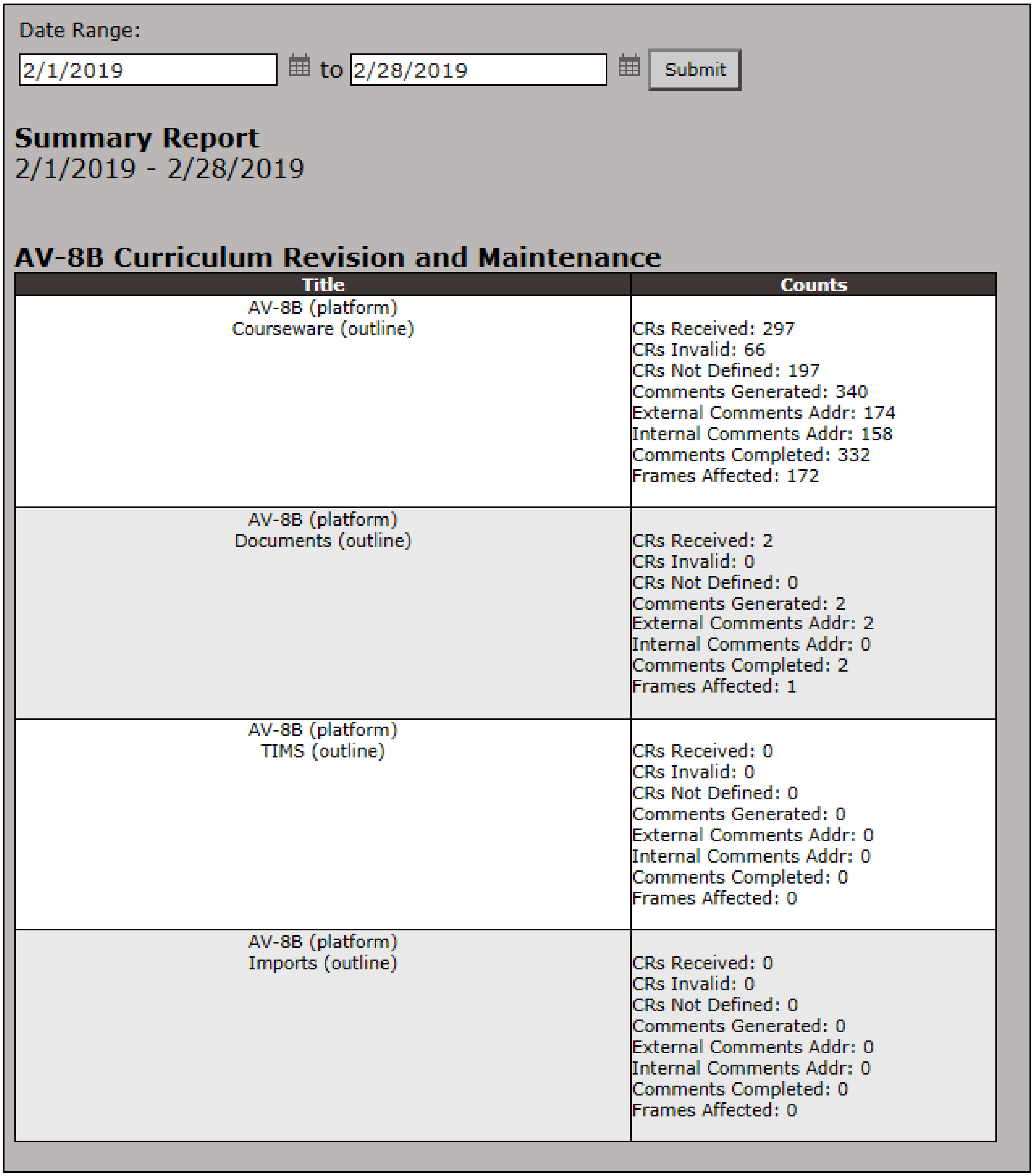
CR Fiscal Year Summary Report

Fiscal Year	CR Count (submitted during fiscal year)		SCOs Effected
21	**Priority Listing:**		105
	Pri Not Defined	0	
	Pri 1 - Urgent	0	
	Pri 2 - Priority	6	
	Pri 3 - CAT 1 Text-Based Intermediate Products	14	
	Pri 4 - CAT 2 Digital Arts Graphics and Text	313	
	Pri 5 - CAT 3 Digital Arts Video Audio Photography	6	
	Pri 6 - CAT 4 Design Changes	255	
	Pri 7 - CAT 5 Content Insertion	2	
	Pri 8 - CAT 6 Software and Architecture	0	
	Pri 9 - Other	1	
	Company / Command Listing:		
	CTI	159	
	VMA-542	2	
	VMAT-203	577	
	Total	**739**	
	Valid: 596 | Invalid: 4 | Not Defined: 139		

CR Fiscal Year Summary Report

5.9.3 CR Summary by Date and Project

The Summary by Date report displays the total CRs during a given date range for one or more projects.



Date Range:

2/1/2019 to 2/28/2019 Submit

Summary Report
2/1/2019 - 2/28/2019

AV-8B Curriculum Revision and Maintenance

Title	Counts
AV-8B (platform) Courseware (outline)	CRs Received: 297 CRs Invalid: 66 CRs Not Defined: 197 Comments Generated: 340 External Comments Addr: 174 Internal Comments Addr: 158 Comments Completed: 332 Frames Affected: 172
AV-8B (platform) Documents (outline)	CRs Received: 2 CRs Invalid: 0 CRs Not Defined: 0 Comments Generated: 2 External Comments Addr: 2 Internal Comments Addr: 0 Comments Completed: 2 Frames Affected: 1
AV-8B (platform) TIMS (outline)	CRs Received: 0 CRs Invalid: 0 CRs Not Defined: 0 Comments Generated: 0 External Comments Addr: 0 Internal Comments Addr: 0 Comments Completed: 0 Frames Affected: 0
AV-8B (platform) Imports (outline)	CRs Received: 0 CRs Invalid: 0 CRs Not Defined: 0 Comments Generated: 0 External Comments Addr: 0 Internal Comments Addr: 0 Comments Completed: 0 Frames Affected: 0

CR Summary by Date and Project Report

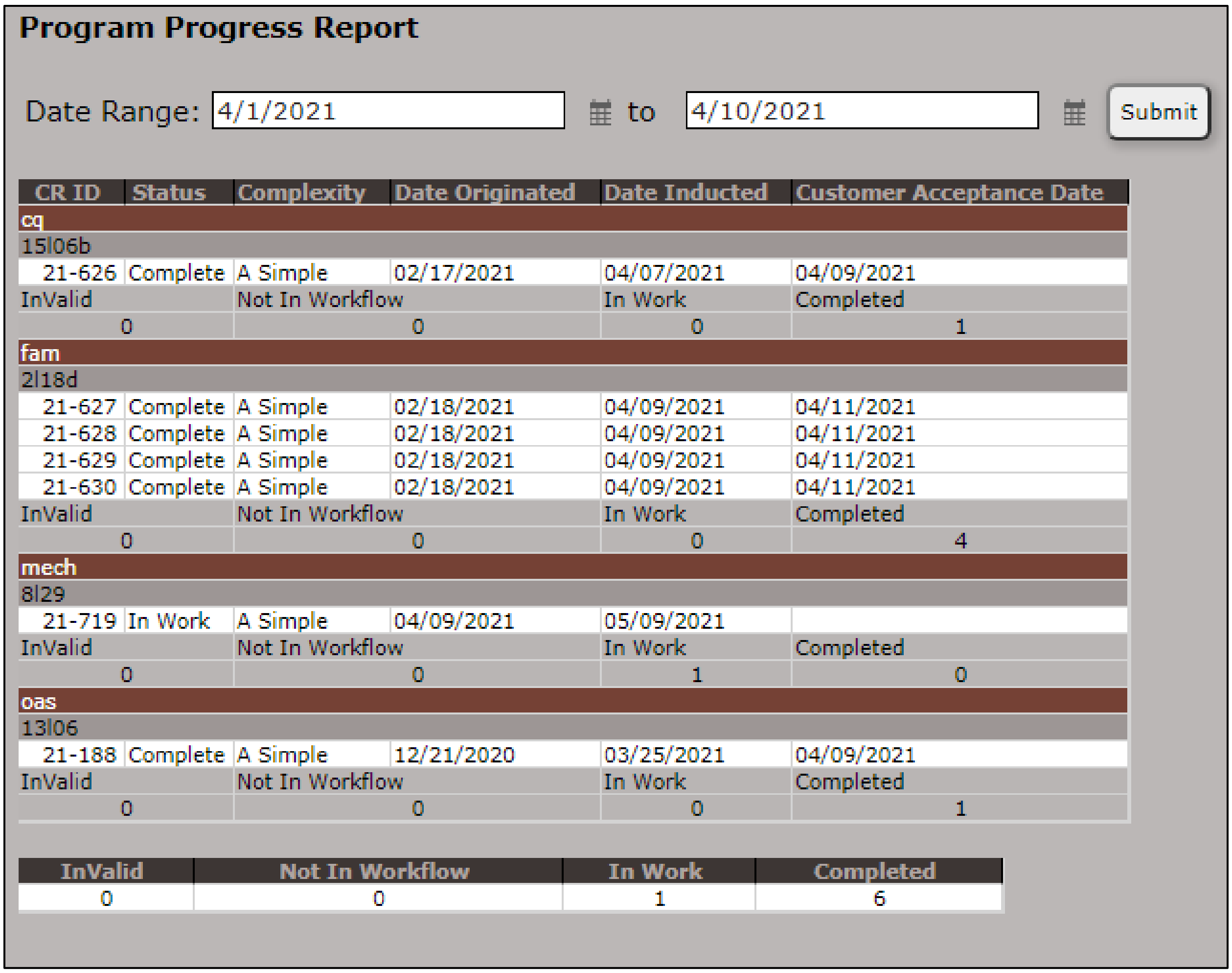
All totals output is based on the date range given.

The following data is returned:

- **Title** – Displays the platform and outline titles created within IME
- **CRs Received** – the total number of CRs received
- **CRs Invalid** – the total number of invalid CRs received
- **CRs Not Defined** – the total number of CRs received not marked as valid or invalid

- **Comments Generated** – the total number of comments created
- **External Comments Addr** – the total number of externally generated comments marked as verified
- **Internal Comments Addr** – the total number of internally generated comments marked as verified
- **Comments Completed** – the total number of comments marked as verified
- **Frames Affected** – the total number of frames with one or more comment(s) marked as verified

5.9.4 CR Program Progress Report



Program Progress Report

The Program Progress Report displays the current status of each change request grouped by the parent curriculum that meets one of the following criteria:

- Date Originated is between the date range given
- Date Inducted is between the date range given
- Customer Acceptance Date is between the date range given

The following data is returned:

- **CR ID** - the id of the change request

- **Status** - Complete, In Work, Not in Workflow, or Invalid

- **Complexity** - the complexity selected for the change request
- **Date Originated** - the date the change request was initially entered into the system
- **Date Inducted** - the date the change request was inducted into workflow
- **Customer Acceptance Date** - the date the change request was accepted by the customer via the workflow process
- **Invalid** – total number of invalid CRs
- **Not in Workflow** - total number of CRs Not in Workflow
- **In Work** - total number of CRs in work that have not been accepted by the customer
- **Completed** – total number of CRs that have been completed and accepted by the customer

5.9.5 Courseware Listing (TSSR Lesson Information)

The courseware listing report is grouped in three sections. All Cis for the current project will display within this report. If any Cis should not display in the report, such as sample items, these items can be marked a value of "no" within the Deliverable dropdown on the Metadata tab for the desired SCO.

5.9.5.1 In-Service Courseware Listing

The In-Service Courseware Listing section displays a list of all Cis for the current project. These CIs are sorted by the curriculum parent (shown as Stage), and then by SCO sequence within IME. This listing only contains CIs that have been through workflow at least once and have at least one customer acceptance date.

Any items assigned a metadata "Deliverable" value of "no" will not appear within this report.

In-Service Courseware Listing

Stage	*Lesson #*	*Lesson Title*	*Type*	*Media*	*Classification*	*Web*	*Last Accepted Date*
AA	9L02	Air Combat Maneuvering (ACM) Safety	Courseware	CAI	Unclassified	Yes	11/16/2020
AA	9L03	Air-to-Air Drills and Procedures	Courseware	CAI	Unclassified	Yes	1/19/2021
AA	9L04A	AIM-9 Sidewinder (SECRET)	Courseware	CAI	Secret	No	5/7/2019
AA	9L05	Combat Gunnery	Courseware	CAI	Unclassified	Yes	11/25/2020
AA	9L06	Combat Thrust Vector Control (CTVC)	Courseware	CAI	Unclassified	Yes	1/21/2021
AA	9L07	1v1 Basic Fighter Maneuvers (BFM) (SECRET)	Courseware	CAI	Secret	No	11/25/2015
AA	9L10	Shot Validation (SECRET)	Courseware	CAI	Secret	No	10/9/2019
AA	9L11	Threat Aircraft (SECRET)	Courseware	CAI	Secret	No	5/1/2014
AA	17L02	AV-8B Departure Avoidance Review	Courseware	CAI	Unclassified	Yes	4/25/2021
AAH	17M01	Aircraft Performance and Handling	Courseware	ICW	Unclassified	Yes	3/9/2021
AAH	17M02	AV-8B Departure Avoidance	Courseware	ICW	Unclassified	Yes	4/23/2021
AAH	17L05	Energy Maneuverability	Courseware	CAI	Unclassified	Yes	9/19/2020
AAR	7L01	Aerial Refueling	Courseware	CAI	Unclassified	Yes	1/7/2021

The following columns are available:

- **Stage** – The parent curriculum item within IME for the SCO
- **Lesson#:** The folder name within IME for the SCO
- **Lesson Title:** The title within IME for the SCO
- **Type**: The outline within IME for the SCO
- **Media**: The type selection within IME for the SCO

- **Classification**: The classification selection within IME for the SCO
- **Web**: Yes for Unclassified and No for Secret.
- **Last Accepted Date**: The last time the SCO was accepted by the customer within workflow

5.9.5.2 In-Development Courseware Listing

The In-Development Courseware Listing contains the same fields as the In-Service Courseware Listing, but contains CIs that have not been placed into work yet and do not contain at least one customer acceptance date.

In-Development Courseware Listing

Stage	*Lesson #*	*Lesson Title*	*Type*	*Media*	*Classification*
AA	9L04B	(New Production) Unclassified AIM-9 Sidewinder	Courseware	CAI	Unclassified
FAM	2M10C	APX-123	Courseware	ICW	Unclassified
AS	8M38	Joint Standoff Weapon (JSOW)	Courseware	ICW	Unclassified

5.9.5.3 Courseware Summary Statistics

The courseware summary statistics contain the following totals:

- **Media**: The total number of SCOs listed within the report assigned to the different media types (ICW, CAI, and Documents).
- **Hrs**: The hours total is calculated by multiplying every frame by 1.1 minutes for all SCOs listed within the report.
- **Frames**: The total number of frames for every SCO listed within the report.
- **Image Files**: The total number of frame assets matching the following file types: jpg, png, bmp, gif, svg for all SCOs listed within the report.
- **Animation / Movie Files**: The total number of frame assets matching the following file types: htm, mp4, mov, avi,wmv for all SCOs listed within the report.

Courseware Summary Statistics

Media	*#*	*Hrs*	*Frames*	*Image Files*	*Animation / Movie Files*
ICW	89	107.65	5868	2	3149
CAI	95	81.14	4431	55	3051
Supporting Documents	30	0			
Total	**214**	**188.79**	**10299**	**57**	**6200**

5.9.6 QASP Reports

Selection of the QASP (Quality Assurance Surveillance Plan) Reports module allows managers to retrieve performance data as specified by the contract's Performance Work Statement (PWS). As such, this report is programed to meet the needs of the user's specific contract and the performance metrics desired by contracting agencies. Currently the report is programmed to track Change Request Timeliness Factor (CRTF) as stipulated by contract PWS which tracks the timeline to complete a Change Request (CR) based upon Category and Type. This report is not user defined and requires programming input to affect change. "CPMSR Code" defines a CR's Category and Type and "CPSMR Due" reflects the date a CR is due based upon Category and Type and date of validation. Current QASP supports two different Navy PWS requirements, which are defined within the tables below.

If your project is producing the report for the wrong requirements, please have your site Administrator refer to the MELD Setup and Maintenance Guide section “Update Configuration Files within MELD (File System)”.

Follow the Configure CMATT>Priorities Administration and Configure CMATT>Complexities Administration to ensure these values are setup to match the desired QASP report option.

QASP Option 1

Time to complete	Category / Type
7 Days	URGENT - Safety of Flight changes. Urgent interim change notices to technical publications or instructions, issued by message or evaluation data indicating in-service curriculum materials contain defective instructions that, if followed, may result in injury or death as defined by OPNAV 3710 series.
14 Days	PRIORITY - Priority interim change notices to technical publications or instructions issued by message or evaluation data indicating that in-service curriculum materials contain defective instructions that, if followed, may result in damage to equipment as defined by OPNAV 3710 series.

Time to complete	Category / Type
25 Days	1A - Simple (spelling, punctuation, basic grammar)
	1B - Basic (changing word choice, clarity, phrasing, grammar and syntax, references)
	1C - Medium (restructuring in a logical sequence, rewriting, checking content against external references, adding information that was omitted
	2A - Simple (includes changes to graphics or the text on the graphic, to improve learning. This level of change is due to problems or gaps detected in learning or transfer of training and can be traced back to the need for improved graphics and instructional text associated with graphics.)
	2B - Basic (includes the restructuring of text and graphics driven by a Rapid Action Maintenance Engineering Change [RAMEC] or an Engineering change Proposal [ECP]. Lesson requires extensive changes to a block of screens within a lesson.)
	2C - Medium (includes the restructuring of text and graphics driven by a Service Life Extension Program [SLEP]. Lesson requires extensive changes to a block of screens within a lesson.

	3A - Simple (includes the modification of source digital photographs through the use of Photoshop or similar software.)
	3B - Basic (includes the editing, filtering and modifying or existing sounds and video files through the use of specialized software.)
	3C - Medium (includes creating and editing of new photographs, audio, video files to replace existing media.)

Time to complete	Category / Type
45 Days	1D - High (rewriting and reworking of text for accuracy, readability, and style
	2D - High (includes the restructuring of text and graphics within one lesson for the purpose providing more in depth content. This level of modification will address student performance problems or lack of detail in the original content to support performance in the lesson. This level will require re-sequencing of content and graphics within the lesson or a major modification to the graphics to support knowledge or performance attainment.)
	4A - Simple (includes a modification to the standards and conventions of the approved design/style guide. This level of change will require modification to standards and conventions used to include: font style, size, and color; background colors; button bar colors; layout and functions; and changes/additions to the templates.)
	4B - Basic (Includes modification to branching, feedback, and remediation strategies within a lesson.)
	4C - Medium (includes modification to branching, feedback, and remediation strategies across multiple lessons.)
	5A - Simple (includes inserting, publishing or activating a revised lesson containing changes to templates, layout, text, colors, graphics, video, audio, text, graphics and animation changes)
	5B - Basic (includes inserting, publishing, or activating a revised lesson containing functionality, branching, remediation, and/or feedback changes)

	5C - Medium (includes inserting, publishing, or activating revisions to the SCORM manifest. Includes also scheduling of events, as well as revisions to management, staff, instructors, Contractor support, and other user permission levels)
	6A - Simple (includes changes required as a result of upgrading versions of same application.)
	6B - Basic (includes the conversion of content from executable files to Hyper Text Markup Language (HTML) or XML using conversion routines or specialized software.)

Time to complete	Category / Type
60 Days	4D - High (includes the conversion from one interface and set of design conventions, to a completely different set. This level of change may occur when repurposing training from another source or a situation where training has been procured as a common system and uses a different interface than your training system. Another example may be a requirement to standardize all courses across a training continuum so they use the same interface.)
	5D - High (Includes inserting, publishing, or activating a revised phase or module, due to substantial changes to sequence, structure, and flow. It may also require changes to the manifest and/or scheduling of events)
	6C - Medium (includes the conversion to a new configuration management system and suite of tools.)
90 Days	Other - To be issues for SME tasking support under this PWS, that does not fall within the above CR types
	2E - Very High (includes the restructuring of learning content (text and graphics). This level of change is driven by a modernization program and requires a new lesson or extensive changes to the entire lesson (example change from analog to digital cockpit).
	5E - Very High (includes inserting, publishing, or activating an entire curriculum due to substantial changes to the architecture, standards, and software applications, as well as the sequence, structure, flow of the curriculum)
	6D - High (includes the rework of content to play in a new learning, training, or content management system.)

QASP Option 2

Level	Category	Description
1	Urgent	Safety of Flight and/or Urgent interim change notices to technical publications or instructions, issued by message or evaluation data indicating in-service curriculum materials contain defective instructions that, if followed, may result in injury or death as defined by OPNAV 3710 series.
	Priority	Priority interim change notices to technical publications or instructions issued by message or evaluation data indicating that in-service curriculum materials contain defective instructions that, if followed, may result in damage to equipment as defined by OPNAV 3710 series.
2	Content Review	Up to 30 pages or 20 frames.
	Content Update	For both PB and CAI: perform basic text updates
		Substitution of pre-existing properly formatted graphic files, regardless of numbers.
	Content Insertion	Activating, inserting, publishing, or transferring lesson files from a single source to a single destination, such as a CD or another file folder, not requiring individual linking or annotation.
	Administrative	Content screening of up to 10 files for transfer to the releasable share drive, SHARP or other media;
		Make text changes to a single survey for accuracy, or clarity;
		Conduct trend analysis of one administered test up to 20 questions.
		Minor updates to a data-sharing tool, such as a website.
	S/W Arch	None
3	Content Review	Between 31 and 100 pages or 21 and 60 frames.
	Content Update	For PB: perform updates that require insertion of tables or properly formatted, pre-existing graphics; up to two static graphics changes.
		For CAI, up to two static graphics changes.
	Content Insertion	Activating, inserting, linking, publishing, or transferring revised lesson files from multiple sources to single destination or single source to multiple destinations.
		Transfer of up to 10 files from any source to a destination that requires individual linking, such as hanging on a website.
	Administrative	Content screening of 10 to 50 files for transfer to the releasable share drive, SHARP or other media.
		Transfer a survey from one host to another host.
		Conduct trend analysis of one administered test from 21 to 40 questions.
		Updates to a data-sharing tool, such as a website, which requires restructuring of the tool/site, less than 25% of the whole.
	S/W Arch	Includes changes required because of upgrading versions of same application.
		Includes the conversion of content from executable files to Hyper Text Markup Language (HTML) or XML using conversion routines or specialized software.

Level	Category	Description
4	Content Review	Between 101 and 250 pages or 61 and 100 frames.
	Content Update	For PB: update includes three or more static graphics changes or conduct a moderate rewrite up 25% of the document.
		For CAI: update includes three or more static graphics changes; or updates/changes to video/animation files; or moderate rewrites of up to 25% of the lesson
	Content Insertion	Inserting, linking, publishing, or activating a revised phase or module, due to substantial changes to sequence, structure, and flow. It may also require changes to the manifest and/or scheduling of events.
		Transfer of 11 to 50 files from any source to a destination that requires individual linking, such as hanging on a website.
	Administrative	Content screening of greater than 50 files for transfer to the releasable share drive, SHARP or other media.
		Conduct evaluation of survey results to identify potential problem areas in the syllabi that may require further action.
		Conduct trend analysis of one administered test greater than 40 questions.
		Updates to a data-sharing tool, such as a website, which requires significant restructuring of the tool/site, greater than 25% of the whole.
	S/W Arch	Includes the conversion to a new configuration management system and suite of tools.
		Includes the transfer of up to 50 files of data between single or multiple sources.
5	Content Review	Over 251 pages or over 101 frames.
	Content Update	For PB & CAI: rewrite of over 25% of document or lesson.
		For CAI only, conversion of a lesson from one format to another (CBT to ILT; ILT to CBT; different courseware development tools)
	Content Insertion	Activating, inserting, publishing, or transferring an entire curriculum (and/or over 50 files) due to substantial changes to the architecture, standards, and software applications, as well as the sequence, structure, and flow of the curriculum.
	Administrative	Conduct full review and rewrite of an entire survey.
		Creation of a new data-sharing tool, such as the creation of a website.
	S/W Arch	Rework of content to play in a new learning, training, or content management system.
		Transfer of over 50 files of data between single or multiple sources.

CR Level Completion Times Table

Level	Completion Days
1	Urgent - 7
	Priority - 14
2	21
3	35
4	56
5	84

5.9.6.1 CR Listing

The CR Listing Report displays a sortable list of CRs based on the criteria entered. This report is helpful when investigating questionable counts listed within the QASP reports.

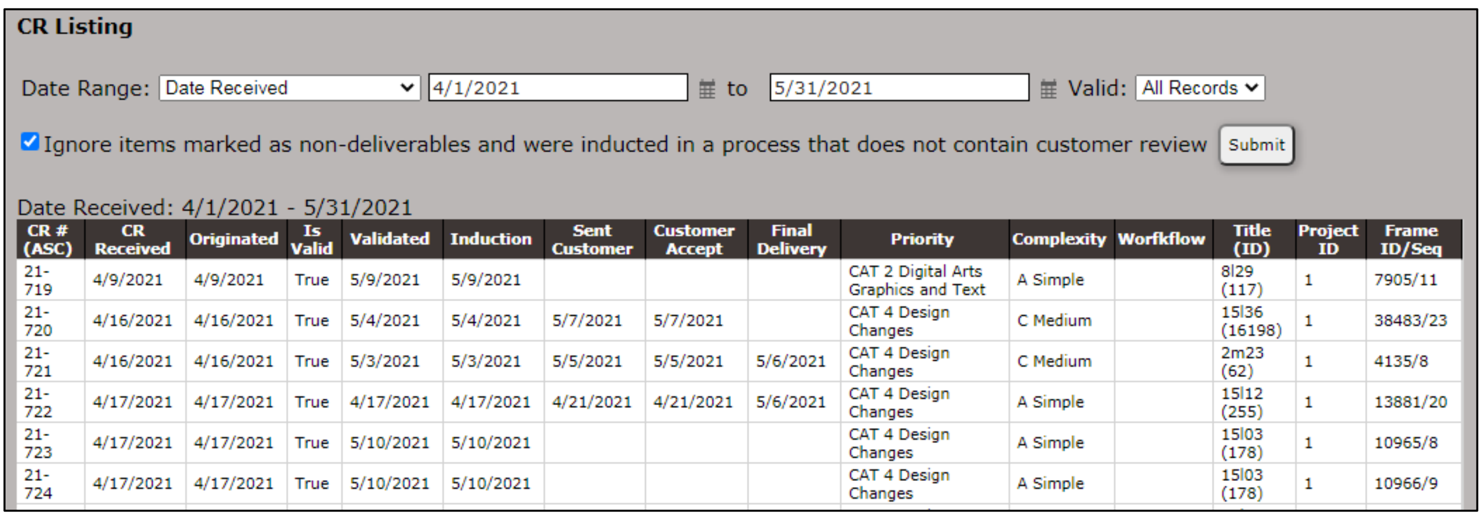
Date Range

- **Date Received** - date the CR was received
- **Induction Date** - date the CR was inducted into work
- **Validated Date** - date the CR was validated or invalidated
- **Customer Acceptance Date** - date the CR was accepted by the customer
- **Final Delivery Date** - date the CR was delivered to the learning systems

Valid

- **All Records** - select all records, regardless of their validated state
- **True** - select only those CRs that have been marked as valid
- **False** - select only those CRs that have been marked as invalid

Select whether to ignore items marked as non-deliverable from IME settings or that were inducted in a process that does not contain customer review.


CR Listing

Date Range: Date Received 4/1/2021 to 5/31/2021 Valid: All Records

Ignore items marked as non-deliverables and were inducted in a process that does not contain customer review Submit

Date Received: 4/1/2021 - 5/31/2021

CR # (ASC)	CR Received	Originated	Is Valid	Validated	Induction	Sent Customer	Customer Accept	Final Delivery	Priority	Complexity	Worfkflow	Title (ID)	Project ID	Frame ID/Seq
21-719	4/9/2021	4/9/2021	True	5/9/2021	5/9/2021				CAT 2 Digital Arts Graphics and Text	A Simple		8l29 (117)	1	7905/11
21-720	4/16/2021	4/16/2021	True	5/4/2021	5/4/2021	5/7/2021	5/7/2021		CAT 4 Design Changes	C Medium		15l36 (16198)	1	38483/23
21-721	4/16/2021	4/16/2021	True	5/3/2021	5/3/2021	5/5/2021	5/5/2021	5/6/2021	CAT 4 Design Changes	C Medium		2m23 (62)	1	4135/8
21-722	4/17/2021	4/17/2021	True	4/17/2021	4/17/2021	4/21/2021	4/21/2021	5/6/2021	CAT 4 Design Changes	A Simple		15l12 (255)	1	13881/20
21-723	4/17/2021	4/17/2021	True	5/10/2021	5/10/2021				CAT 4 Design Changes	A Simple		15l03 (178)	1	10965/8
21-724	4/17/2021	4/17/2021	True	5/10/2021	5/10/2021				CAT 4 Design Changes	A Simple		15l03 (178)	1	10966/9

Sample CR Listing Report

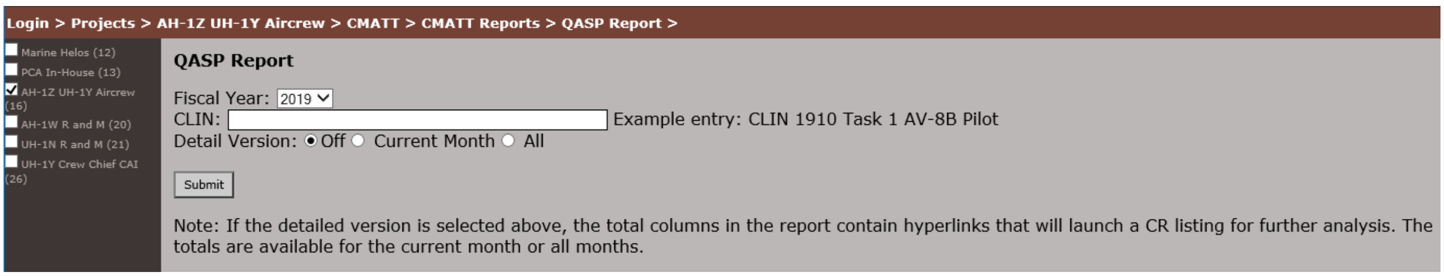
The following columns are available:

- **CR Number** - the CR number is the year it was entered followed by a unique identifier
- **CR Received** - date the CR was entered into the system
- **Originated** - the date the CR originated
- **Is Valid** - true, false, or blank for CRs not yet marked as valid or invalid
- **Validated** - date the CR was validated or invalidated
- **Induction** - date the CR was inducted into work
- **Sent Customer** - the date the CR was sent to the customer
- **Customer Accept** - date the CR was accepted by the customer

- **Final Delivery** - date the CR was delivered to the learning centers
- **Priority** - the CR priority
- **Complexity** - the CR complexity
- **Workflow** - a clickable link that shows the workflow history for the cycle or SCO the CR is attached to
- **Title (ID)** - the SCO title and the curriculum id found for the SCO within IME
- **Project ID** - a numeric value indicating which project the CR is associated with. This value is also listed within the project name within the project checklist.
- **Frame ID/Sequence** - the frame id and sequence in the SCO the CR is attached to.

5.9.6.2 QASP Report

The QASP report outputs data for CPSMR report which is compiled between sites and submitted to the government.



QASP Report Filter

Project List: Select the project(s) to run the report for

Fiscal Year: Select the fiscal year within the drop-down menu

CLIN - Type in the CLIN

Detail Version -

- Off generates no analysis hyperlinks
- Current Month shows analysis hyperlinks for the current month only (default selection)
- All shows analysis hyperlinks for all months

NOTE: the more detailed the report, the longer it will take to generate. The report can take up to 20 minutes if you select All as your option.

Select **Submit**.

Total System CRs: 565 (TBD status: 480, Pending Work status: 11, Pending Acceptance status: 11, Invalid status: 63)

		FY 2019												
CLIN 1910 Task 1 AV-8B Pilot														
	Sep of prev FY	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Cumulative**
CRs Validated this month														
Urgent (7 days)	0	0	0	0	0	0								0
Priority (14 days)	0	0	0	0	0	0								0
Cat 1,2,3 ABC (25 days)	43	20	36	28	66	39								189
Cat 1,2 D | Cat 4,5 ABC | Cat 6 AB (45 days)	96	84	152	75	90	6								407
Cat 4,5 D | Cat 6 C (60 days)	0	0	0	0	2	20								22
Other | Cat 2,5 E | Cat 6 D (90 days)	0	0	0	0	0	0								0
Total CRs initiated (this month)	139	104	188	103	158	65								618
CRs Due this month														
Urgent (7 days)	0	0	0	0	0	0								0
Priority (14 days)	0	0	0	0	0	0								0
Cat 1,2,3 ABC (25 days)	61	0	20	36	30	81								167
Cat 1,2 D | Cat 4,5 ABC | Cat 6 AB (45 days)	90	110	82	59	162	96								509
Cat 4,5 D | Cat 6 C (60 days)	0	0	0	0	0	0								0
Other | Cat 2,5 E | Cat 6 D (90 days)	0	0	0	0	0	0								0
Total CRs due (this month) (CRD)	151	110	102	95	192	177								676
CRs Completed on time (that were due this month)														
Urgent (7 days)	0	0	0	0	0	0								0
Priority (14 days)	0	0	0	0	0	0								0
Cat 1,2,3 ABC (25 days)	47	0	20	36	30	81								167
Cat 1,2 D | Cat 4,5 ABC | Cat 6 AB (45 days)	89	110	82	59	158	96								505
Cat 4,5 D | Cat 6 C (60 days)	0	0	0	0	0	0								0
Other | Cat 2,5 E | Cat 6 D (90 days)	0	0	0	0	0	0								0
Total CRs Completed on time (that were due this month) (CCRD)	136	110	102	95	188	177								672
Late CRs (from previous and current month)														
Total Late Uncompleted CRs (from previous months) (LCRD)		9	0	0	0	0								
Late CRs (from previous months) completed this month (LCCRD)		9	0	0	0	0								9
Late CRs (from previous months) that remain uncompleted		0	0	0	0	0								
New Late CRs (that were due this month)		0	0	0	4	0								
New Late CRs (that were due this month) that were completed during the month but after their due date (NLCCRD)		0	0	0	4	0								4
Total Remaining Uncompleted CRs (new carryover)	9	0	0	0	0	0								0
Contractor CR Timeliness Factor (CRTF)		100%	100%	100%	98%	100%								
CRTF = (CCRD + LCCRD / CRD + LCRD)														
Explanation of monthly CRTF below 100% and plan to correct/mitigate in future months.														
CRs Accepted														
Urgent (7 days)	0	0	0	0	0	0								0
Priority (14 days)	0	0	0	0	0	0								0
Cat 1,2,3 ABC (25 days)	47	0	20	36	30	81								167
Cat 1,2 D | Cat 4,5 ABC | Cat 6 AB (45 days)	89	110	82	59	158	96								505
Cat 4,5 D | Cat 6 C (60 days)	0	0	0	0	0	0								0
Other | Cat 2,5 E | Cat 6 D (90 days)	0	0	0	0	0	0								0
Total CRs accepted (that were completed on time and due this month) (CRA)	136	110	102	95	188	177								672
Late CRs (from previous months and current) completed and accepted this month (LCARPM)	6	9	0	0	4	0								13
CRs accepted (that were awaiting USG acceptance from previous months)	0	0	0	0	0	0								0
CRs awaiting USG acceptance this month	0	0	0	0	0	0								0
Total Remaining Unaccepted CRs (new carryover)	0	0	0	0	0	0								0
USG CR Review Performance (CRRP)		100%	100%	100%	100%	100%								
CRRP = (CRA + LCARPM) / (CCRD + LCCRD + NLCCRD)														
Note: CRs awaiting acceptance for less than 14 days will be carried over to the next month's CRRP value.														
Combined Contractor / USG Efficiency (CGTF)		100%	100%	100%	99%	100%								
CGTF = (CRTF+CRRP) / 2														

QASP Report - Option 1

Total System CRs: 649 (TBD status: 542, Pending Work status: 39, Pending Acceptance status: 24, Invalid status: 44)

		FY 2021												
	Sep of prev FY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Cumulative
CRs Validated this month														
Urgent (7 days)	0	0	0	0	0	0	0	0	3					3
Priority (14 days)	0	0	0	0	0	0	0	0	9					9
Level 2 (21 days)	37	56	76	145	207	107	28	68	22					709
Level 3 (35 days)	42	16	220	32	6	105	153	52	34					618
Level 4 (56 days)	0	0	0	0	0	0	0	0	0					0
Level 5 (84 days)	0	0	0	0	0	0	1	0	0					1
Total CRs initiated (this month)	79	72	296	177	213	212	182	120	68					1340
CRs Due this month														
Urgent (7 days)	0	0	0	0	0	0	0	0	3					3
Priority (14 days)	0	0	0	0	0	0	0	0	6					6
Level 2 (21 days)	91	33	55	99	131	240	71	22	69					720
Level 3 (35 days)	58	25	38	204	41	14	79	168	40					609
Level 4 (56 days)	0	0	0	0	0	0	0	0	0					0
Level 5 (84 days)	0	0	0	0	0	0	0	0	0					0
Total CRs due (this month) (CRD)	149	58	93	303	172	254	150	190	118					1338
CRs Completed on time (that were due this month)														
Urgent (7 days)	0	0	0	0	0	0	0	0	0					0
Priority (14 days)	0	0	0	0	0	0	0	0	0					0
Level 2 (21 days)	91	33	55	99	131	240	71	22	69					720
Level 3 (35 days)	58	25	38	204	41	14	79	168	40					609
Level 4 (56 days)	0	0	0	0	0	0	0	0	0					0
Level 5 (84 days)	0	0	0	0	0	0	0	0	0					0
Total CRs Completed on time (that were due this month) (CCRD)	149	58	93	303	172	254	150	190	109					1329
Late CRs (from previous and current month)														
Total Late Uncompleted CRs (from previous months) (LCRD)		0	0	0	0	0	0	0	0					
Late CRs (from previous months) completed this month (LCCRD)		0	0	0	0	0	0	0	0					0
Late CRs (from previous months) that remain uncompleted		0	0	0	0	0	0	0	0					
New Late CRs (that were due this month)		0	0	0	0	0	0	0	9					
New Late CRs (that were due this month) that were completed during the month but after their due date (NLCCRD)		0	0	0	0	0	0	0	0					0
Total Remaining Uncompleted CRs (new carryover)	0	0	0	0	0	0	0	0	9					9
Contractor CR Timeliness Factor (CRTF)		100%	100%	100%	100%	100%	100%	100%	92%					
CRTF = (CCRD + LCCRD / CRD + LCRD)														
Explanation of monthly CRTF below 100% and plan to correct/mitigate in future months.														
CRs Accepted														
Urgent (7 days)	0	0	0	0	0	0	0	0	0					0
Priority (14 days)	0	0	0	0	0	0	0	0	0					0
Level 2 (21 days)	91	33	55	99	131	240	71	22	69					720
Level 3 (35 days)	58	25	38	204	41	14	79	168	40					609
Level 4 (56 days)	0	0	0	0	0	0	0	0	0					0
Level 5 (84 days)	0	0	0	0	0	0	0	0	0					0
Total CRs accepted (that were completed on time and due this month) (CRA)	149	58	93	303	172	254	150	190	109					1329
Late CRs (from previous months and current) completed and accepted this month (LCARPM)	0	0	0	0	0	0	0	0	0					0
CRs accepted (that were awaiting USG acceptance from previous months)	0	0	0	0	0	0	0	0	0					0
CRs awaiting USG acceptance this month	0	0	0	0	0	0	0	0	0					0
Total Remaining Unaccepted CRs (new carryover)	0	0	0	0	0	0	0	0	0					0
USG CR Review Performance (CRRP)		100%	100%	100%	100%	100%	100%	100%	100%					
CRRP = (CRA + LCARPM) / (CCRD + LCCRD + NLCCRD)														
Note: CRs awaiting acceptance for less than 14 days will be carried over to the next month's CRRP value.														
Combined Contractor / USG Efficiency (CGTF)		100%	100%	100%	100%	100%	100%	100%	96%					
CGTF = (CRTF+CRRP) / 2														

QASP Report - Option 2

5.9.6.2.1 *CRs Validated this Month*

For each category, return all CRs with a validation date within the selected month.

The validation date is entered within CMATT by the project manager. Only valid CRs are returned. All TBD or invalid CRs are not counted.

5.9.6.2.2 *CRs Due this month*

For each category, return all CRs with a due date that falls within the selected month.

The due date is determined by taking the validation date and adding the required amount of days based on category type.

CRD: Total CRs due (this month)

5.9.6.2.3 *CRs Completed on time (that were due this month)*

For each category, return all CRs matching the following criteria:

1. Belongs to the CR due dataset (2nd section / selected month)
2. The CR was completed on time, e.g., a gov release date has been found between the CR validation date and the CR due date

CCRD: Total CRs completed on time (that were due the selected month)
Gov Release Date: The date the customer first started their review. This is automatically set when the project manager completes the customer notification activity in workflow.

5.9.6.2.4 *Late CRs (from previous and current month)*

5.9.6.2.4.1 Total Late Uncompleted CRs (from previous months) (LCRD)

For all categories, return all CRs matching the following criteria:

1. Belongs to the CR due database (for prior months)
2. A gov release date has not been found between the CR validation date and the start date of the selected month Late CRs (from previous months) completed this month (LCCRD)

For all categories, return all CRs matching the following criteria:

1. Belongs to the CR due dataset (for prior months)
2. A gov release date has been found within the selected month

5.9.6.2.4.2 Late CRs (from previous months) that remain uncompleted

LCRD Value - LCCRD Value

5.9.6.2.4.3 New Late CRs (that were due this month)

CRD Value - CCRD Value

5.9.6.2.4.4 New Late CRs (that were due this month) that were completed during the month but after their due date. (NLCCRD)

All CRs from the above month column where a gov release date has been found within the selected month; however, the gov release date was past the due date for the CR.

5.9.6.2.4.5 Total Remaining Uncompleted CRs (new carryover)

Month value for:

LCRD - LCCRD + CRD - CCRD - NLCCRD

5.9.6.2.4.6 Contractor CR Timeliness Factor (CRTF)

Month value for:

CCRD + LCCRD / CRD + LCRD

NLCCRD is not added to the LCCRD value because the CRs should still be reflected as late even if completed within the same month they were due.

5.9.6.2.4.7 CRs Accepted (this month)

For each category, return all CRs matching the following criteria:

1. Belongs to the CCRD dataset for the selected month.
2. The gov acceptance date was completed by the end of the selected month.

CRA: Total CRs accepted (that were completed on time and due the selected month)

5.9.6.2.4.8 Late CRs (from previous months and current) completed and accepted this month (LCARPM)

For all categories, return all CRs matching the following criteria:

1. Belongs to the LCCRD or NCCRD dataset for the selected month
2. The gov acceptance date was completed by the end of the selected month

5.9.6.2.4.9 CRs accepted (that were awaiting USG acceptance from previous months)

For all categories, return all CRs matching the following criteria:

1. Belongs to the CCRD, NLCCRD, or the LCCRD (prior months) dataset
2. The gov acceptance date was completed within the selected month

5.9.6.2.4.10 CRs (that were completed this month) awaiting USG acceptance

For all categories, return all CRs matching the following criteria:

1. Belongs to the CCRD, LCCRD, or NLCCRD dataset for the selected month.
2. A gov acceptance date was not found within the selected month.
3. There were >= 14 days remaining within the selected month from the gov release date.

5.9.6.2.4.11 Total Remaining Unaccepted CRs (new carryover)

Includes the following:

1. Previous month's carry over values that have not been accepted.
2. CRs (that were completed this month) awaiting USG acceptance (above row value).
3. CRs awaiting USG acceptance with < 14 days.

5.9.6.2.4.12 USG CR Review Performance (CRRP)

(**CRA**
+
LCARPM
+
CRs accepted that were awaiting <14 days for USG acceptance from previous month)

/

(**CCRD** -
+

LCCRD + NLCCRD
+
CRs awaiting <14 days USG acceptance from previous month)
CRs awaiting USG acceptance <14 days (current month)

5.9.6.2.4.13 Hyperlinks

Some cells in the report will display a hyperlink that brings up a CR listing for further analysis.

Late CRs (from previous and current month)						
Total Late Uncompleted CRs (from previous months) (LCRD)		9	0	0	0	0
Late CRs (from previous months) completed this month (LCCRD)		9	0	0	0	0
Late CRs (from previous months) that remain uncompleted		0	0	0	0	0
New Late CRs (that were due this month)		0	0	0	4	0
New Late CRs (that were due this month) that were completed during the month but after their due date (NLCCRD)		0	0	0	4	0
Total Remaining Uncompleted CRs (new carryover)	9	0	0	0	0	0
Contractor CR Timeliness Factor (CRTF)		100%	100%	100%	98%	100%
CRTF = (CCRD + LCCRD / CRD + LCRD)						
Explanation of monthly CRTF below 100% and plan to correct/mitigate in future months.						

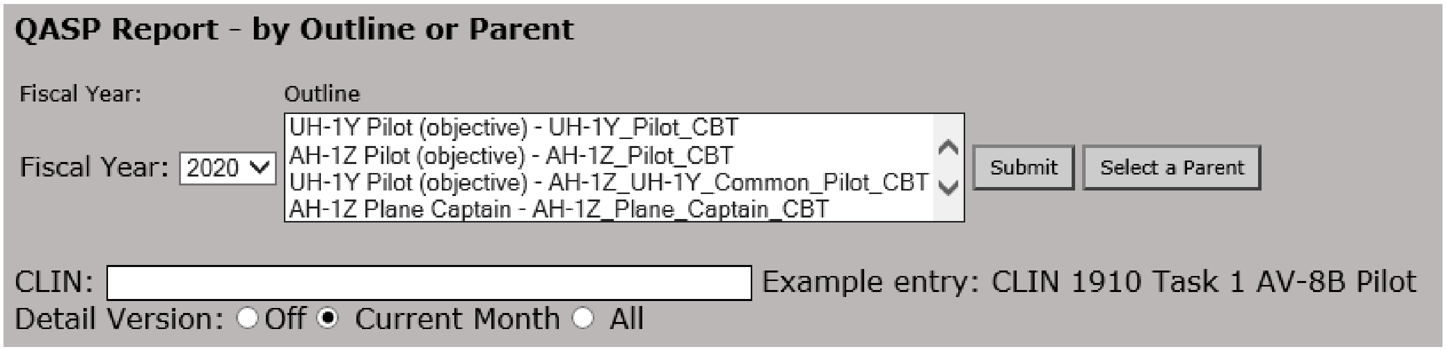
New Late CRs (that were due this month)

CLOSE WINDOW

CAT	Validated Date	Due Date	CR Number	Comment	Curriculum ID	LINK
5C	11/27/2018	1/11/2019	19-406	Change all examples and animations to 30-degree dives instead of 45-degree dives. Use 30-degree Z-Diagram sent via e-mail by James Moore on 26 Nov 2018.	8l13	Workflow History
5C	11/27/2018	1/11/2019	19-407	Change all examples and animations to 30-degree dives instead of 45-degree dives. Use 30-degree Z-Diagram sent via e-mail by James Moore on 26 Nov 2018.	8l15	Workflow History
5A	11/29/2018	1/13/2019	19-116	Please check the IG lettering. The IG entry should be "D".	8l15	Workflow History
5A	11/29/2018	1/13/2019	19-117	Please check the IG numbering. Number "7" is missing. This will affect the following frame also.	8l15	Workflow History

5.9.6.3 QASP - Outline or Parent

The QASP – Outline or Parent report allows the user to run the QASP report for a more limited data set.



Outline - the "sub-tree" item for a platform, the outline is the container for the curriculum. To list Outlines from multiple projects, select the projects on the left side of the screen and click the Update Outlines button.

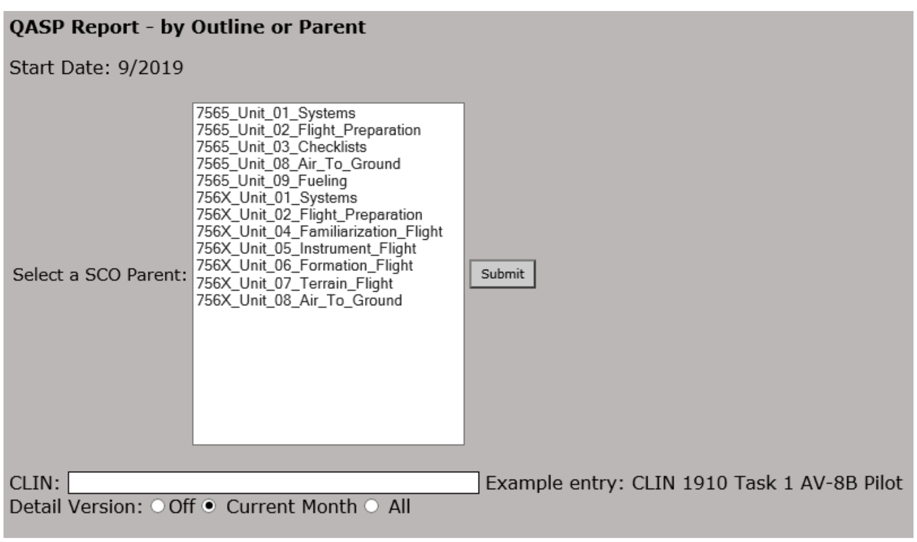
Select the fiscal year, then the Outline(s). To select multiple outlines, use the shift or ctrl button.

CLIN - type in the CLIN

Detail Version -
- Off generates no analysis hyperlinks
- Current Month shows analysis hyperlinks for the current month only
- All shows analysis hyperlinks for all months

NOTE: the more detailed the report, the longer it will take to generate; up to 20 minutes if you select All as your option.

To run the report for the entire Outline, click the Submit button. The QASP report will be run, limited to the selected Outline(s). To refine the data more, click Select a Parent.

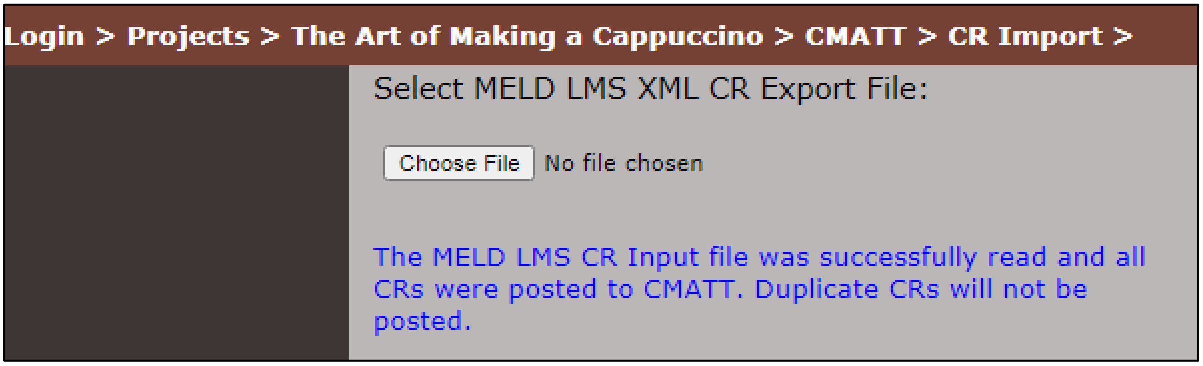


SCO Parent – the SCO Parent is the parent container for a single or multiple folders. IE the node on the "tree" that appears one level above a SCO.

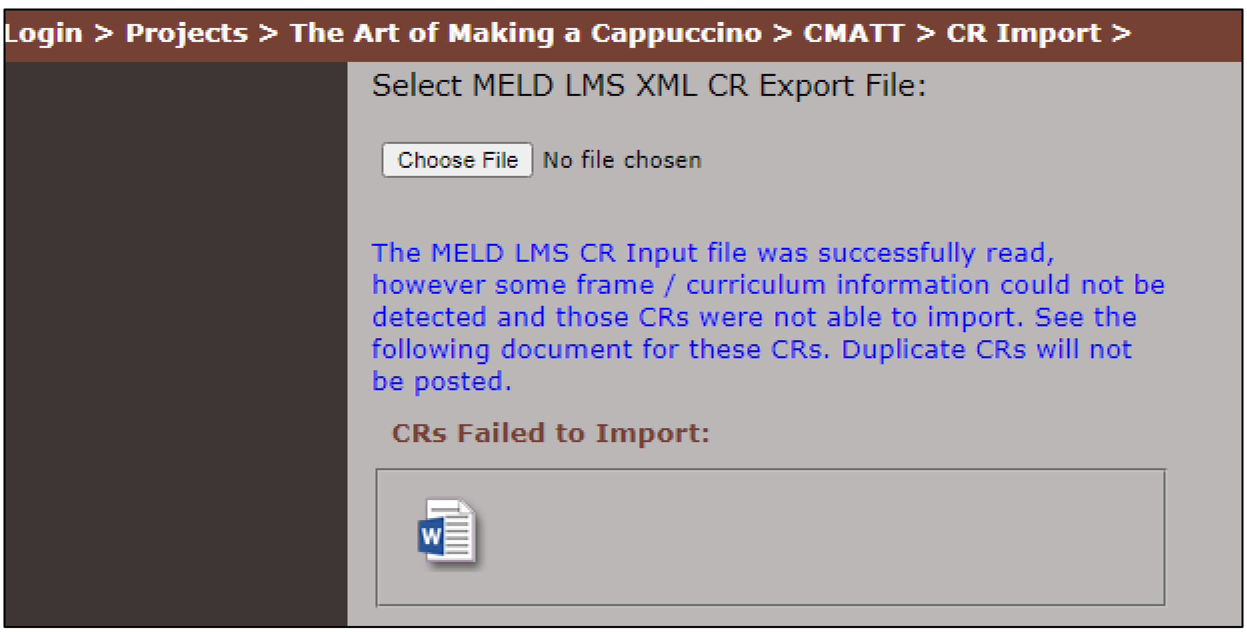
Select the SCO parent for the report and click Submit. The QASP report will be run limited to the child SCOs of the selected SCO Parent. Multiple "parents" can be selected using the shift or ctrl buttons.

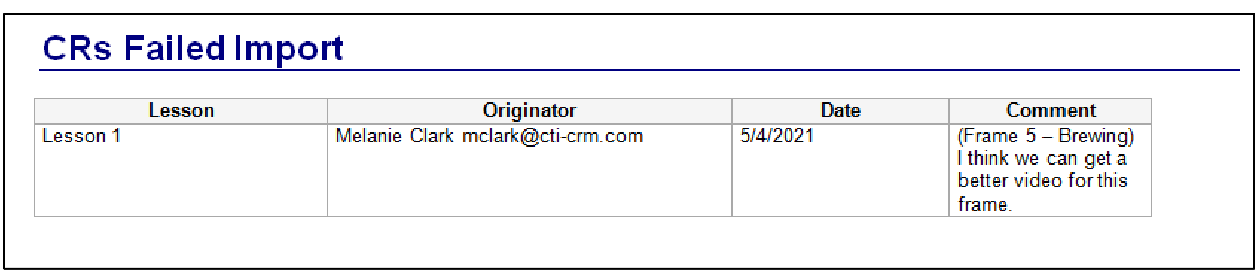
5.10 Import

The CMATT Import will allow a user to import an MELD LMS XML change request export file. Any change request that currently does not already exist within CMATT will get imported as a CMATT CR. Any change requests that could not match up with an existing curriculum will display in a Word document. This document can be analyzed and the CRs would need to be manually inserted if they are still applicable.



CR Successful Import





CRs Failed Import

Lesson	Originator	Date	Comment
Lesson 1	Melanie Clark mclark@cti-crm.com	5/4/2021	(Frame 5 – Brewing) I think we can get a better video for this frame.

CR Import with CR failures

6 Workflow

Workflow is a work authorization and production control system that supports multiple project, multiple site development efforts. Workflow has the ability to receive inputs from and provide outputs that can affect the actions of other modules such as Online Review and CMATT.

The Workflow module is configured by using a set of Workflow Administration screens. These screens allow users to define the processes, terminology, and charging system that will support their unique project. The administrative screens also permit project / production managers to input job details and induct jobs into specific production processes.

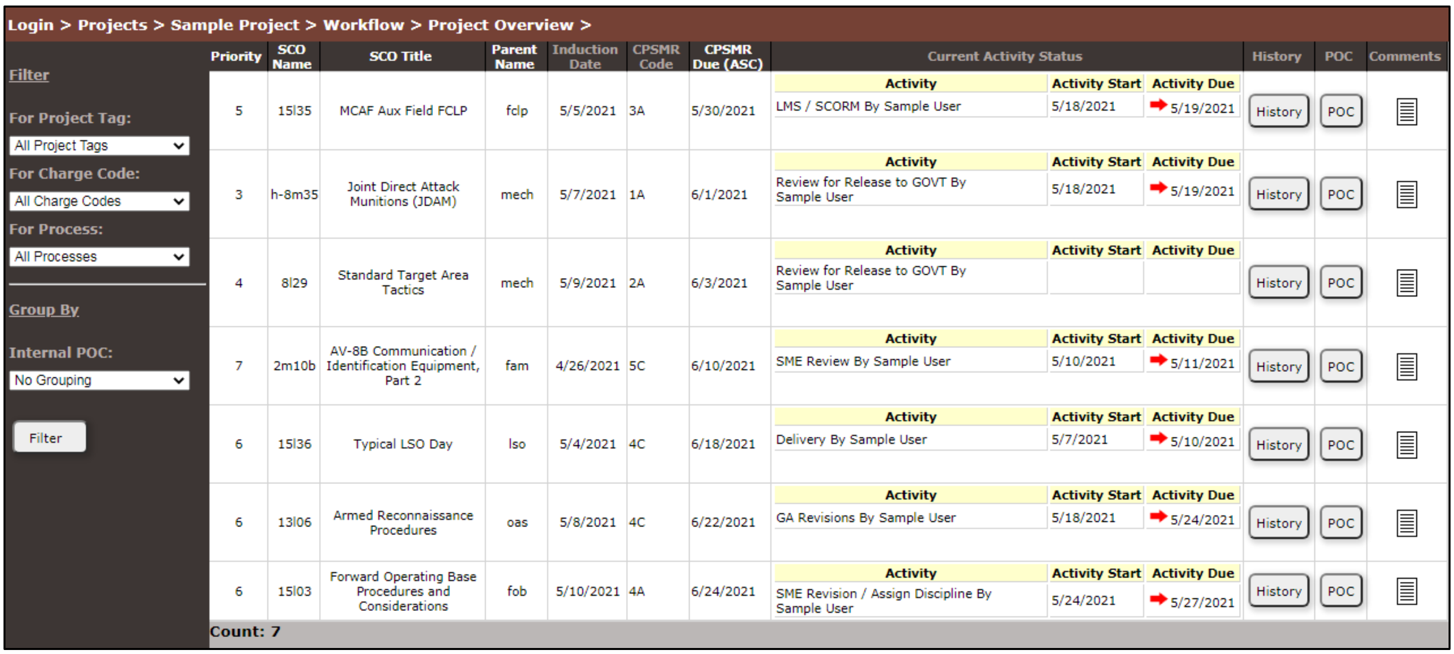
From the point of induction until job completion, Workflow controls the progression of the job through the development process -- automatically routing the job in accordance with the provided process definition, rules, job data, and user interactions.

Users access Workflow data and interact with the database by using a set of Workflow User views. These views can provide a real-time overview of the status of each in-progress job, a “by discipline” view of work awaiting action / in process and summary statistics. In addition, users indicate when they start and stop work, the results of quality assurance reviews, as well as inserting production notes in these views.

6.1 Project Overview

Project Overview is designed primarily for use by project / production management. It provides an overview of the project's production effort in real-time.

A typical Project Overview screen is presented below. Upon initial selection, default filter values are applied and the data is initially sorted by the CPSMR due date in ascending order. The resulting records are displayed in the right-hand portion of the screen.


Login > Projects > Sample Project > Workflow > Project Overview >

Filter

For Project Tag: All Project Tags

For Charge Code: All Charge Codes

For Process: All Processes

Group By

Internal POC: No Grouping

Filter

Priority	SCO Name	SCO Title	Parent Name	Induction Date	CPSMR Code	CPSMR Due (ASC)	Activity	Activity Start	Activity Due	History	POC	Comments
5	15l35	MCAF Aux Field FCLP	fclp	5/5/2021	3A	5/30/2021	LMS / SCORM By Sample User	5/18/2021	5/19/2021	History	POC	
3	h-8m35	Joint Direct Attack Munitions (JDAM)	mech	5/7/2021	1A	6/1/2021	Review for Release to GOVT By Sample User	5/18/2021	5/19/2021	History	POC	
4	8l29	Standard Target Area Tactics	mech	5/9/2021	2A	6/3/2021	Review for Release to GOVT By Sample User			History	POC	
7	2m10b	AV-8B Communication / Identification Equipment, Part 2	fam	4/26/2021	5C	6/10/2021	SME Review By Sample User	5/10/2021	5/11/2021	History	POC	
6	15l36	Typical LSO Day	lso	5/4/2021	4C	6/18/2021	Delivery By Sample User	5/7/2021	5/10/2021	History	POC	
6	13l06	Armed Reconnaissance Procedures	oas	5/8/2021	4C	6/22/2021	GA Revisions By Sample User	5/18/2021	5/24/2021	History	POC	
6	15l03	Forward Operating Base Procedures and Considerations	fob	5/10/2021	4A	6/24/2021	SME Revision / Assign Discipline By Sample User	5/24/2021	5/27/2021	History	POC	

Count: 7

Project Overview

6.1.1 Columns

The following columns are available:

- **Priority** - a numeric value representing the priority scale. A number with a smaller scale indicates a higher priority level.
- **SCO Name** – SCO folder name within IME
- **SCO Title** – SCO title within IME
- **Parent Name** - Name of the SCO's parent within IME
- **Induction Date** – The minimum date the revision cycle was inducted within CMATT. If the revision cycle was refreshed, the original induction date will still remain.
- **CPSMR Code** – defines a revision cycle code based on the lowest priority scale and complexity value for the revision cycle. Because a single code must be represented for a revision cycle, it is recommended to code all CRs for a revision cycle using the same complexity / priority coding. This value is used to assist the CMATT QASP reporting.
- **CPSMR Due** - reflects the date the revision cycle is due based on the minimum induction date for the revision cycle and the lowest priority scale for the revision cycle. Because a single date must be represented for a revision cycle it is recommended to code all CRs for a revision cycle using the same complexity / priority coding. This value is used to assist the CMATT QASP reporting.
- **Current Activity Status** - the current task and activity start / due date. The estimated due date for the activity is based on the workflow settings for the activity. This column is marked with a red arrow if overdue.

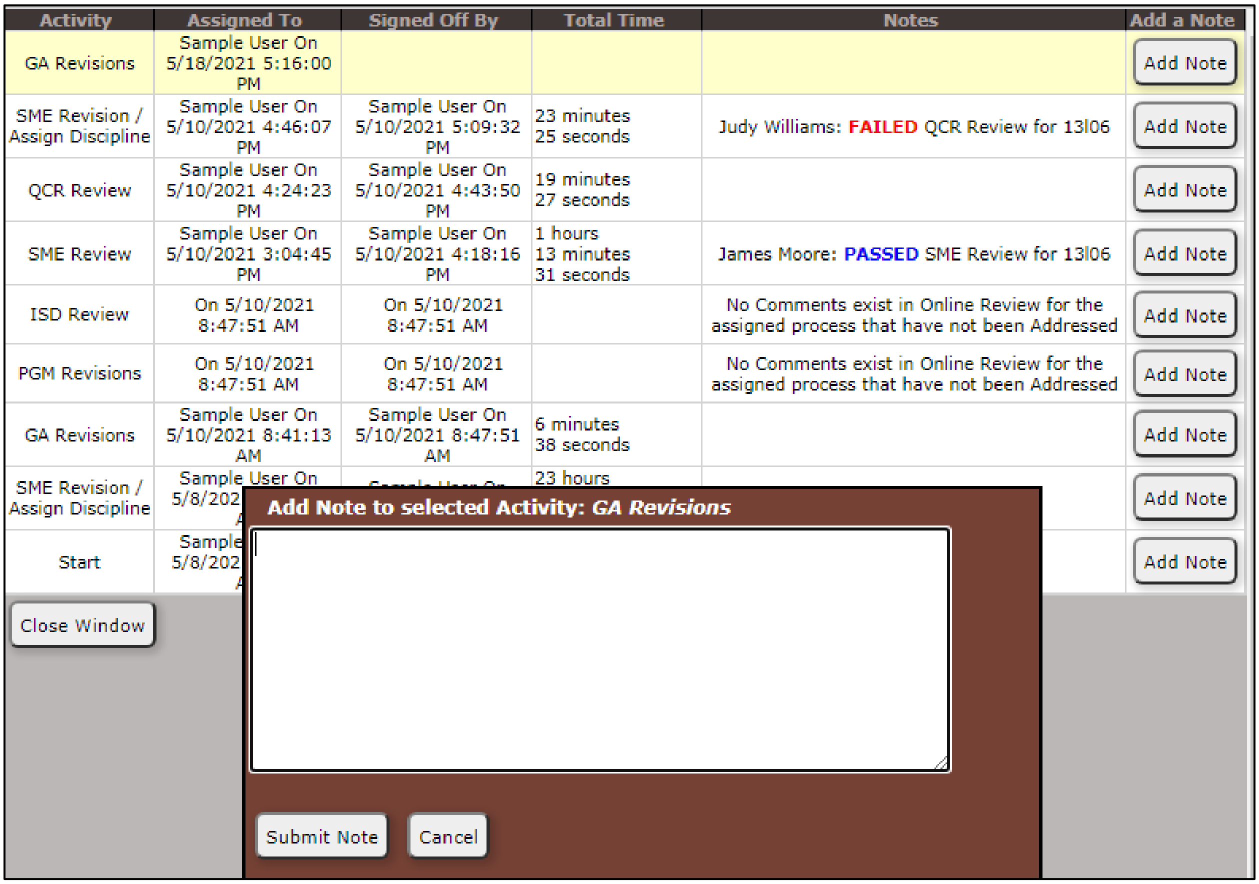
- **History** - generates a job's to-date, production history including the following data:
    - **Activity** - the activity that was performed
    - **Assigned To** - the person who commenced the activity
    - **Signed Off By** - the person who marked the activity complete
    - **Total Time** - the elapsed duration from activity commencement to activity completion
    - **Notes** - lists reviewer pass / fail results, hold and resume data, and any inserted production notes
    - **Add a Note** - This button can be used to add production related comments to any activity record displayed within the history window.

Activity	Assigned To	Signed Off By	Total Time	Notes	Add a Note
GA Revisions	Sample User On 5/18/2021 5:16:00 PM				Add Note
SME Revision / Assign Discipline	Sample User On 5/10/2021 4:46:07 PM	Sample User On 5/10/2021 5:09:32 PM	23 minutes 25 seconds	Judy Williams: FAILED QCR Review for 13l06	Add Note
QCR Review	Sample User On 5/10/2021 4:24:23 PM	Sample User On 5/10/2021 4:43:50 PM	19 minutes 27 seconds		Add Note
SME Review	Sample User On 5/10/2021 3:04:45 PM	Sample User On 5/10/2021 4:18:16 PM	1 hours 13 minutes 31 seconds	James Moore: PASSED SME Review for 13l06	Add Note
ISD Review	On 5/10/2021 8:47:51 AM	On 5/10/2021 8:47:51 AM		No Comments exist in Online Review for the assigned process that have not been Addressed	Add Note
PGM Revisions	On 5/10/2021 8:47:51 AM	On 5/10/2021 8:47:51 AM		No Comments exist in Online Review for the assigned process that have not been Addressed	Add Note
GA Revisions	Sample User On 5/10/2021 8:41:13 AM	Sample User On 5/10/2021 8:47:51 AM	6 minutes 38 seconds		Add Note
SME Revision / Assign Discipline	Sample User On 5/8/2021 6:01:07 AM	Sample User On 5/9/2021 5:46:43 AM	23 hours 45 minutes 36 seconds		Add Note
Start	Sample User On 5/8/2021 6:00:42 AM	Sample User On 5/8/2021 6:00:45 AM	3 seconds		Add Note

Close Window

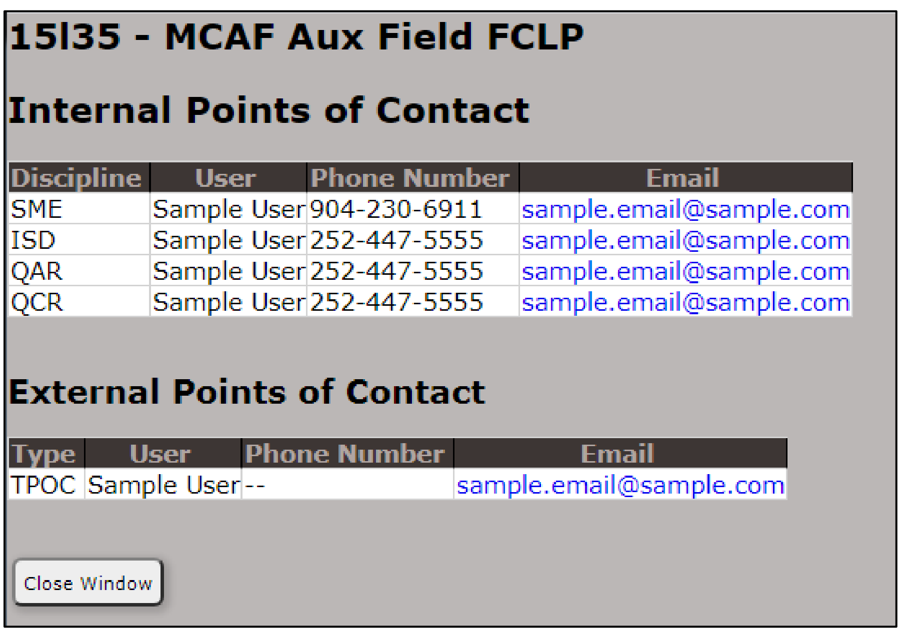
Workflow History

Note: The History button is only available for internal reviewers.



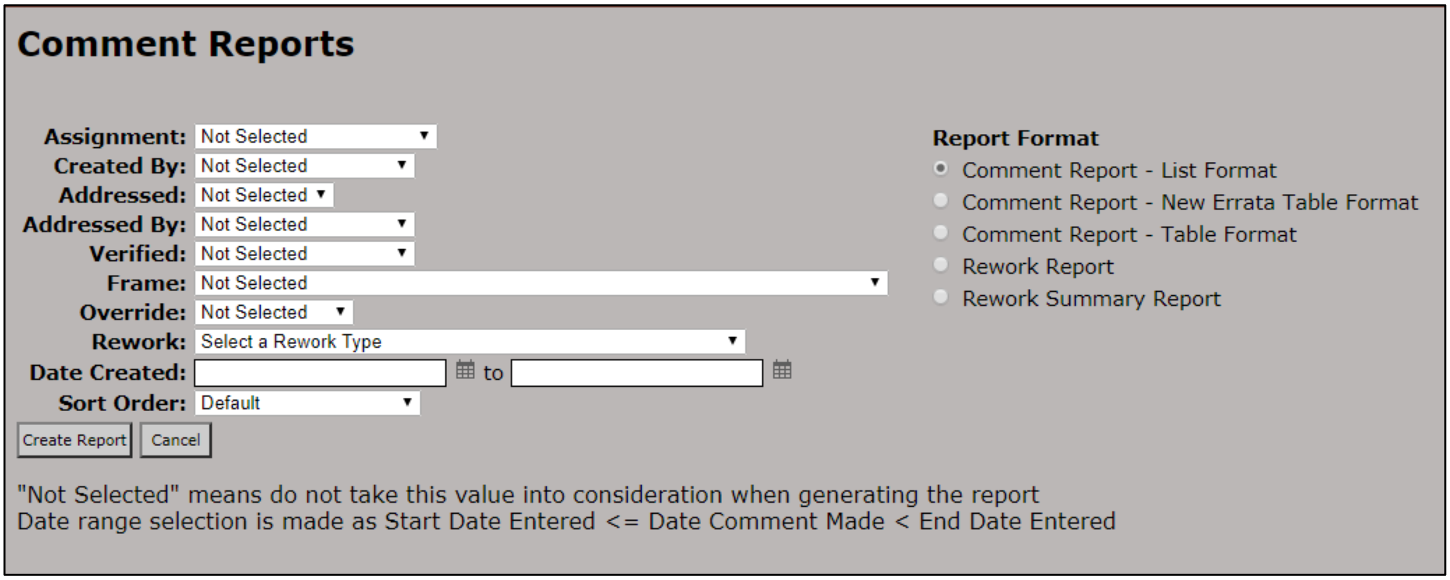
Adding a Production Note

- **POC** - when clicked, provides information on a job's internal and external points of contact



Points of Contact

- **Comments** - when clicked, presents the standard Comment Reports filter from Online Review



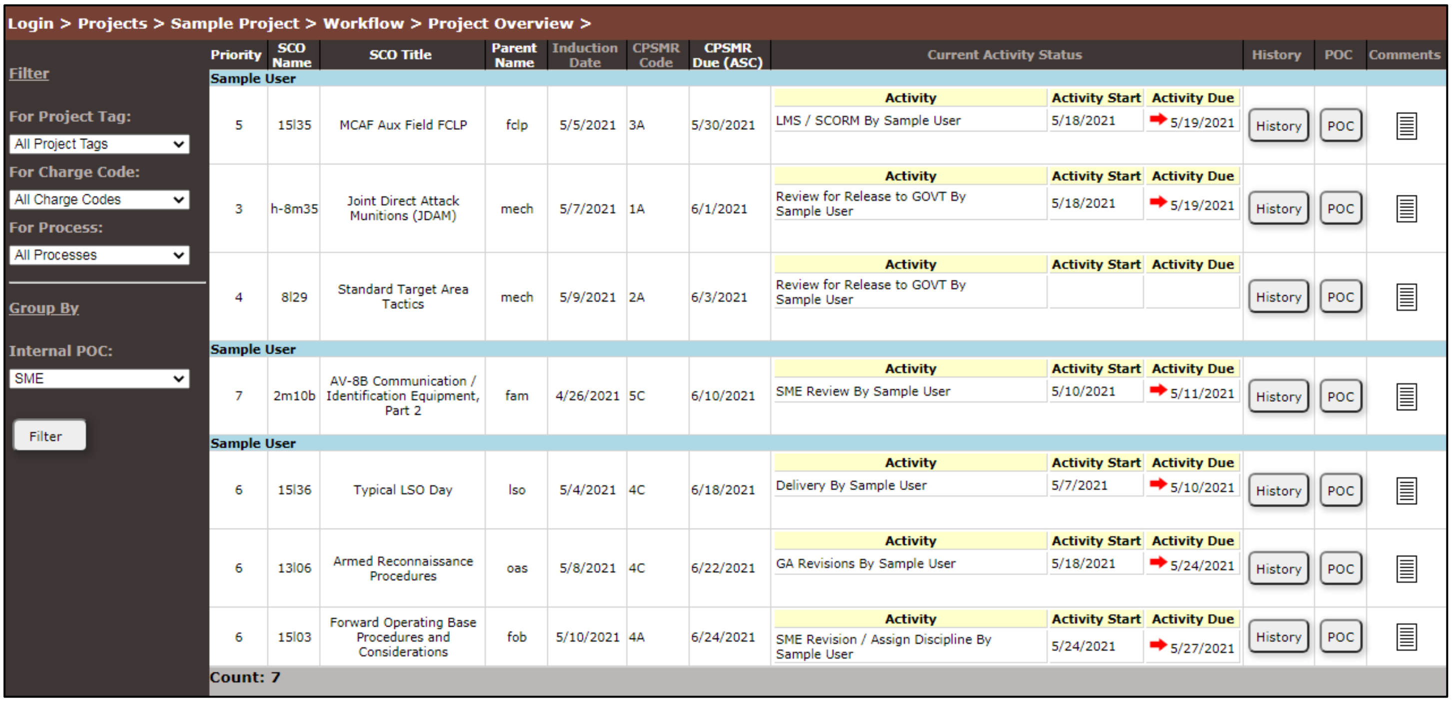
Comment Reports

Note: The comments button is only available for internal reviewers.

6.1.2 Filter

On the Project Overview screen, custom filtering options can be selected using the controls on the left. After the desired options are selected, the Filter button must be pressed before the filter will be applied and the new record set displayed. Multiple criteria can be selected. The following filter options are available:

- **For Project Tag** - display only those records with the specified Project Tag
- **For Charge Code** - display only those records assigned to a specific charge code
- **For Process -** display only those records assigned to a specific process definition
- **For Activity** - display only those records that are at the specific activity or process step. Since activities vary across process definitions, this option will only be presented when the "For Process" filter is set to something other than "All Processes"
- **Group By –** displays the results grouped by a selected internal point of contact. An example could be to group all products by the SME discipline assignment. The discipline group by row will display as a blue header.



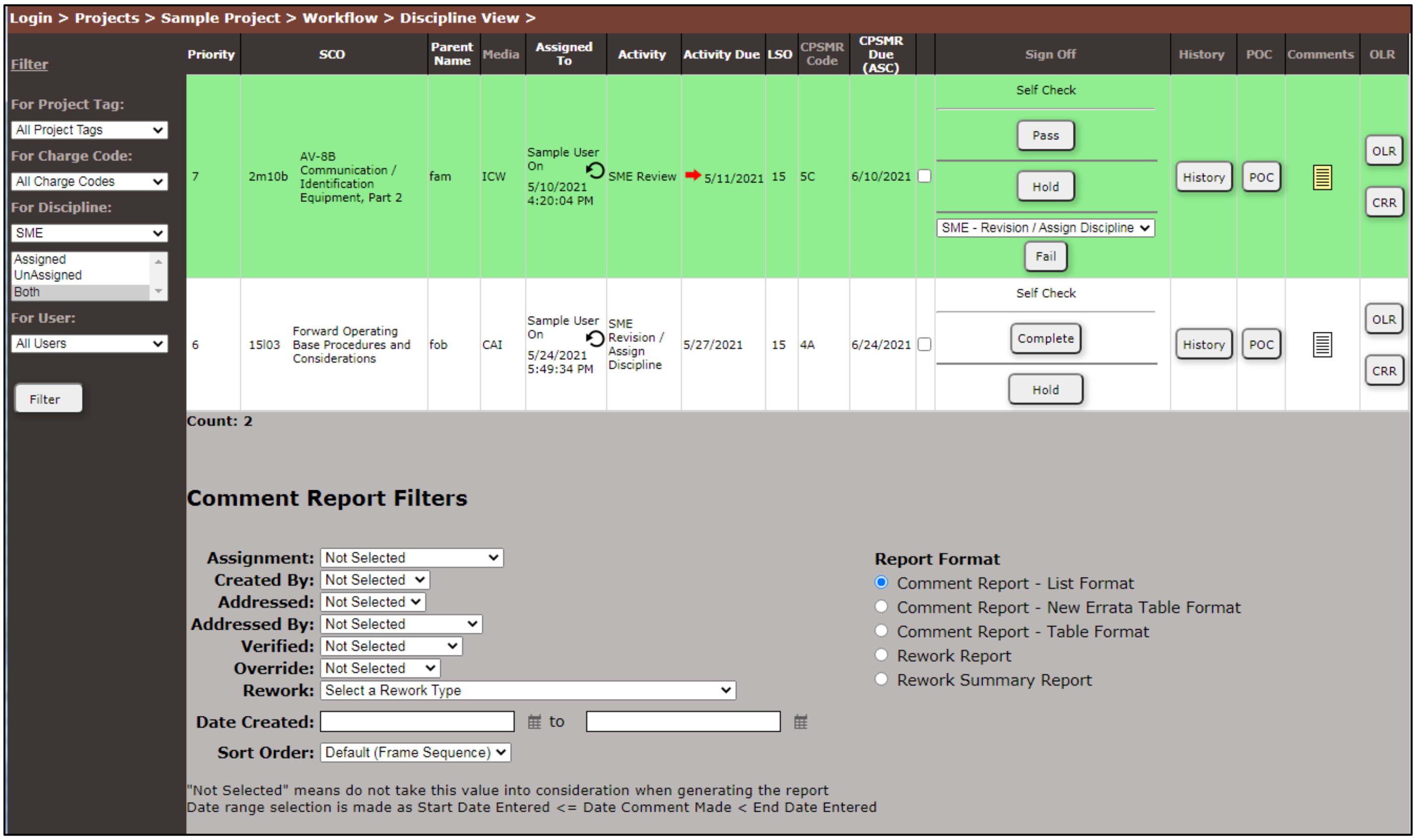
Priority	SCO Name	SCO Title	Parent Name	Induction Date	CPSMR Code	CPSMR Due (ASC)	Activity	Activity Start	Activity Due	History	POC	Comments
Sample User												
5	15l35	MCAF Aux Field FCLP	fclp	5/5/2021	3A	5/30/2021	LMS / SCORM By Sample User	5/18/2021	5/19/2021	History	POC	
3	h-8m35	Joint Direct Attack Munitions (JDAM)	mech	5/7/2021	1A	6/1/2021	Review for Release to GOVT By Sample User	5/18/2021	5/19/2021	History	POC	
4	8l29	Standard Target Area Tactics	mech	5/9/2021	2A	6/3/2021	Review for Release to GOVT By Sample User			History	POC	
Sample User												
7	2m10b	AV-8B Communication / Identification Equipment, Part 2	fam	4/26/2021	5C	6/10/2021	SME Review By Sample User	5/10/2021	5/11/2021	History	POC	
Sample User												
6	15l36	Typical LSO Day	lso	5/4/2021	4C	6/18/2021	Delivery By Sample User	5/7/2021	5/10/2021	History	POC	
6	13l06	Armed Reconnaissance Procedures	oas	5/8/2021	4C	6/22/2021	GA Revisions By Sample User	5/18/2021	5/24/2021	History	POC	
6	15l03	Forward Operating Base Procedures and Considerations	fob	5/10/2021	4A	6/24/2021	SME Revision / Assign Discipline By Sample User	5/24/2021	5/27/2021	History	POC	
Count: 7												

Group By Internal POC

6.2 By Discipline View

The By Discipline view is designed to be used by production personnel to receive work assignments and to note that work has been commenced / completed. Quality assurance personnel use the Discipline View in a similar manner to receive notification of a requirement to conduct a quality review, note that work has commenced, and, upon completion, to indicate if the product passed or failed the quality review.

A typical By Discipline screen is presented below. Upon initial selection, default filter values are applied and the results are initially sorted by the CPSMR due date in ascending order. The resulting records are displayed in the right-hand portion of the screen. The filter settings are saved when returning back to the screen while the current MELD session is open.



Workflow - By Discipline View

6.2.1 Columns

The following columns are available:

- **Priority** - a numeric value representing the priority scale. A number with a smaller scale indicates a higher priority level.
- **SCO**– SCO folder name and title within IME
- **Parent Name** - Name of the SCO's parent within IME
- **Media** – The SCO type identified within IME
- **Assigned To** - the name of the individual to whom the job is currently assigned. Management can assign a specific user as the internal POC for a production cycle when the product was placed into work, which would automatically assign the activities to the selected internal POC as the product moves through workflow. To provide a one-time assignment for an activity, any user can click the Assign/Reassign button. A list of users will appear, from which you can select the user to assign the job to.
- **Activity** - the activity of the process that is pending or currently in work
- **Activity Due** – the estimated due date for the activity based on the workflow settings for the activity. This column is marked with a red arrow if overdue.
- **LSO**- displayed as the number of days since the previous activity was last signed off / completed.
- **CPSMR Code** – defines a revision cycle code based on the lowest priority scale and complexity value for the revision cycle. Because a single code must be represented for a revision cycle, it is recommended to code all CRs for a revision cycle using the same complexity / priority coding. This value is used to assist the CMATT QASP reporting.
- **CPSMR Due** - reflects the date the revision cycle is due based on the minimum induction date for the revision cycle and the lowest priority scale for the revision cycle. Because a single date must be represented for a

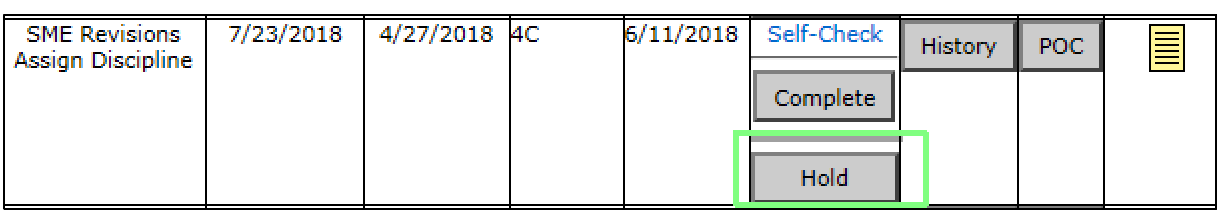
revision cycle, it is recommended to code all CRs for a revision cycle using the same complexity / priority coding. This value is used to assist the CMATT QASP reporting. This column is marked with a red flag if overdue and a yellow flag if within 2 days of being due.

- **Sign Off** - buttons used to indicate that the activity is in work, has been completed, has been put on hold or has either passed / failed a review. The Fail button will display a pull down window. If several options are available, the user can select the most appropriate option then click Fail to return the job to that stage of the process for further work. If this item is in rework, defined as having been at this activity in workflow before, the background of this column will be red. Sign off will not be completed if unaddressed comments exist for the discipline assigned to the activity or if unverified comments exist for the intelligent router discipline being reviewed. A notification will be displayed informing the user of the unaddressed or unverified comments.
- **History** - when clicked, generates a report of a job's production history to date. If there is a note for the current activity, the button will be yellow. *Note: The history button is only available for internal reviewers.*
- **POC** - when clicked, provides information on a job's internal and external points of contact
- **Comments** - when clicked, it will run a comments report based on the selections in the Comment Report Filters portion of the screen. A yellow notepad graphic indicates there are unaddressed comments for the discipline the activity is assigned to. *Note: The comments button is only available for internal reviewers.*
- **OLR** – when clicked, the OLR button takes the user to the Online Review Screen and the CRR button takes the user to the CR Review screen. Filter selections are saved on return.

The background color of the jobs is based on the workflow settings for the activity and can be used to identify different steps in the workflow process.

6.2.2 Hold / Resume

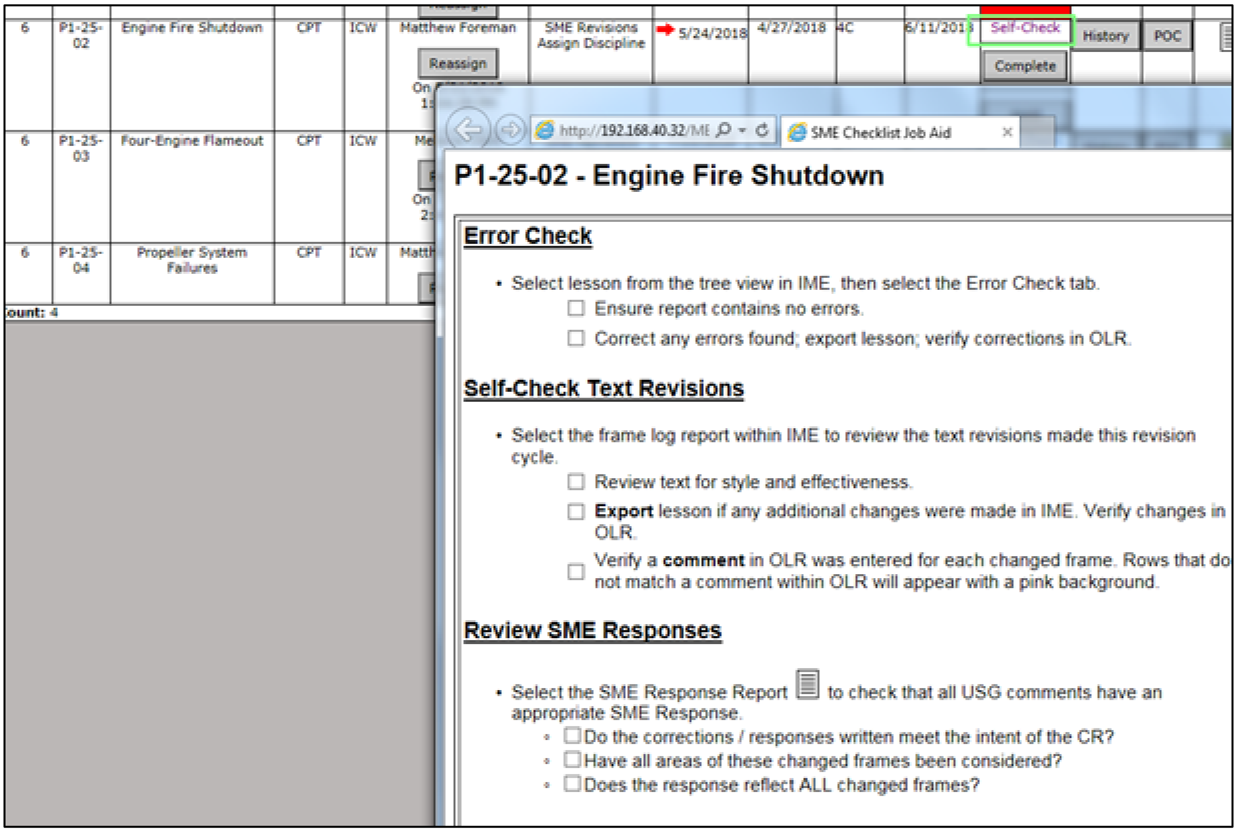
A hold button is also available after the start button has been selected. Selecting hold suspends production in cases where for reasons outside your control (pending additional GFI), you can't progress an item through workflow. It's important to note "hold" does not stop or suspend any clocks, it just earmarks the time so you can see why something may have sat in someone's queue longer than normal. It will have no impact on the activity and CPSMR due dates. Hold is not recommended for normal work day starts and stops to include weekends and holidays. It should be reserved for times when you cannot do the work due to missing resources that preclude being able to continue production. As such and if the CCBs are being run well where you don't bring work into production unless you know you have all the resources needed to complete it, it should be rarely used.



Workflow - By Discipline View – Hold

6.2.3 Activity Links

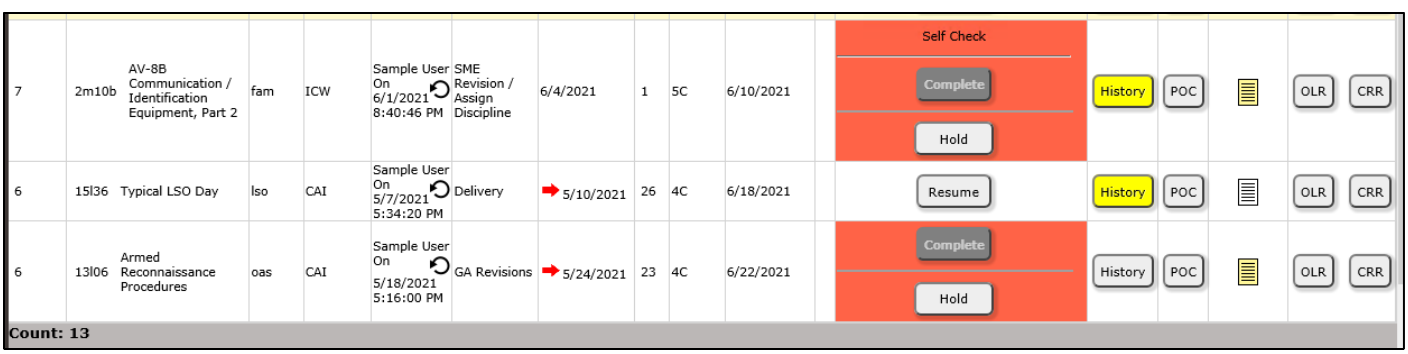
If links, such as work instructions, job aids, and checklists have been attached to the activity, they will display after the start button has been selected. If the link was set to automatically load, it will open the document as soon as the user selects the start button.



Workflow - By Discipline View – Activity links

6.2.4 Unaddressed / Unverified Comments

If unaddressed comments are assigned to the activity's discipline in Online Review or unverified comments exist for an intelligent router discipline review activity, the notepad icon will appear yellow and the Complete / Pass button will be in an inactive state.

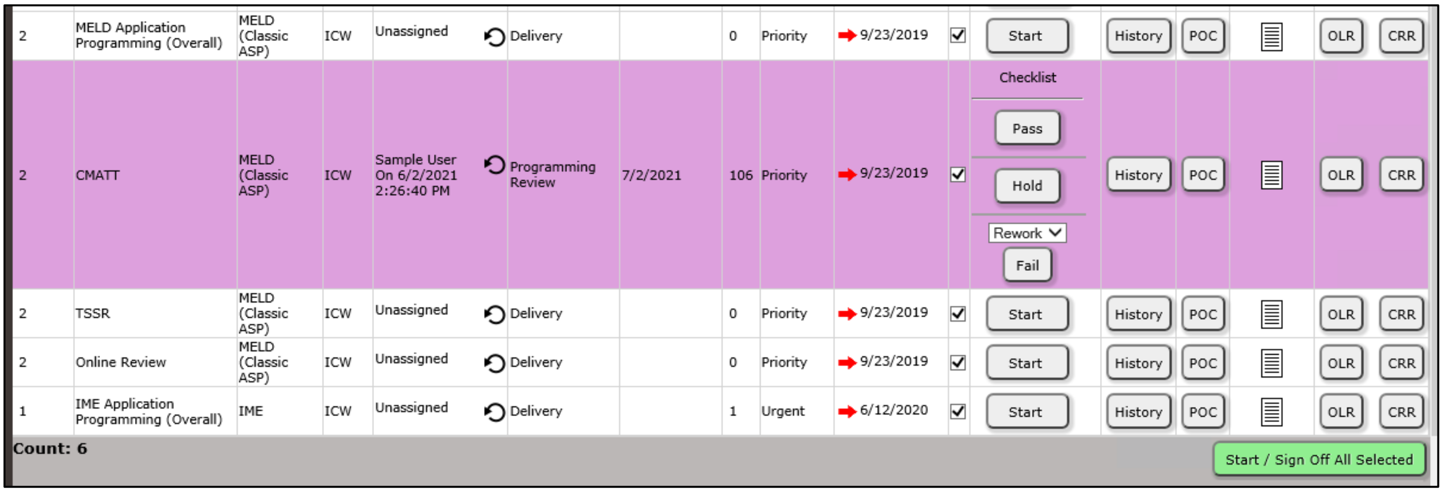


Workflow - By Discipline View – Unaddressed Comments

6.2.5 Multiple SCO Sign Off

If the current activity supports the start / pass of multiple SCOs at a time, there will be a checkbox right before the Sign Off column that will allow a user within the discipline view to check multiple SCOs and start / pass them all at once. This option *cannot* be used for failing SCOs.

To perform a multiple SCO sign off, simply check all the SCOs that need to either be started or completed. A **Sign Off All Selected** button will display under the results table. Clicking this button will either start or complete all activities selected. The shift key can be used to check a range of SCOs.



2	MELD Application Programming (Overall)	MELD (Classic ASP)	ICW	Unassigned	Delivery		0	Priority	9/23/2019	☑	Start	History	POC		OLR	CRR
2	CMATT	MELD (Classic ASP)	ICW	Sample User On 6/2/2021 2:26:40 PM	Programming Review	7/2/2021	106	Priority	9/23/2019	☑	Checklist Pass Hold Rework Fail	History	POC		OLR	CRR
2	TSSR	MELD (Classic ASP)	ICW	Unassigned	Delivery		0	Priority	9/23/2019	☑	Start	History	POC		OLR	CRR
2	Online Review	MELD (Classic ASP)	ICW	Unassigned	Delivery		0	Priority	9/23/2019	☑	Start	History	POC		OLR	CRR
1	IME Application Programming (Overall)	IME	ICW	Unassigned	Delivery		1	Urgent	6/12/2020	☑	Start	History	POC		OLR	CRR

Count: 6

Start / Sign Off All Selected

Workflow - By Discipline View – Multiple SCO Sign Off

6.2.6 Filter

Custom filtering and sort options can be selected using the controls on the left. After the desired options are selected, the Filter button must be pressed before the filter will be applied and the new record set displayed. Multiple criteria can be selected. The following filter options are available in the By Discipline view:

- **For Project Tag** - display only those records with the specified Project Tag
- **For Charge Code** - display only those records assigned to a specific charge code
- **For Discipline** - display only those records assigned to a specific discipline, "All Disciplines for User" displays all records assigned to a discipline the current user is assigned to.
- **Assigned** - only those records assigned to or in work by an individual
- **Unassigned** - only those records not assigned to or in work by an individual
- **Both** - all records for that discipline regardless of assignment
- **For User** - display only those records for a specific user within a selected discipline

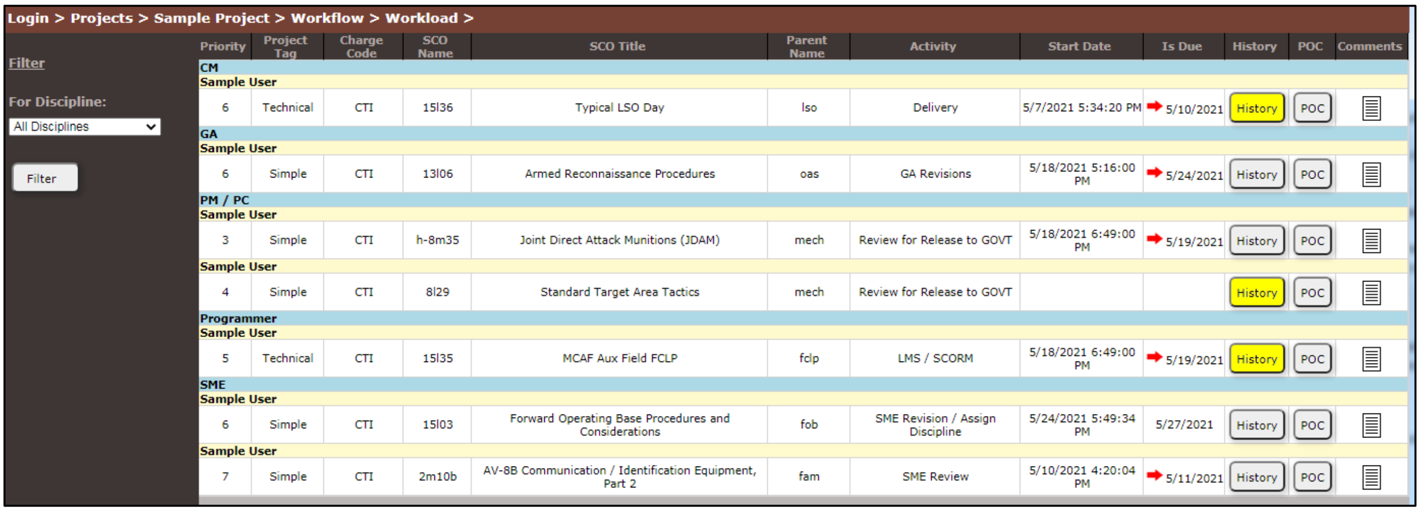
6.3 By Discipline (All Projects) View

The By Discipline (All Projects) view provides an ability to display job tasks from multiple projects. This is an important capability for sites that use shared personnel resources on multiple projects. The "All Projects" view eliminates any need for production personnel to navigate back and forth between the Workflow modules of several projects in order to accomplish their daily work routine.

The By Discipline All Projects screen is the same as the By Discipline screen, except it shows the information for all projects. For more information see the previous section on By Discipline.

6.4 Discipline Workload

The Discipline Workload screen provides the ability to display each individual's workload for the Project by discipline. The default is for all disciplines, the data can be narrowed down by filtering by a specific discipline.



Login > Projects > Sample Project > Workflow > Workload >

Filter

For Discipline:

All Disciplines

Filter

Priority	Project Tag	Charge Code	SCO Name	SCO Title	Parent Name	Activity	Start Date	Is Due	History	POC	Comments
CM											
Sample User											
6	Technical	CTI	15l36	Typical LSO Day	lso	Delivery	5/7/2021 5:34:20 PM	5/10/2021	History	POC	
GA											
Sample User											
6	Simple	CTI	13l06	Armed Reconnaissance Procedures	oas	GA Revisions	5/18/2021 5:16:00 PM	5/24/2021	History	POC	
PM / PC											
Sample User											
3	Simple	CTI	h-8m35	Joint Direct Attack Munitions (JDAM)	mech	Review for Release to GOVT	5/18/2021 6:49:00 PM	5/19/2021	History	POC	
Sample User											
4	Simple	CTI	8l29	Standard Target Area Tactics	mech	Review for Release to GOVT			History	POC	
Programmer											
Sample User											
5	Technical	CTI	15l35	MCAF Aux Field FCLP	fclp	LMS / SCORM	5/18/2021 6:49:00 PM	5/19/2021	History	POC	
SME											
Sample User											
6	Simple	CTI	15l03	Forward Operating Base Procedures and Considerations	fob	SME Revision / Assign Discipline	5/24/2021 5:49:34 PM	5/27/2021	History	POC	
Sample User											
7	Simple	CTI	2m10b	AV-8B Communication / Identification Equipment, Part 2	fam	SME Review	5/10/2021 4:20:04 PM	5/11/2021	History	POC	

Discipline Workload

6.4.1 Columns

The following columns are available:

- **Priority** - a numeric value representing the priority scale. A number with a smaller scale indicates a higher priority level.
- **Project Tag** - an optional descriptive tag that provides additional information about a job
- **Charge Code** - indicates which project code should be charged for hours spent on a job
- **SCO Name** - SCO folder name within IME
- **SCO Title** – SCO title within IME
- **Parent Name** - Name of the SCO's parent within IME
- **Activity** - the activity of the process that is pending or currently in work
- **Start Date** – the date the activity was started
- **Is Due** - the estimated due date for the activity based on the workflow settings for the activity. This column is marked with a red arrow if overdue.
- **History** - when clicked, generates a report of a job's production history to date. If there is a note for the current activity, the button will be yellow.
- **POC** - when clicked, provides information on a job's internal and external points of contact
- **Comments** - when clicked, presents the standard Comment Reports filter from Online Review so the discipline member can determine what comments need to be addressed.
- **Discipline -** The discipline the job is currently assigned to is displayed in a blue bar across the screen
- **Assigned To** - the name of the individual to whom the job is currently assigned is displayed in a yellow bar across the screen

6.4.2 Filter

Custom filtering can be selected using the controls on the left. After the desired options are selected, the Filter button must be pressed before the filter will be applied and the new record set displayed. On this page you will find the following filter and sorting options:

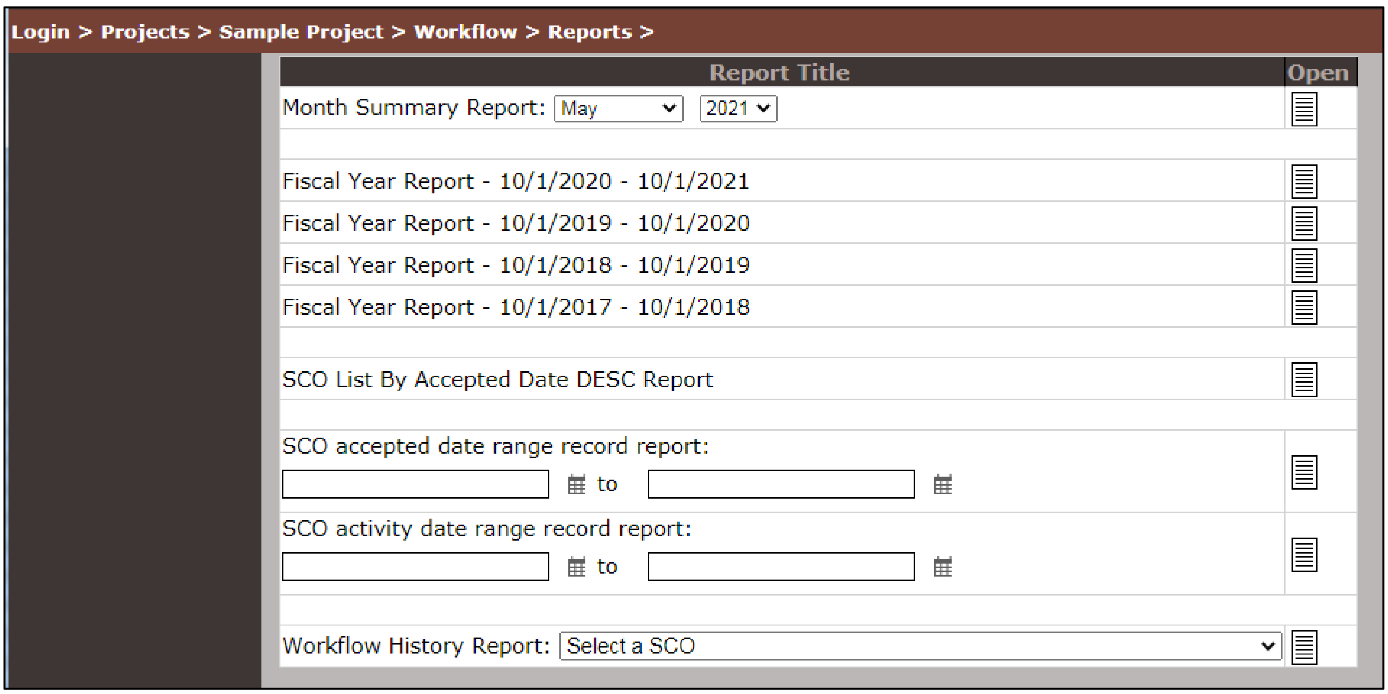
- **All Disciplines** - display all records regardless of discipline, this is the default
- **For Discipline** - display only those records in work in a specific discipline. The disciplines contained in this dropdown will vary from site to site.

6.5 Discipline Workload All Projects

The Discipline Workload All Projects screen is the same as the Discipline Workload screen, except it shows the information for all projects. For more information see the previous section on Discipline Workload.

6.6 Reports

The reports screen provides historical reports such as month summary, workflow history, and fiscal year reports, as well as record reports that capture date required for audits.



Workflow - Reports

6.6.1.1 Monthly Summary Report

Between Dates: 5/1/2021 And 5/31/2021

WORK SUMMARY

This section summarizes the work performed during the current reporting period.

a. The following SCOs were placed into production:

b. The following SCOs were placed into work for revision:

2m23	AV-8B Takeoff Emergencies	Simple
15136	Typical LSO Day	Technical
15135	MCAF Aux Field FCLP	Technical
h-8m35	Joint Direct Attack Munitions (JDAM)	Simple
13106	Armed Reconnaissance Procedures	Simple
8129	Standard Target Area Tactics	Simple
15103	Forward Operating Base Procedures and Considerations	Simple

Count: 7

c. The following SCOs were delivered to the external customer for review:

17m03	3-D Maneuvering	Simple
6102	Low Level Navigation	Simple
2m12	Navigation FLIR	Simple
2m23	AV-8B Takeoff Emergencies	Simple
15136	Typical LSO Day	Technical
15135	MCAF Aux Field FCLP	Technical

Count: 6

d. The following SCOs were accepted by the external customer:

17m03	3-D Maneuvering	Simple
6102	Low Level Navigation	Simple
2m12	Navigation FLIR	Simple
2m23	AV-8B Takeoff Emergencies	Simple
15136	Typical LSO Day	Technical
15135	MCAF Aux Field FCLP	Technical

Count: 6

e. The following SCOs were rejected by the external customer:

Monthly Summary Report

A. A list and count of SCOs that meet the following criteria:
- The first event in the workflow process was started during the date range given
- The project tag for the project contains the letters "prod" (not case sensitive)

B. A list and count of SCOs that meet the following criteria:
- The first event in the workflow process was started during the date range given
- The project tag for the project does NOT contain the letters "prod" (not case sensitive)

C. A list and count of SCOs that meet the following criteria:
- The workflow process event was started during the date range given
- The workflow process event is an External Customer Review event

D. A list and count of SCOs that meet the following criteria:
- The workflow cycle accepted date is within the date range given
- The workflow cycle contains an External Customer Review event

E. A list and count of SCOs that were rejected by the external customer.

6.6.1.2 Fiscal Year Report

The Fiscal Year report can be run for each fiscal year going back to the start of the MELD setup. To run the report, click on the notepad button for the date range desired.

Project Description	SCO Name	SCO Title	CR Inducted	Start Work	Accepted Date	Delivered Date	# External Comments Addressed	# Affected Frames
April 2021								
Simple	13l06	Armed Reconnaissance Procedures	3/25/2021	3/25/2021	4/9/2021	5/6/2021	1	1
Simple	15l06b	Day Carrier Qualification, Part 2	4/7/2021	4/7/2021	4/9/2021	5/6/2021	1	1
Simple	2l18d	AV-8B Normal Procedures, Part 4	4/9/2021	4/9/2021	4/11/2021	5/6/2021	4	4
Simple	2m32	Advanced Multipurpose Color Display	4/11/2021	4/11/2021	4/12/2021	5/6/2021	3	3
Simple	15l36	Typical LSO Day	4/12/2021	4/12/2021	4/13/2021	5/3/2021	3	3
Simple	15l37	Grading Criteria and the Peanut Gallery	4/12/2021	4/12/2021	4/14/2021	5/6/2021	13	13
Simple	aah	Advanced Aircraft Handling Stage Exam (Proctored)	4/13/2021	4/13/2021	4/15/2021	5/6/2021	3	2
Simple	5l03	Aided Night Flying Procedures	4/15/2021	4/15/2021	4/16/2021	5/6/2021	3	3
Simple	8m22	Degraded Weapons Delivery Modes	4/15/2021	4/15/2021	4/16/2021	5/6/2021	1	1
Simple	8l23b	Weapon Delivery Procedures, Part 2	4/16/2021	4/16/2021	4/20/2021	5/6/2021	3	3
Simple	15l12	Shipboard Personnel - Aircraft Handling Procedures	4/17/2021	4/17/2021	4/21/2021	5/6/2021	6	6
Simple	15l31b	V/STOL Shipboard and LSO NATOPS, Part 2	4/20/2021	4/20/2021	4/22/2021	5/6/2021	5	5
Simple	10m04	Air-to-Surface Radar Procedures	4/23/2021	4/23/2021	4/23/2021	5/6/2021	2	2
Simple	17m02	AV-8B Departure Avoidance	4/22/2021	4/22/2021	4/23/2021	5/6/2021	4	4
	17l02	AV-8B Departure Avoidance Review	4/20/2021	4/20/2021	4/25/2021	5/6/2021	15	12
Simple	4l01	Administrative Formation	4/25/2021	4/25/2021	4/25/2021	5/6/2021	1	1
Simple	13l04c	CAS Execution	4/25/2021	4/25/2021	4/26/2021	5/6/2021	4	4
Simple	15l06a	Day Carrier Qualification, Part 1	4/26/2021	4/26/2021	4/27/2021	5/6/2021	8	6
Simple	8l12	Weaponeering	4/23/2021	4/23/2021	4/27/2021	5/6/2021	4	5
Simple	15m04	Field Carrier Landing Practice (FCLP)	4/24/2021	4/24/2021	4/28/2021	5/6/2021	3	3
Simple	2m19	AV-8B Ejection Seat	4/27/2021	4/27/2021	4/29/2021	5/6/2021	1	1
Total			21				88	83
May 2021								
Project Description	**SCO Name**	**SCO Title**	**CR Inducted**	**Start Work**	**Accepted Date**	**Delivered Date**	**# External Comments Addressed**	**# Affected Frames**
Simple	17m03	3-D Maneuvering	4/28/2021	4/28/2021	5/3/2021	5/6/2021	21	16
Simple	6l02	Low Level Navigation	4/29/2021	4/29/2021	5/3/2021	5/6/2021	2	2
Simple	2m12	Navigation FLIR	4/30/2021	4/30/2021	5/3/2021	5/6/2021	7	5
Simple	2m23	AV-8B Takeoff Emergencies	5/3/2021	5/3/2021	5/5/2021	5/6/2021	1	2
Technical	15l36	Typical LSO Day	5/4/2021	5/4/2021	5/7/2021		1	2
Technical	15l35	MCAF Aux Field FCLP	5/5/2021	5/5/2021	5/8/2021		11	9
Total			6				43	36
Total			153				1282	1225

Fiscal Year Report

The Fiscal Year Report contains the following information:

- **Month and Year** - the month and year for the following data, this line has a grey background
- **Project Description** – the project tag selected for the production cycle
- **SCO Name** – folder name of the SCO within IME
- **SCO Title** – title of the SCO within IME
- **CR Inducted Date** -The date the revision cycle was inducted, if the SCO was placed into work within CMATT. If the SCO was not placed into work from CMATT, N/A will display.
- **Start Work Date** - The date work was started on the production cycle
- **Accepted Date** - The date the changes were accepted
- **Delivered Date** - The date the changes were delivered to the customer
- **# External Comments Addressed** - The number of external comments that were entered during the cycle between the revision cycle start date and revision cycle acceptance date.
- **# Affected Frames** - The number of frames with comments (internal and external) that were entered during the cycle between the revision cycle start date and revision cycle acceptance date.
- **Total (for Month and Year)** - The total for each month is in yellow
- **Total (for entire report)** - The total for the entire report is at the bottom in a line with a turquoise background

6.6.1.3 SCO List by Accepted Date

SCO Name	SCO Title	Accepted Date (DESC)
15l35	MCAF Aux Field FCLP	5/8/2021
15l36	Typical LSO Day	5/7/2021
2m23	AV-8B Takeoff Emergencies	5/5/2021
17m03	3-D Maneuvering	5/3/2021
6l02	Low Level Navigation	5/3/2021
2m12	Navigation FLIR	5/3/2021
2m19	AV-8B Ejection Seat	4/29/2021
15m04	Field Carrier Landing Practice (FCLP)	4/28/2021
15l06a	Day Carrier Qualification, Part 1	4/27/2021
8l12	Weaponeering	4/27/2021
13l04c	CAS Execution	4/26/2021
4l01	Administrative Formation	4/25/2021

SCO List by Accepted Date

This report displays a list of all SCOs accepted by the customer initially sorted by the date of acceptance in descending order.

6.6.1.4 Records Report

The Records Report contains a list of SCOs that were in work or accepted for the date range entered. These reports are sorted by the last signed off date in descending order.

To run the report, enter a start date and end date, and click on the notepad button.

6.6.1.4.1 *SCO accepted date range*

This filter will produce two tables, External Customer Deliverables and Internal Deliverables.

- **External Customer Deliverables**: Returns all SCOs that have been accepted by the customer within the selected date range.

  Criteria:
  - An activity was found that contained an “External Customer Review” activity.
  - The signed off date for this activity must be between the selected date range.

- **Internal Deliverables**: Returns all SCOs that have been delivered but do not have a customer accepted date within the selected date range. Examples are internal project documents that are in the system as SCOs.

  Criteria:
  - A signed off date was found for the SCO with the activity marked with the workflow option “Delivery”.
  - An activity was *not* found that contained an “External Customer Review” activity.

External Customer Deliverables:										
SCO Name	SCO Title	Workflow History	Quality Control		Release to Customer		Customer Acceptance		SCORM Conformance	Delivery / Launch	
3m02a	Introduction to Required Navigation Performance Area Navigation (RNAV) - Part 1	Workflow History	Sample User	1/20/2019	Sample User	1/22/2019	Sample User	1/22/2019	Not supported by workflow process	Sample User	2/1/2019
3l01	Instrument Procedures	Workflow History	Sample User	1/20/2019	Sample User	1/22/2019	Sample User	1/22/2019	Not supported by workflow process	Sample User	2/1/2019
3m02b	Introduction to Required Navigation Performance Area Navigation (RNAV) - Part 2	Workflow History	Sample User	1/22/2019	Sample User	1/23/2019	Sample User	1/23/2019	Not supported by workflow process	Sample User	2/1/2019
15l06d	Night Carrier Qualification, Aided	Workflow History	Sample User	1/22/2019	Sample User	1/23/2019	Sample User	1/23/2019	Not supported by workflow process	Sample User	2/1/2019
2l18e	AV-8B Normal Procedures, Part 5	Workflow History	Sample User	1/20/2019	Sample User	1/22/2019	Sample User	1/22/2019	Not supported by workflow process	Sample User	2/1/2019
13l04c	CAS Execution	Workflow History	Sample User	1/23/2019	Sample User	1/24/2019	Sample User	1/24/2019	Not supported by workflow process	Sample User	2/1/2019

Internal Deliverables:					
SCO Name	SCO Title	Quality Control		Release	
Program Style Guide	Program Style Guide	Sample User	1/22/2019	Sample User	1/22/2019

SCO Acceptance Date Range

6.6.1.4.2 *SCO activity date range*

Returns all SCOs that have been in work during the selected date range.

Criteria: A signed off date for an activity in workflow between the selected date range. The records are sorted by the recent activity.

SCOs In Work:											
SCO Name	SCO Title	Workflow History	Quality Control		Release to Customer		Customer Acceptance		SCORM Conformance	Delivery / Launch	
2m10b	AV-8B Communication / Identification Equipment, Part 2	Workflow History	Not complete		Not complete		Not complete		Not supported by workflow process	Not complete	
15l12	Shipboard Personnel - Aircraft Handling Procedures	Workflow History	Sample User	4/20/2021	Sample User	4/21/2021	Sample User	4/21/2021	Not supported by workflow process	Sample User	5/6/2021
8m31d	Introduction to the LITENING Gen 4 Common OFP	Workflow History	Sample User	3/18/2021	Sample User	3/19/2021	Sample User	3/19/2021	Not supported by workflow process	Sample User	5/6/2021
10m04	Air-to-Surface Radar Procedures	Workflow History	Sample User	4/23/2021	Sample User	4/23/2021	Sample User	4/23/2021	Not supported by workflow process	Sample User	5/6/2021

Activity Date Range

6.6.1.4.3 *Columns*

The following columns are listed within the record report results:

- **SCO Name** – folder name of the SCO within IME
- **SCO Title** – title of the SCO within IME
- **Workflow History –** a shortcut link that brings up the workflow history report for the revision cycle
- **Quality Control** - The name of the person who did the Quality Control, and the date it was completed. Criteria: An activity was found matching the “Quality Control” option in workflow. The completed date for Quality Control column is the last signed off date for this activity with the “Quality Control” option.

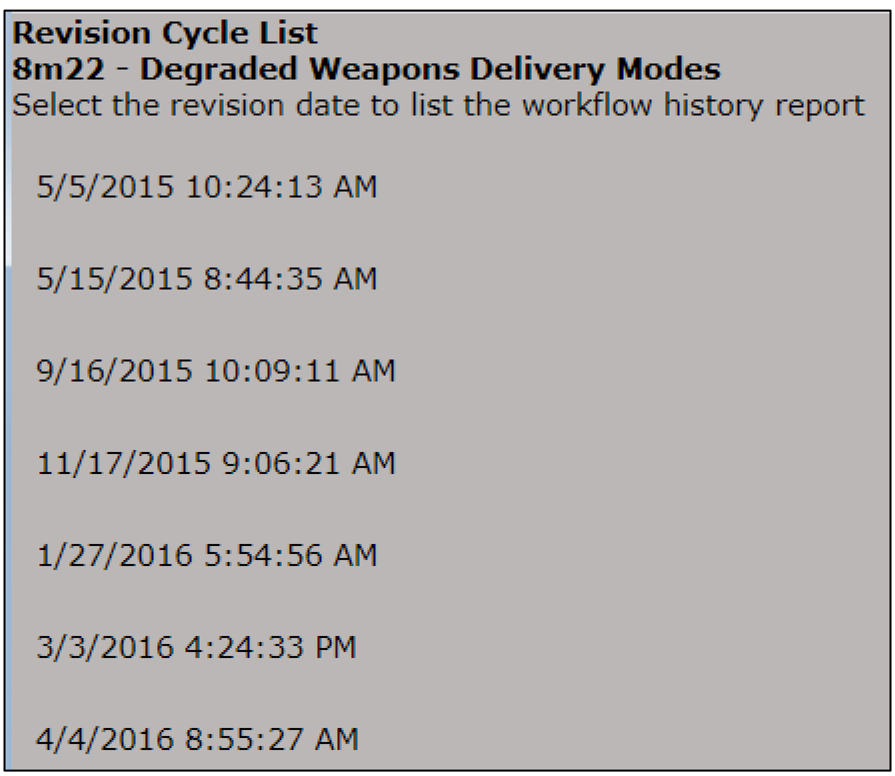
- **Release to Customer** - The name of the person who released the deliverable to the customer and the date it happened. Criteria: An activity was found matching the “External Customer Notification / Release” option in workflow. The completed date for the Release to Customer column is the signed off date for this activity with the “External Customer Notification / Release” option.
- **Customer Acceptance** - The name of the customer who accepted the deliverable and the date it was accepted. Criteria: An activity was found matching the “External Customer Review” option in workflow. The customer must have accepted the deliverable within Online Review between the selected date range.
- **SCORM Conformance** – The name of the person who completed the SCORM testing and the date the testing was completed. Criteria: An activity was found matching the “SCORM Conformance” option in workflow.
- **Delivery/Launch** - The name of the person who made delivery, and the date. Criteria: An activity was found matching the “Delivery” option in workflow. The completed date for the Delivery / Launch column is the signed off date for this activity with the “Delivery” option.

If any of the above column criteria are not met, you will receive the text “Not supported by workflow process” in the column. If the criteria were met but the activity has not been completed, you will receive the text “Not complete” in the column.

6.6.1.5 Workflow History Report

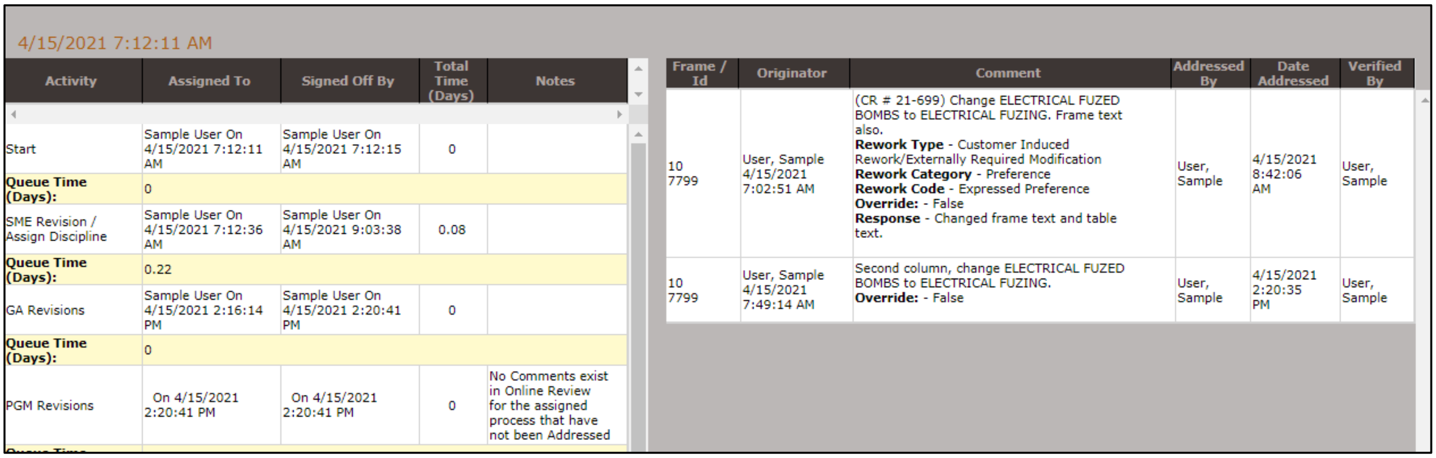
The Workflow History Report shows the history data for an individual SCO based on revision date. To run the report, select a SCO from the drop-down menu then click the notepad button.

A Revision Cycle List will be displayed with the date and time of each revision cycle for the SCO.



Revision Cycle List

Click a link to expand the data, and then click again to minimize it.



4/15/2021 7:12:11 AM

Activity	Assigned To	Signed Off By	Total Time (Days)	Notes
Start	Sample User On 4/15/2021 7:12:11 AM	Sample User On 4/15/2021 7:12:15 AM	0	
Queue Time (Days):	0			
SME Revision / Assign Discipline	Sample User On 4/15/2021 7:12:36 AM	Sample User On 4/15/2021 9:03:38 AM	0.08	
Queue Time (Days):	0.22			
GA Revisions	Sample User On 4/15/2021 2:16:14 PM	Sample User On 4/15/2021 2:20:41 PM	0	
Queue Time (Days):	0			
PGM Revisions	On 4/15/2021 2:20:41 PM	On 4/15/2021 2:20:41 PM	0	No Comments exist in Online Review for the assigned process that have not been Addressed

Frame / Id	Originator	Comment	Addressed By	Date Addressed	Verified By
10 7799	User, Sample 4/15/2021 7:02:51 AM	(CR # 21-699) Change ELECTRICAL FUZED BOMBS to ELECTRICAL FUZING. Frame text also. **Rework Type** - Customer Induced Rework/Externally Required Modification **Rework Category** - Preference **Rework Code** - Expressed Preference **Override:** - False **Response** - Changed frame text and table text.	User, Sample	4/15/2021 8:42:06 AM	User, Sample
10 7799	User, Sample 4/15/2021 7:49:14 AM	Second column, change ELECTRICAL FUZED BOMBS to ELECTRICAL FUZING. **Override:** - False	User, Sample	4/15/2021 2:20:35 PM	User, Sample

Revision Cycle List - Expanded View

The Revision Cycle List in the expanded view contains two windows. These windows will scroll if needed to display all the information on the report.

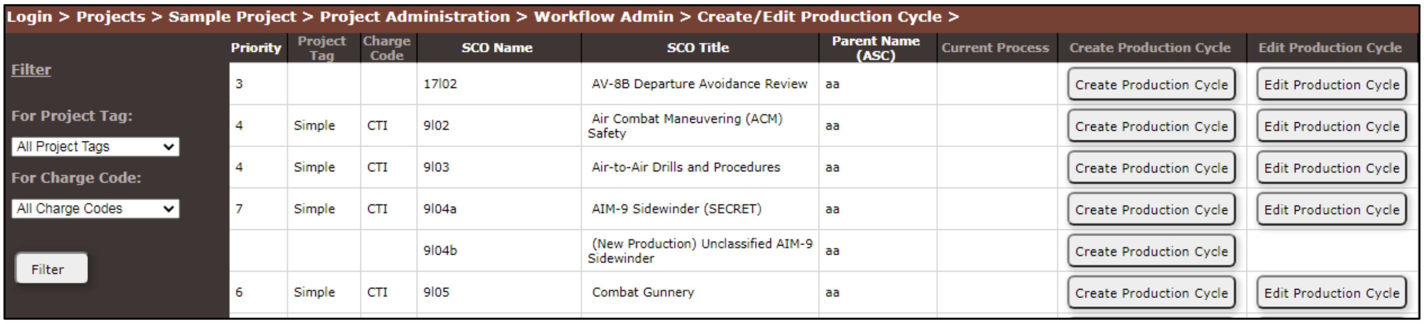
The report contains the following:

- **Left Window** – workflow revision cycle history
  - **Activity** - The workflow activity
  - **Assigned To** - The person the activity was assigned to
  - **Signed Off By** - Who signed off the activity
  - **Total Time (Days)** - the total time, in days, the SCO spent in that activity.
  - **Notes** - Any notes that were entered for the workflow activity
  - **Queue Time (Days)** - How many days the SCO was in the activities queue before being worked on
- **Right Window** - Comment level data
  - **Frame/Id** - For SCOs the id of the frame the comment was made for, for Documents 0 and the location identifier for the comment
  - **Originator** - The person who made the original comment
  - **Comment** - The comment
  - **Addressed By** - The person who addressed the comment
  - **Date Addressed** - The date the comment was addressed
  - **Verified By** - The name of the person who verified the comment was addressed properly

6.7 Edit / Create Production Cycle

Having created and defined the production process identified within the MELD Administrator Guide, as well as defining certain job related parameters (charge codes, project tags and external types), we can now begin creating jobs and inducting them into work. These activities are performed using the Edit / Create Production Cycle screen, an example of which is shown below.

It is important to note that Workflow only recognizes SCOs that are defined within IME. For example, even though it is possible to define a project process (Redecorate room) and charge code (OVRHD) for renovating the site’s break room, it will not be possible to create a production cycle / induct the work within Workflow since this “product” does not exist in IME. The work around would be to establish a placeholder document within IME for this activity. This work around approach can be useful when the project has non-product producing efforts that need to be closely tracked (e.g., modification of GFI, changes to internal work instructions, etc.)



Login > Projects > Sample Project > Project Administration > Workflow Admin > Create/Edit Production Cycle >

Filter

For Project Tag: All Project Tags

For Charge Code: All Charge Codes

Filter

Priority	Project Tag	Charge Code	SCO Name	SCO Title	Parent Name (ASC)	Current Process	Create Production Cycle	Edit Production Cycle
3			17I02	AV-8B Departure Avoidance Review	aa		Create Production Cycle	Edit Production Cycle
4	Simple	CTI	9I02	Air Combat Maneuvering (ACM) Safety	aa		Create Production Cycle	Edit Production Cycle
4	Simple	CTI	9I03	Air-to-Air Drills and Procedures	aa		Create Production Cycle	Edit Production Cycle
7	Simple	CTI	9I04a	AIM-9 Sidewinder (SECRET)	aa		Create Production Cycle	Edit Production Cycle
			9I04b	(New Production) Unclassified AIM-9 Sidewinder	aa		Create Production Cycle	
6	Simple	CTI	9I05	Combat Gunnery	aa		Create Production Cycle	Edit Production Cycle

Edit / Create Production Cycle

6.7.1 Columns

The following columns are available:

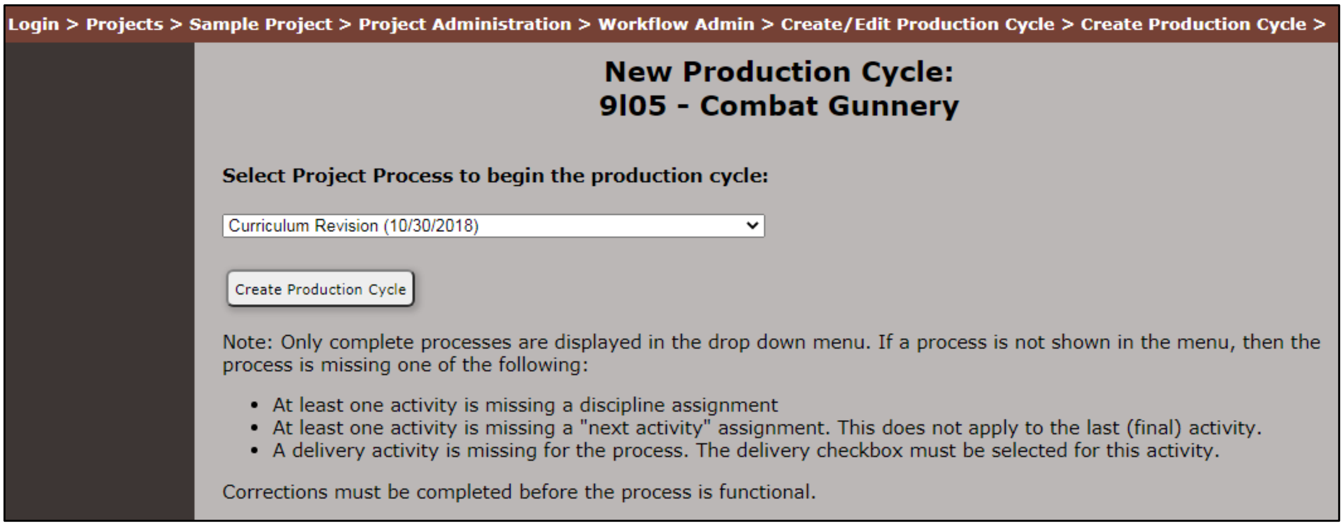
- **Priority** - a numeric value representing the priority scale. A number with a smaller scale indicates a higher priority level.
- **Project Tag** – a descriptive tag that provides additional information about a job. Products following a new production process MUST induct work using a project tag including the text “Prod”, e.g. “Production”
- **Charge Code** - indicates which project code should be charged for hours spent on a job
- **SCO Name** - name of the SCO within IME
- **SCO Title** – the title of the SCO within IME
- **Parent Name** - the name of the SCO parent within IME
- **Current Process** - this SCO is currently in work and assigned to this process

The initial sort for the table is by the parent name column in ascending order. A filter is available to the left of the results to filter by project tag or charge code.

6.7.2 Create Production Cycle

Selecting Create Production Cycles will display a screen similar to the one below. Before a job can be inducted, you must specify which production process will be followed. The appropriate process is selected from the pull down menu and then the Create Production Cycle button is pressed. When this is done, a confirmation dialog box will appear. If OK is selected, the Edit Production Cycle screen will be displayed next. Once the Edit Production Cycle information has been provided, the job will be inducted for work at the first activity in the process.

The Create Production Cycle button is used to induct a SCO into a production process. If a SCO is currently in work from a CMATT induction, then the Create Production Cycle button will not be available. The project manager would need to restart the cycle from CMATT to create a new cycle. The Edit Production Cycle button only appears for SCOs that are already in production. This function permits the user to change the job data at any time in the production process. The details of both of these functions are covered in the following paragraphs.



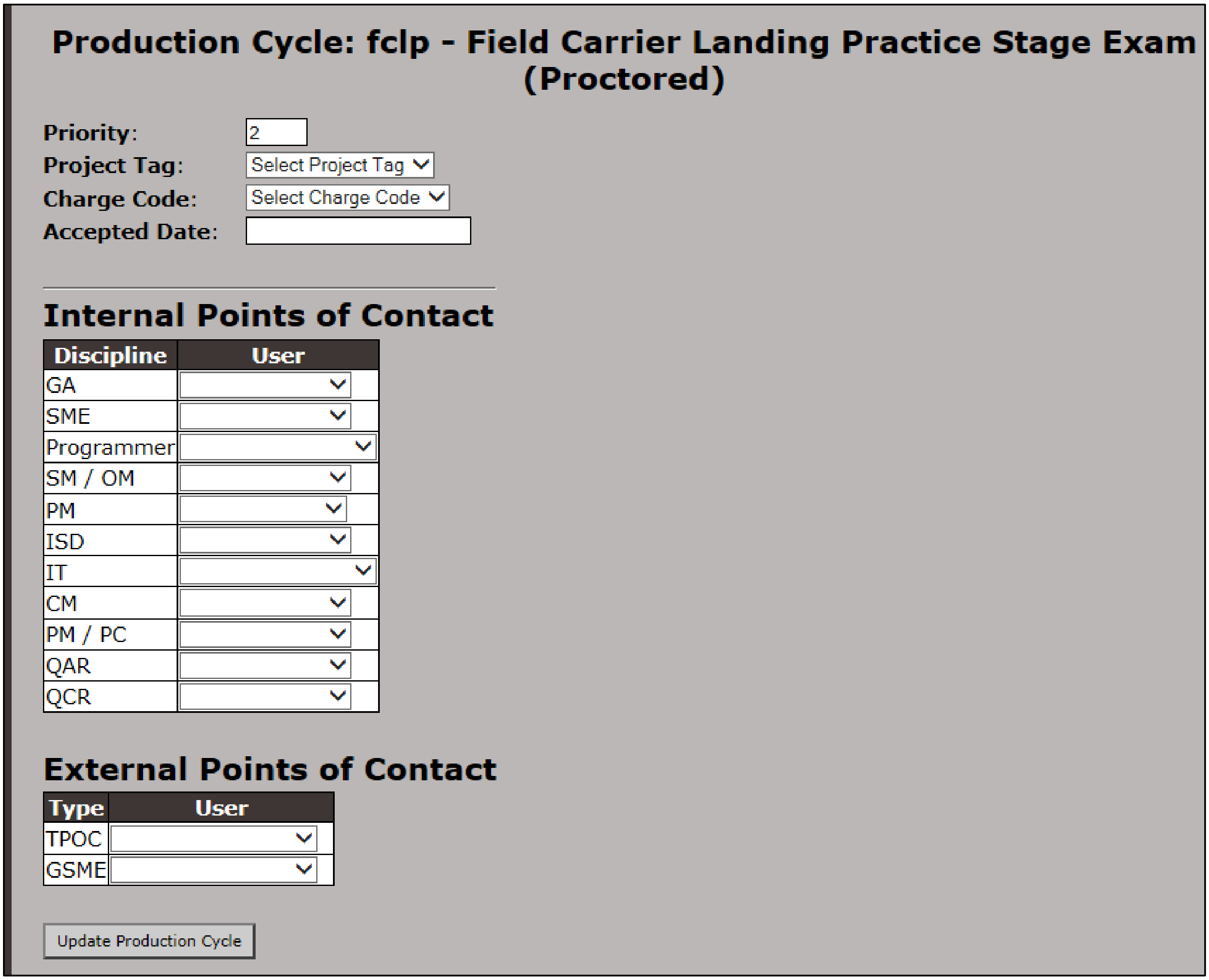
Create Production Cycle

6.7.3 Edit Production Cycle

Selecting Edit Production Cycle will result in display of a screen similar to the one below. In addition to providing a means to enter job related data during the creation of a new production cycle, this screen permits the user to change the job data at any time in the production process.

The following fields are available:

- **Priority** - a value assigned by management to guide the actions of the production team
- **Project Tag** – a descriptive tag that provides additional information about a job. Products following a new production process MUST induct work using a project tag including the text “Prod”, e.g. “Production”
- **Charge Code** - indicates which project code should be charged for hours spent on a job
- **Accepted Date** - indicates when the product was accepted by the external customer. This value is automatically populated, but can be manually edited as required.
- **Internal Points of Contact** - specific internal personnel who will perform work for the given disciplines. Selection of a name assigns the job specifically to that person vice the discipline. Each time the job is routed to the selected discipline, the “Assigned To” column within the discipline view page is updated with the selected internal POC for that discipline. Internal points of contact are also available from the POC button within the workflow pages.
    - The internal points of contact listing will initially display the last saved points of contact for the process when new production cycles are created. When production cycles are edited, the points of contact for the cycle are displayed.
- **External Points of Contact** - customer points of contact. This information is not used in routing the SCO but serves to provide contact information for resolution of issues. External points of contact are available from the POC button within the workflow pages.
- **Update Production Cycle button** - update the job data for the current or last cycle



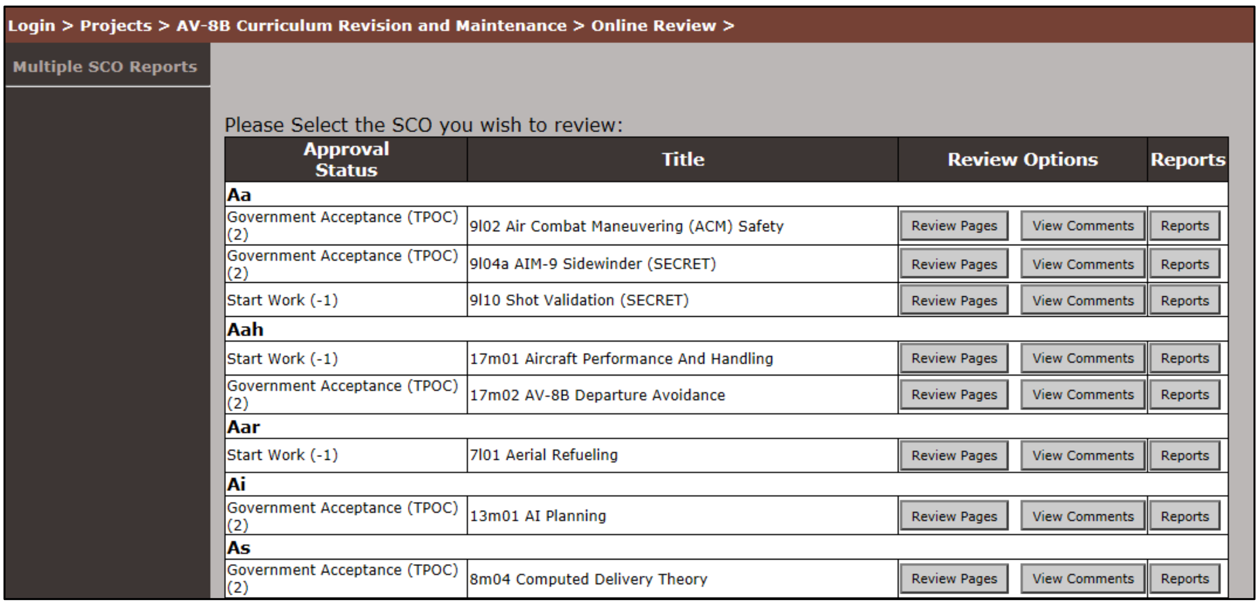
Edit Production Cycle

7 Online Review

The Online Review module allows internal and external reviewers access to view and comment on SCOs.

7.1 Internal Reviewer

Internal reviewers are personnel involved in production, correction, and quality control of courseware materials. They have the ability to view any and all comments held in the system, to include assignment, status information, and notes / responses. They are only able to modify comments that they have made. Each internal reviewer is assigned to a discipline on the User Administration Screen. This assignment sets the filtering defaults for viewing comments, which can then be modified. Discipline assignment enables the individual to mark as complete comments that have been assigned to that discipline.


Login > Projects > AV-8B Curriculum Revision and Maintenance > Online Review >

Multiple SCO Reports

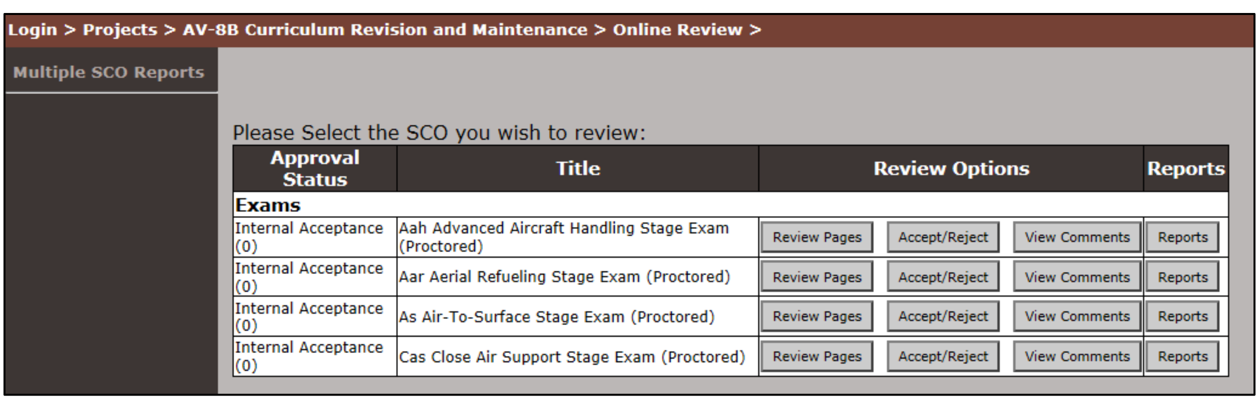
Please Select the SCO you wish to review:

Approval Status	Title	Review Options		Reports
Aa				
Government Acceptance (TPOC) (2)	9l02 Air Combat Maneuvering (ACM) Safety	Review Pages	View Comments	Reports
Government Acceptance (TPOC) (2)	9l04a AIM-9 Sidewinder (SECRET)	Review Pages	View Comments	Reports
Start Work (-1)	9l10 Shot Validation (SECRET)	Review Pages	View Comments	Reports
Aah				
Start Work (-1)	17m01 Aircraft Performance And Handling	Review Pages	View Comments	Reports
Government Acceptance (TPOC) (2)	17m02 AV-8B Departure Avoidance	Review Pages	View Comments	Reports
Aar				
Start Work (-1)	7l01 Aerial Refueling	Review Pages	View Comments	Reports
Ai				
Government Acceptance (TPOC) (2)	13m01 AI Planning	Review Pages	View Comments	Reports
As				
Government Acceptance (TPOC) (2)	8m04 Computed Delivery Theory	Review Pages	View Comments	Reports

Online Review – Main Screen (Sample Internal Reviewer)

7.2 External Reviewer

External reviewers are customer personnel involved in the review and acceptance of courseware materials. They have the ability to view comments made by external reviewers with their associated notes / responses, correction / verified marks. External reviewers are able to modify comments that they have made.


Login > Projects > AV-8B Curriculum Revision and Maintenance > Online Review >

Multiple SCO Reports

Please Select the SCO you wish to review:

Approval Status	Title	Review Options			Reports
Exams					
Internal Acceptance (0)	Aah Advanced Aircraft Handling Stage Exam (Proctored)	Review Pages	Accept/Reject	View Comments	Reports
Internal Acceptance (0)	Aar Aerial Refueling Stage Exam (Proctored)	Review Pages	Accept/Reject	View Comments	Reports
Internal Acceptance (0)	As Air-To-Surface Stage Exam (Proctored)	Review Pages	Accept/Reject	View Comments	Reports
Internal Acceptance (0)	Cas Close Air Support Stage Exam (Proctored)	Review Pages	Accept/Reject	View Comments	Reports

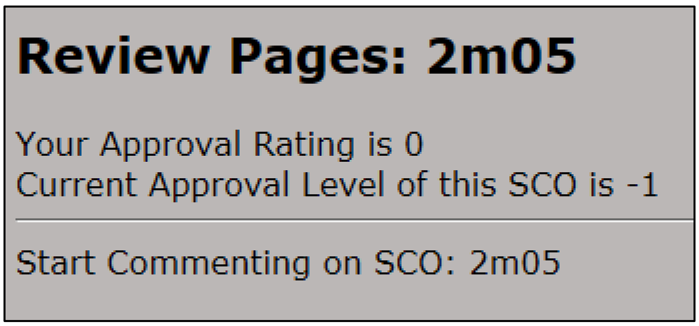
Online Review – Main Screen (Sample External Reviewer)

7.3 Review Pages

The Review Page selection is the starting point of the online review process. The Review Pages selection allows the user to view the SCO and make comments on it frame by frame. It also allows the user to view comments made by other users along with the corresponding frame and filter those comments based on the commenter, whether or not the comment has been addressed, and the status of the comment in the review process (addressed, verified, etc.).

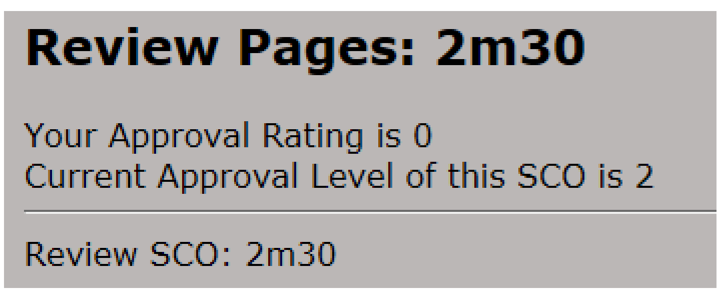
The Review Pages first page is an informational "pass through" page. On this page you will find the following:

- **Your Acceptance Rating** - is the review level of the user, based on their user login. A user can review SCOs that are below their current acceptance rating, but cannot review SCOs that are at or above their review level.
- **Current Acceptance Level of this SCO** - is the current acceptance level of the SCO
- **SCO Link/Message** – If the SCO is currently below your review level, the link message states "Start Commenting on SCO".



Online Review - Entry Screen

If the SCO is at or above your review level, then the link message states "Review SCO" and commenting is no longer enabled.



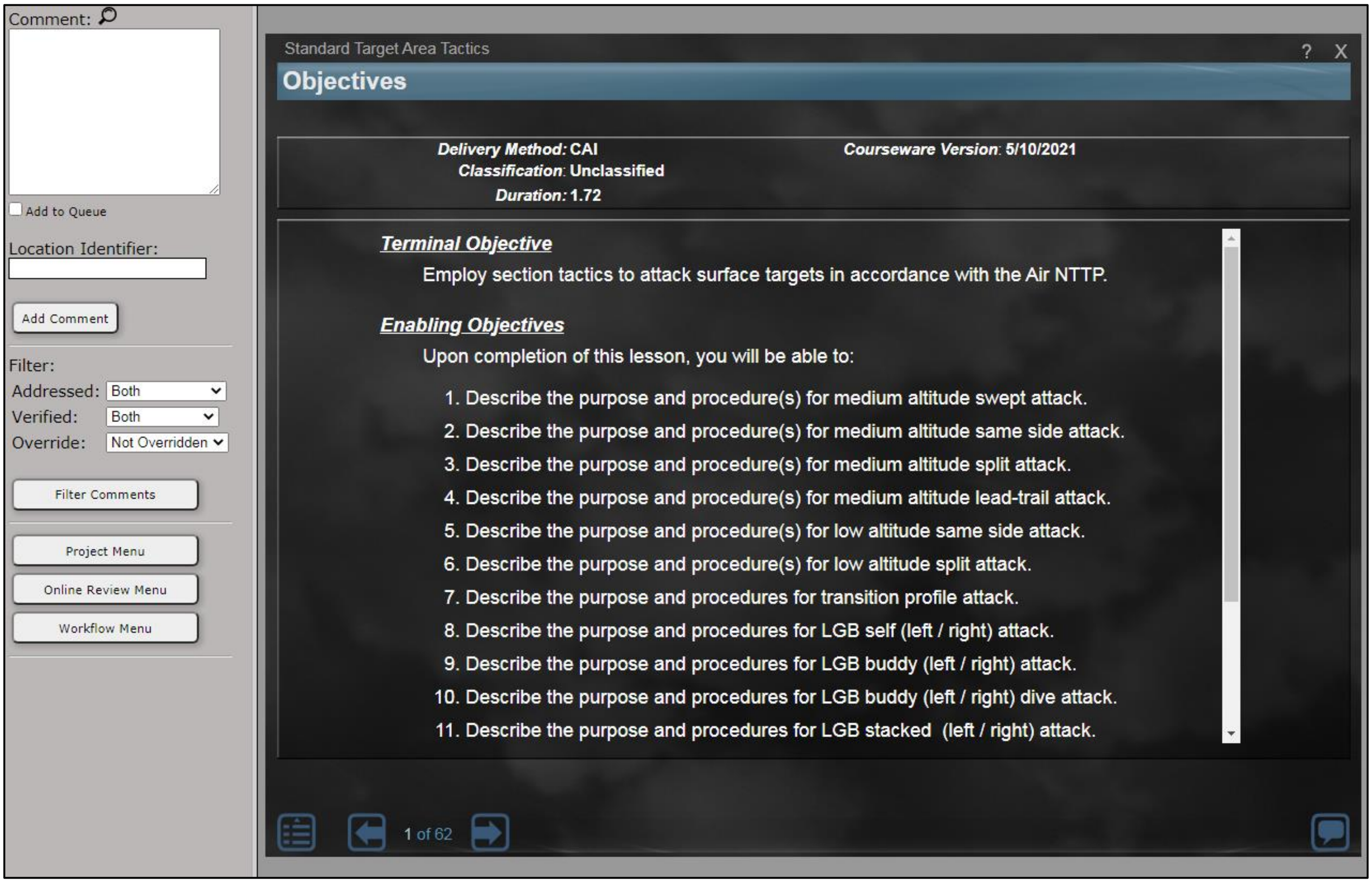
Online Review – Review SCO Entry Screen

To begin reviewing the SCO, click on the link to open up the Review SCO screen.

This Online Review screen is divided into the following sections:

- **Comment Entry -** The Comment Entry section is where the user will create and assign comments and rework information associated with the frame in the SCO Review Area.
- **Comment Filter** - Comment filters control the comments that are displayed in the Comment Display area
- **Additional Functions** – The Comments Reports button allows the user quick access to the comment reports for the SCO. The Edit Frame Contents button allows an internal user to access / edit the content and instruction information for the current frame being reviewed. *Note: These are only available for internal reviewers.*

- **Navigation Buttons -** The Project Menu, Online Review Menu, and Workflow Menu buttons located at the bottom of the Comment Filter section allow the user to quickly jump back to those modules.
- **SCO Review Area -** The largest section of the Online Review screen, this is the portion of the screen the SCO is played in.
- **Comment Display** - The Comment Display section of the screen is where the user can view previously created comments, edit comments they have made, delete a comment they made if it has not been addressed or verified, indicated comments that are Addressed or Verified, and link to other screens that will display more information about the comment.



External Reviewer Screen

Internal Reviewer Screen

7.3.1 Comment Entry

To create a comment for a frame, the user first scrolls to the correct frame within the SCO using the navigation tools (buttons, menus etc.) provided by the SCO.

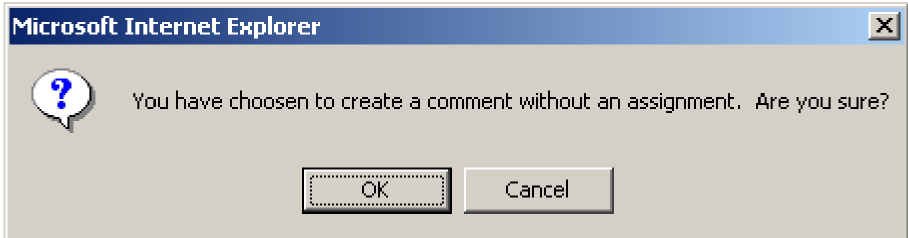
Comments can be added by selecting one from the comment queue or entering a new comment.

Open Comment Queue – opens the comment queue

New Comment - To create a comment the user enters the following information:

> **Comment** – the comment text
> **Location identifier** – a free form box that can be used to enter a page number, section of the screen, or any other information that identifies the location the comment pertains to. This is mostly used for document SCOs that consist of a single frame.
> **Rework** – the rework codes for the comment, if authorized for the user's Comments Rights Type. *Note: This only applies to internal reviewers.*
> **Assigns** – assign the comment to a discipline. *Note: This only applies to internal reviewers.*
> **Add to Queue** – adds the comment to a queue of comments which can be applied to other frames

Click the **Add Comment** button. If an internal user chooses to not assign a discipline, a warning box is triggered asking if the user wishes to proceed without a discipline assignment.



Online Review - Comment Creation without Assignment

OK - the comment is saved
Cancel - the save is aborted and the user is taken back to the main screen so they can choose a discipline for the comment.

The **Assign -** dropdown contains the following choices. *Note: This only applies to internal reviewers.*

Unassigned - the default, do not assign the comment to a discipline.
A list of Disciplines from the database, For Example:
Subject Matter Expert (SME)
Instructional Design (ID)
Graphic Department (ART)
Project Manager (PM)
Programming Department (PGM)

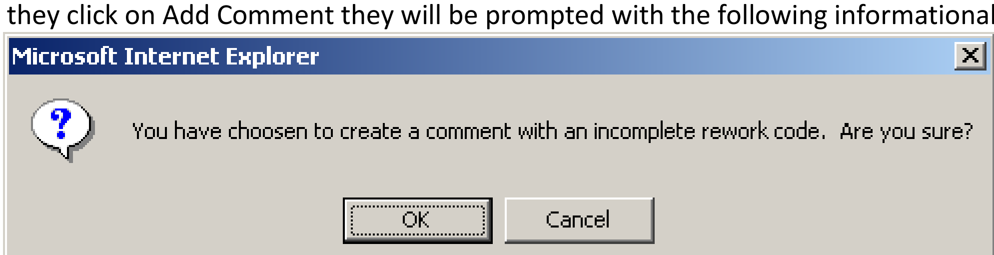
If the inserted comment fits the current filtering criteria, then it will appear in the list at the bottom. If the criteria are not met, the comment will not appear below (e.g., SME has elected to view only SME comments, but assigns a new comment to GA).

Rework Information
The Rework Information section allows users to enter Rework Type, Category, and Code information for a SCO comment. This section only appears for users who have rework permissions. Rework information is global to all MELD systems and is not project specific.

To enter rework information, select a Rework Type from the dropdown. The Rework Category dropdown will appear, and be populated with the categories specific to that type. Select a Rework Category from the dropdown. The Rework Codes dropdown will appear and be populated with the codes specific to that category. Select a Rework Code to finish the rework information selection.

To change the rework information entered, select the Select a Type or Select a Category option from the dropdowns. This will remove all child information and reset the dropdown based on the selection made in any parent dropdown.

A user can choose to enter all, partial, or none of the rework information. If the user enters only partial rework information, when they click on Add Comment they will be prompted with the following informational box.



To continue on and save the comment with partial rework information, click the OK button. To abort the save and enter the remaining rework information or remove the information selected, click cancel.

Note: This only applies to internal reviewers.

7.3.2 Comment Filter

The Comment Filter section of the screen allows the user to filter the comments that appear along the bottom of the screen in the Comment Display. The fields available for filtering and the default state of the filter are based on the type of reviewer, internal or external. The user is able to alter this default filter to display a subset of the data if desired. After altering the filter as needed, the user must click on the Filter Comments button to update the display at the bottom of the screen.

Internal Reviewer - By default, the filter is set to view all comments (internal and external), by all disciplines, Addressed or not Addressed, and verified or not verified. The user can change any and all of the filter criteria at any time.

External Reviewer - By default, the filter is set to view external comments only, Addressed and not Addressed, and Verified or not Verified. The user is permitted to filter by Addressed and Verified as desired.

The Filter dropdowns contain the following choices:

Create By - (*not available to external reviewers*)
Internal
External
Both (default)

Assignment - (*not available to external reviewers*)
All Disciplines (default)
Unassigned
Disciplines from the database, for example
Subject Matter Expert (SME)
Instructional Design (ID)
Graphic Department (ART)
Project Manager (PM)
Programming Department (PGM)

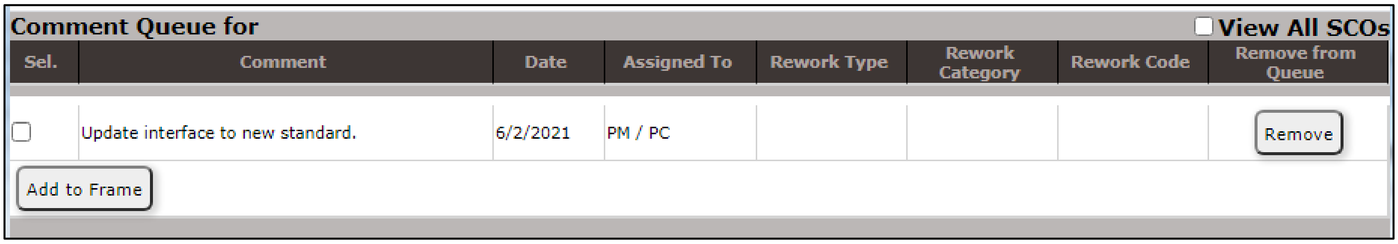
Addressed:
Addressed
Not Addressed
Both (default)

Verified:
Complete
Not Complete
Both (default)

Override:
Not Overridden (default)
Overridden
Both

7.3.3 Comment Queue

The comment queue allows a user to indicate a comment is one typically used on multiple frames and insert it into a queue. These comments are available via the Open Comment Queue button.



Comment Queue

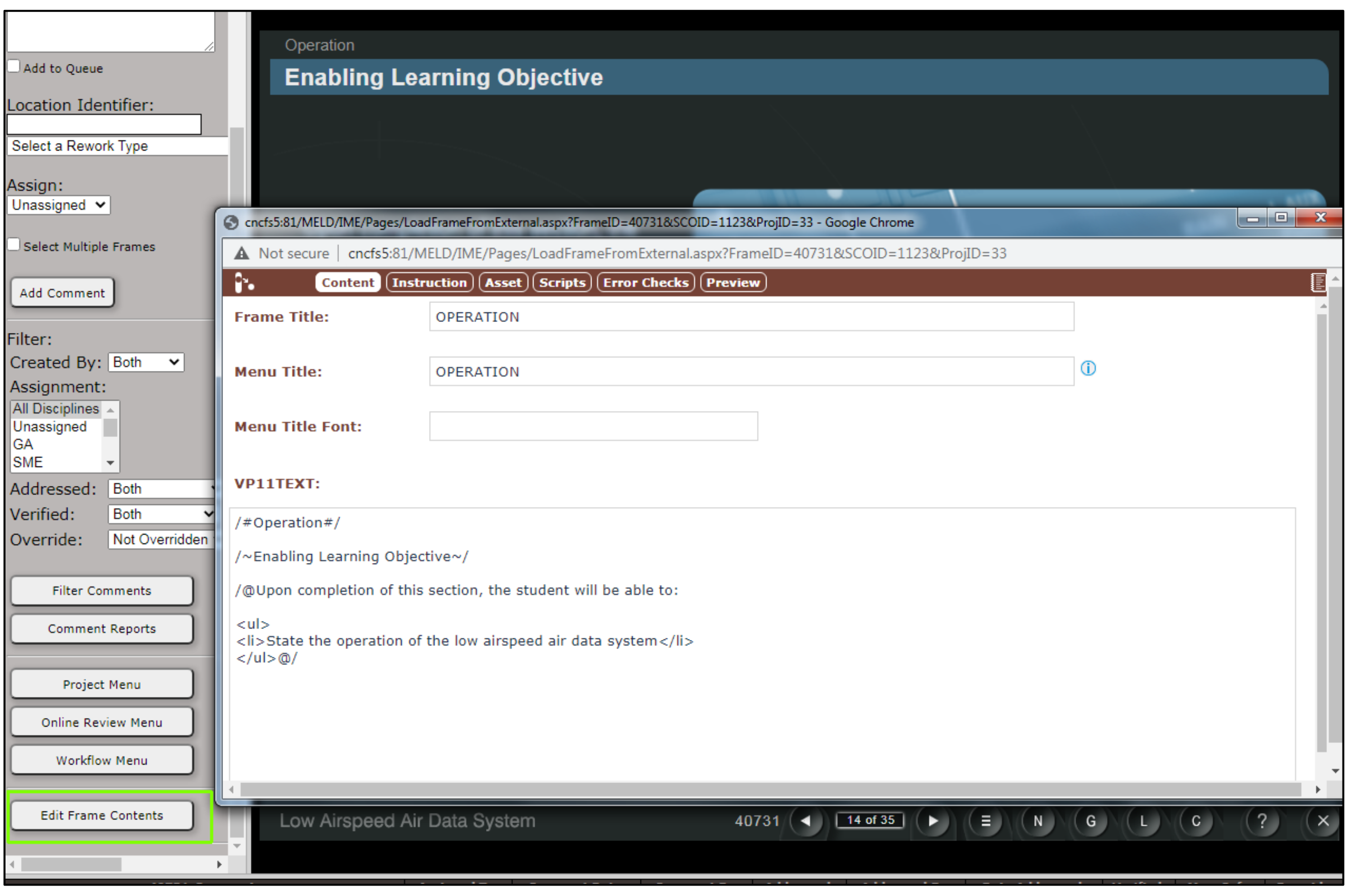
Selection – to add comment(s) to the frame in the SCO, put a checkmark by each comment in the Sel. Column.

View All SCOs – when the queue is first opened it only contains comments for the current SCO. To see all queue'd comments for every SCO in the project, click the View All SCOs comment. To view only the current SCO, uncheck the box.

Add to Frame – Add to Frame adds the comment(s) selected to the current frame in the lesson.

7.3.4 Edit Frame Contents

The Edit Frame Contents popup allows users to edit any frame information on the fly while in Online Review. All content tabs are available for the frame as well as an export and the frame logs. Once exported, the current frame within online review is refreshed showing the newest exported content.



Online Review – Edit Frame Contents

To open the Frame Information screen, click the Edit Frame Contents button in online review.

Note: Only available for internal reviewers.

7.3.5 SCO Review Area

This is the portion of the screen the SCO will play in. If instead of the SCO, the following message appears in the screen, the SCO has not been exported from IME.

> The SCO cannot be found within the file system. Try to re-export the SCO from IME. If the problem is not resolved please contact an administrator.

The SCO is fully functional while being played in the Online Review screen, including menus, hot spots, and navigation buttons.

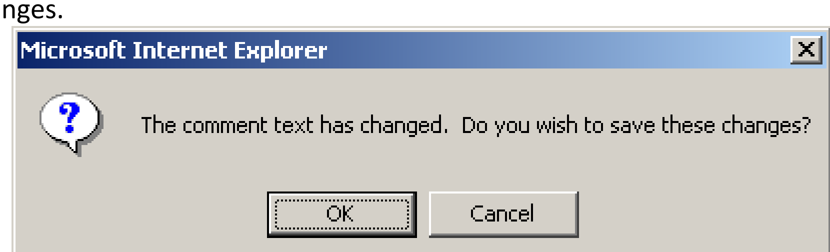
7.3.6 Comment Display

The Comment Display is the window that runs along the bottom of the screen. From this window the user is able to view comments. If they have the correct permissions, the user is also able to edit comments, mark a comment as addressed, mark a comment as verified, and view more detailed information attached to the comment such as notes and responses.

Comments in the display section are either displayed with a white or grey background. A grey background indicates the comment has been "retired". Retired means the comment has been both Addressed and Verified. A white background indicates the comment is still active. Retired comments cannot have new notes or responses attached to them, unless they are changed from the retired state back to an open state by removing the Addressed state and/or the Verified state.

7.3.6.1 Comment

This column contains the text of the comment. If the comment has not been addressed or verified and the current user is the creator of the comment, the comment is editable. To change the comment, edit it and then exit the textbox using the mouse / arrow, tab key, or any other means. The user is prompted that the text has changed and asked to verify if they wish to save the changes.



Online Review - Edit a Comment

OK - save the changes made
Cancel - abort the changes

7.3.6.2 Assigned To

The discipline the comment has been assigned to. *Display only*.

7.3.6.3 Comment Date

The date the comment was created. *Display only*.

7.3.6.4 Comment By

The user who created the comment. *Display only*.

7.3.6.5 Addressed

The Addressed column contains a checkbox showing the status of the comment. Addressed means the comment has been addressed; i.e., either it was a problem that has been corrected, or the "problem" was deemed to be a non-issue, or the decision has been made to table the issue at this time. This column is not visible to external users. Internal users can check a comment as addressed if the comment is not assigned to a discipline, or it is assigned to a discipline the user is assigned to. Checking the box will toggle the entry between addressed and not addressed. If the user un-checks an item marked as Addressed, the Comments Note screen is displayed and the user is prompted to enter a note explaining why they have change the comment to a not addressed status. Only the user that addressed the comment can un-check this box.

7.3.6.6 Addressed By

The user who addressed the comment. *Display only*.

7.3.6.7 Date Addressed

The date the comment was addressed. *Display only*.

7.3.6.8 Verified

The Verified column contains a checkbox showing the status of the comment. Checking the box will toggle the entry between verified and not verified. If the user un-checks an item marked as Verified, the Comments Note screen is displayed and the user is prompted to enter a note explaining why they have change the comment to a not verified status. External users cannot mark comments as Verified.

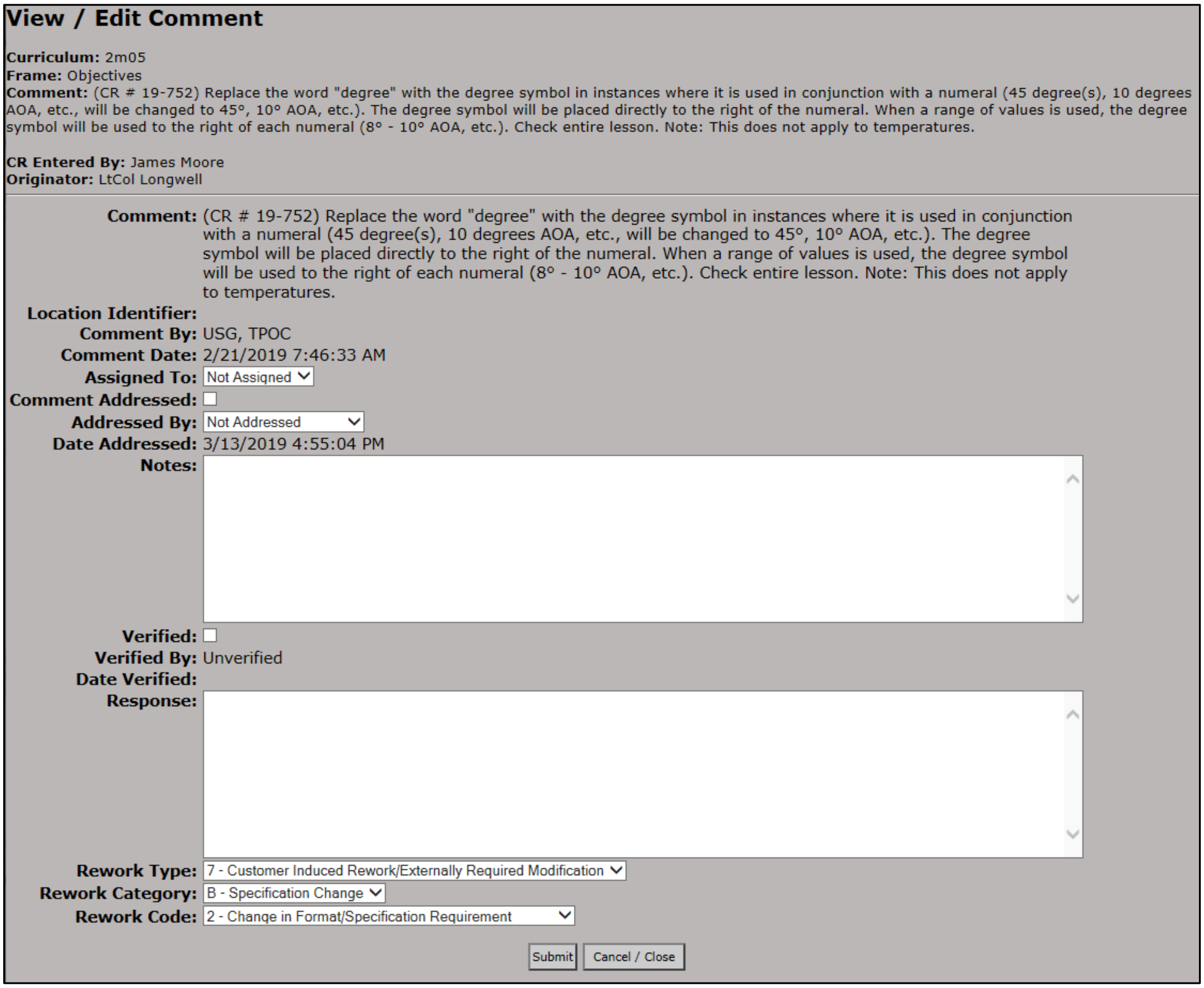
7.3.6.9 More Info

The More Info button allows the user to view / edit all the information attached to a comment, depending up their permissions. The title on this button will appear in 1 of 4 different states.
More Info - There is not a Notes or Response attached to the comment
More Info - N - There is a Note attached to the comment
More Info - R - There is a Response attached to the comment
More Info - RN - There is a Response and a Note attached to the comment

Clicking on the More Info button takes the user to the Edit Comment screen described below.

Delete - The Delete button allows a user to delete a comment they made if it has not been addressed or verified.

7.3.6.9.1 *Edit Comment*



Online Review - Edit Comment

The Edit Comment screen allows the user to edit all the various pieces of a comment in one central location based upon the users ID, discipline, current review level of the SCO, and the comments status. If the SCO is being viewed in a view only status, all information on this screen is display only.

- **Curriculum** - The folder name of the SCO within IME being reviewed (*display only*)
- **Frame** - The name of the frame the comment is attached to (*display only*)
- **Comment** - The comment being edited (*display only*)
- **CR Entered By**: If the comment originated from a CR, the user that submitted the comment will display.
- **Originator**: If the comment originated from a CR, the originator field for the CR will display.

The values listed within the Comment Display window are also available on this Edit Comment form. The following fields are available in addition to the Comment Display window fields:

- **Location Identifier –** Used with document SCOs to give specific information on where the issue / change resides. Editable if the comment is not addressed or verified.
- **Assigned To** - The discipline the comment has been assigned to (*display only for external, editable for internal if the comment is unaddressed*)
- **Addressed By** - The current status of the comment. To check a comment as having been addressed, choose a user from the dropdown. To indicate a comment has not been addressed, choose Not Addressed from the

dropdown. (*Initially editable if the comment is assigned to one of the current users' discipline(s), otherwise display only. Only the user that addressed the comment can use this drop-down menu.*)

- **Notes** - Any existing note is displayed here. It can be created, edited, or deleted if the comment has not been retired.
- **Date Verified** - The date / time the comment was last verified (display only)
- **Response** - Any existing response is displayed here. It can be created or edited if the comment has not been retired. *(editable only by internal users)*
- **Rework Type** - The rework type is displayed, if it has been previously selected. To select a new type, or change the current type, make a selection from the dropdown. The Rework Category field will be populated with the related categories. To remove a type, select "Select a Type" from the dropdown. *(visible for internal users with rework commenting permissions)*
- **Rework Category** - The rework category is displayed, if it has been previously selected. If no rework type has been selected, this field is blank. To select a new category, or change the current category, make a selection from the dropdown. The Rework Code field will be populated with the related codes. To remove a category, select "Select a Category" from the dropdown. *(visible for internal users with rework commenting permissions)*
- **Rework Code** - The rework code is displayed, if it has been previously selected. If no rework category or type has been selected, this field is blank. To select a new code or change the current code, make a selection from the dropdown. To remove a code, select "Select a Code" from the dropdown. *(visible for internal users with rework commenting permissions)*

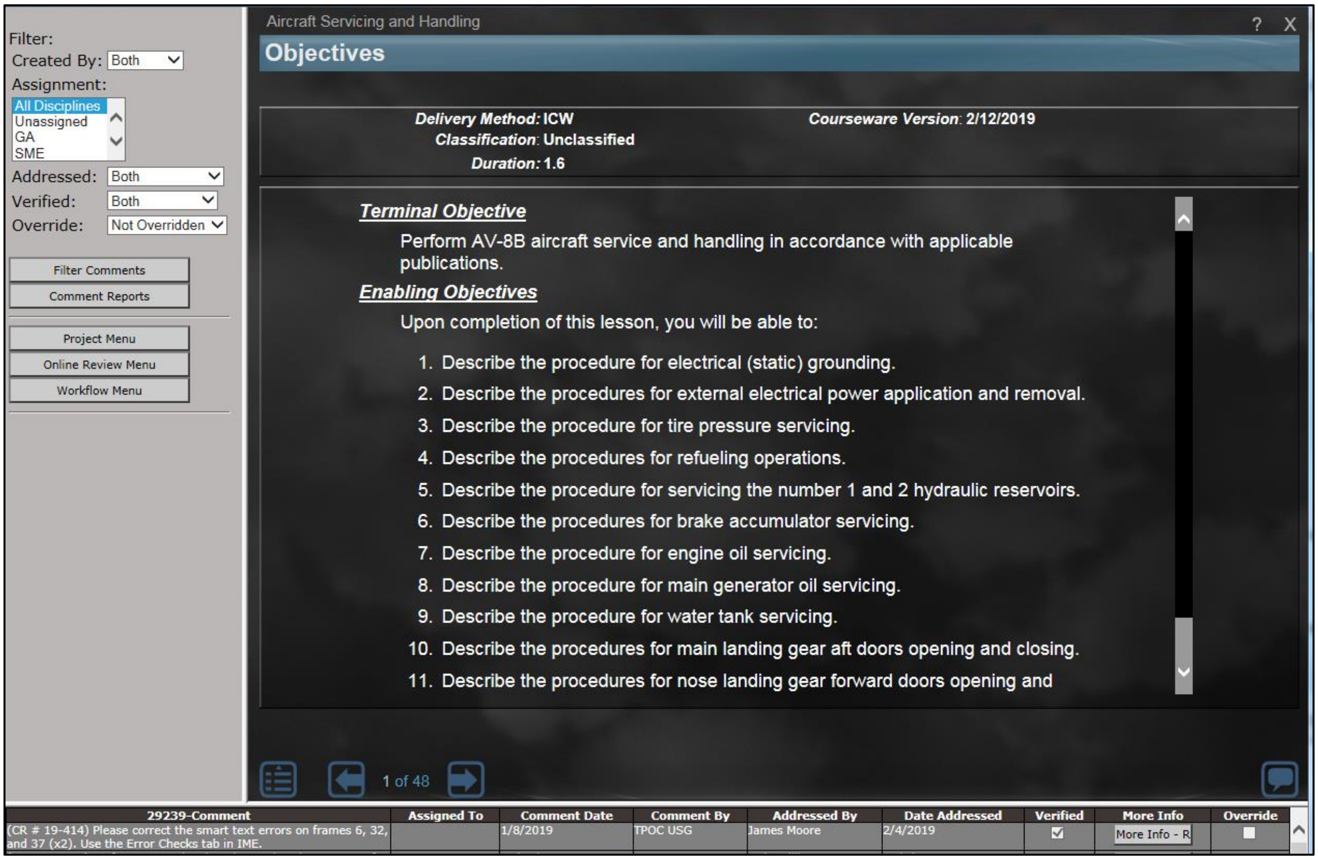
To save the changes made, click the Submit button, to abort any changes click Cancel / Close.

7.3.6.10 Override

This checkbox allows external users to override comments that they do not want the contractor to consider as valid. The checkbox is only enabled on comments made by an external reviewer at a review level lower than the current external reviewer. Internal users with Project Administration permissions also have access to this checkbox to prevent an external comment from being marked as a defect.

7.3.7 Online Review - Review Only

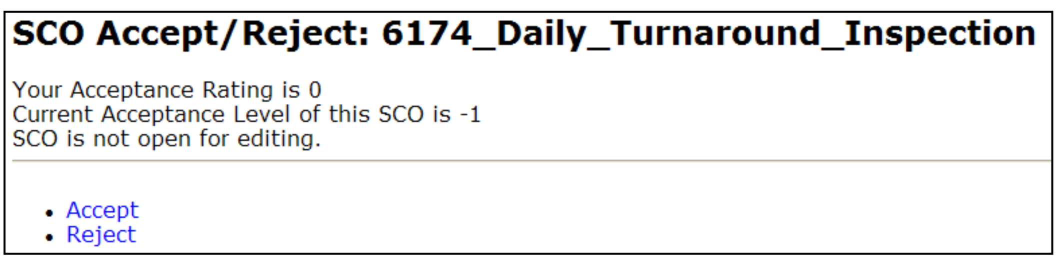
When an internal user accesses Online Review after it has passes their review level (typically after QC review), the SCO will display in review only mode, the Comment Creation section has been removed, along with the ability to edit comments in the Comment Display section, or mark comments as addressed or verified. The user is still able to filter comments for display and access the More Info button.



Internal Reviewer Review Only Screen

7.4 Accept/Reject

The Accept/Reject selection allows a user to accept or reject the SCO review for their level. If the SCO review is accepted, then it is moved up to the next level in the review process. If a SCO is rejected, then it is returned to the previous level to be reviewed again. This screen is only available to users who are attached to a comment rights type with SCO Approval permissions. Typically projects only allow SCO approval permissions for external users since workflow will handle the SCO approval automatically for internal users.



Online Review - Accept/Reject

When first entering the screen the user will see the following information:

- **Your Acceptance Rating Is -** This is the user's acceptance level. A user can only accept or reject the review of a SCO below their current level.
- **Current Acceptance Level of this SCO is** - The SCO's current acceptance level.
- **SCO is (not) open for editing** - Indicates if the SCO is currently editable in IME or has been locked.

7.4.1 Accept

Accept sets the SCO's acceptance level to the level of the current user. Users can review SCOs below their current level, so this passes the SCO up to the next level of review.

If the SCO is at or past the highest level of review possible, then the External Review flag is set to false and the SCO is no longer available for external review.

If the SCO is at the highest level of internal review, then the External Review flag is set to true.

7.4.2 Reject

If the SCO is at the highest acceptance level possible, then it will be returned to acceptance level -1, the initial / default state.

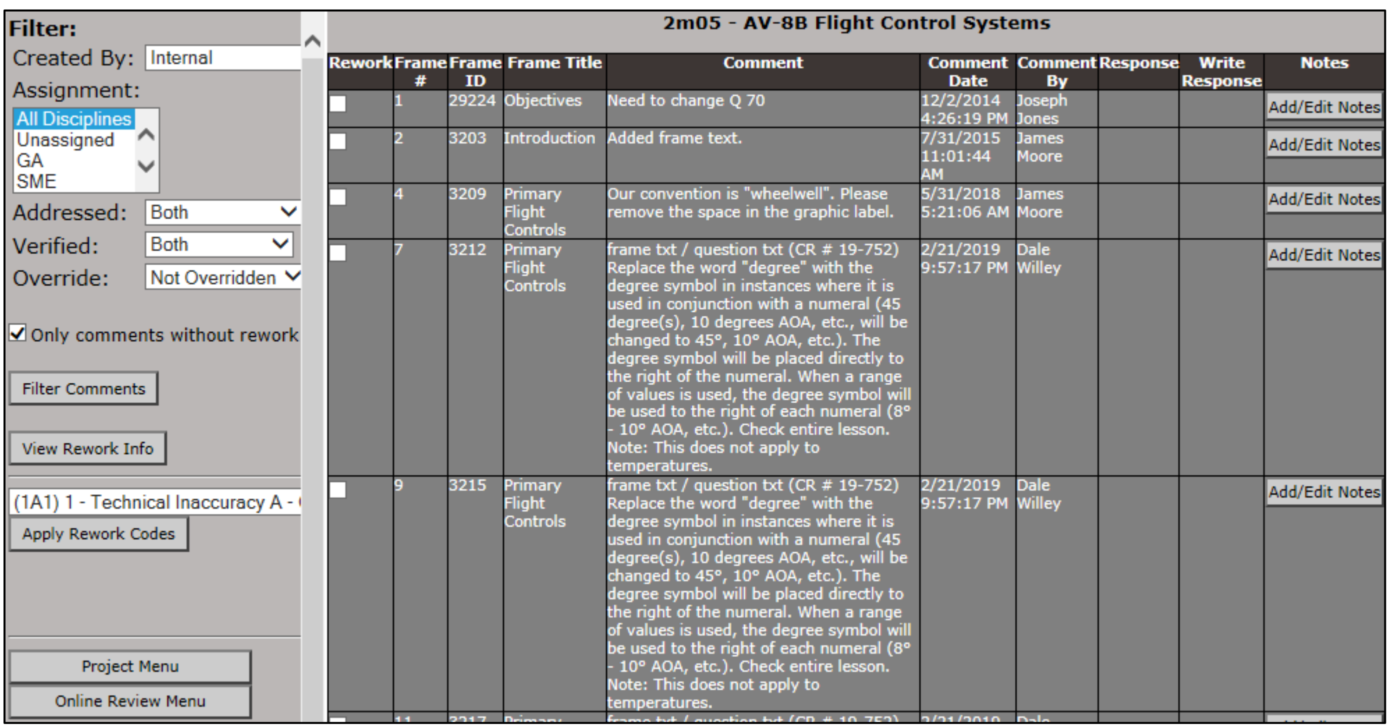
If the user is an internal user and the SCO is not at the highest state possible, then clicking this button will decrease the acceptance level by 1, moving the SCO back down a level for review.

This button is only viewable for external users if they have the highest level of acceptance for a SCO.

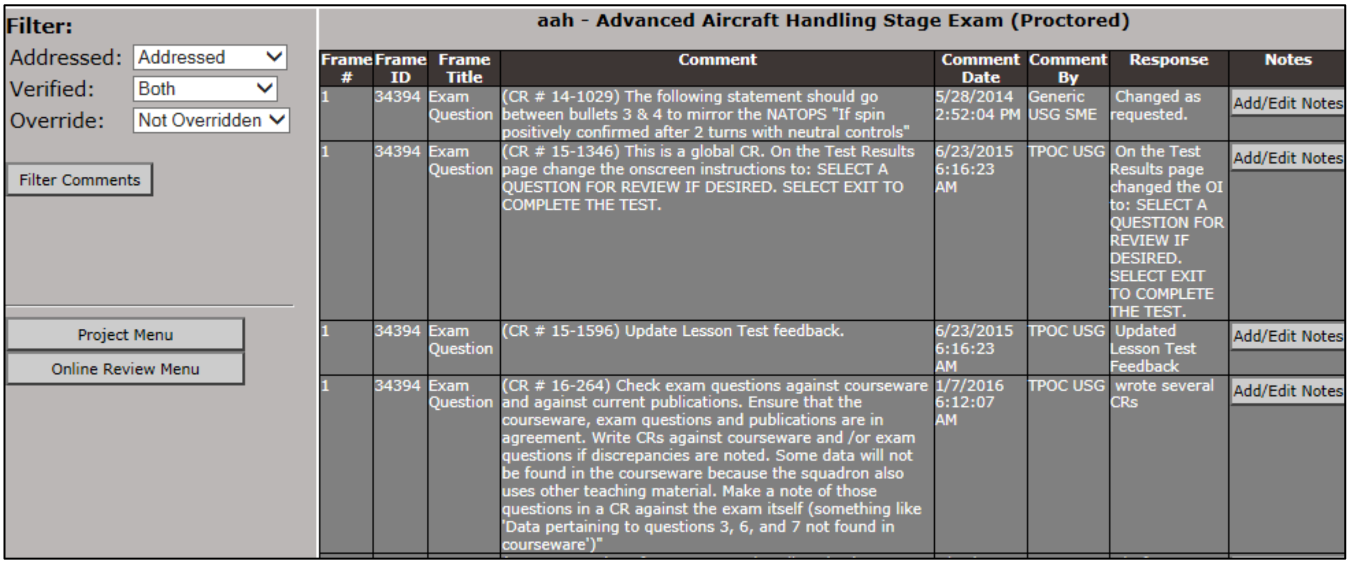
This button is viewable at any internal acceptance level.

7.5 View Comments

The View Comments selection allows the users to view the comments that have been made for a SCO, separate from the SCO itself. This view process can be interactive, allowing the user to filter the comments they wish to see based on status, the user who made the comment, the discipline the comment was assigned to, and the verified status of the comment, or it can be view only. The user is also able to respond to comments from this screen.



View Comments (Internal Reviewer Screen)



View Comments (External Reviewer Screen)

Comments with a gray background have been retired, i.e., they have already been both addressed and verified. Comments with a white back ground are either waiting to be addressed, verified, or both.

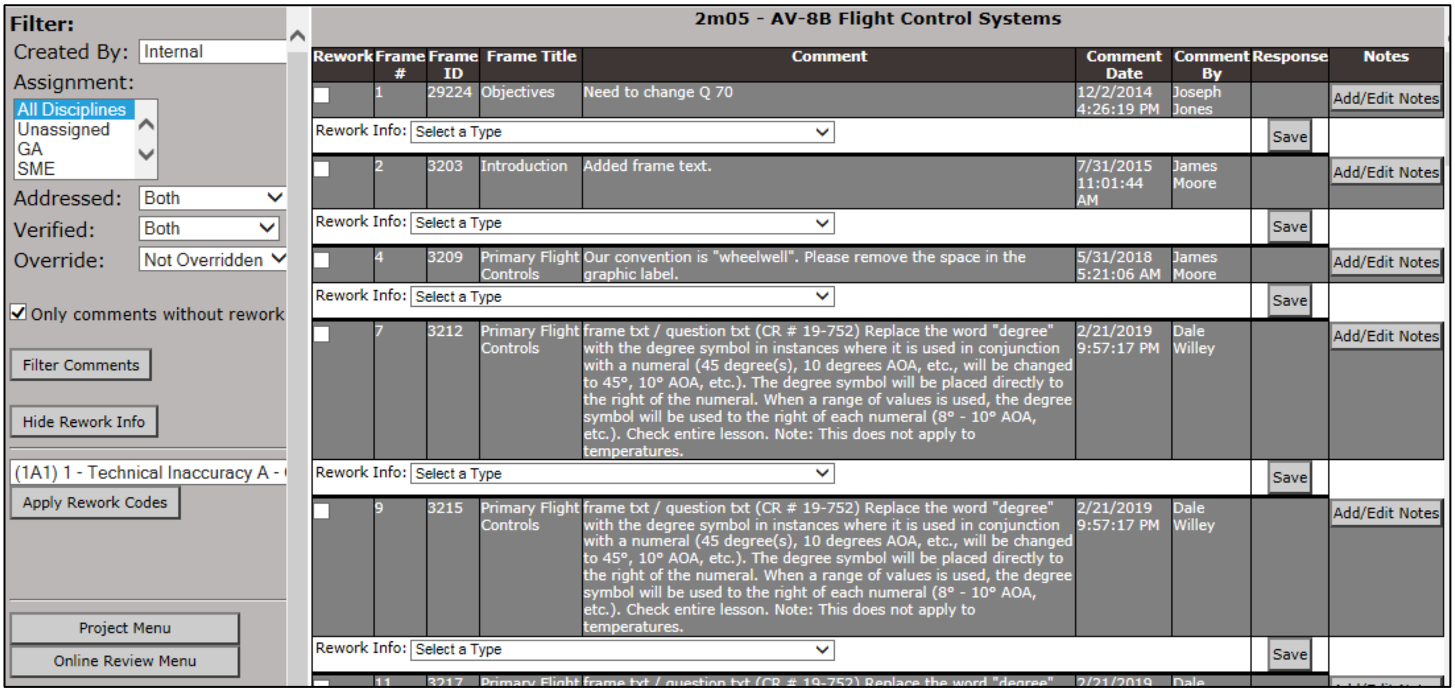
Depending upon the user type (internal / external) comments can be filtered by the following criteria:

- **Created By** - Internal, Internal Resulting from Rework, External, or All (*Only available for internal reviewers*)
  - Internal - Comments made only by internal users
  - Internal Resulting from Rework – Comments made after the activity marked as the “Quality Control” activity for the process.
  - External – Comments made only by external users
- **Assignment** - Discipline Assignment, the choices are project specific (*Only available for internal reviewers*)
- **Addressed** - Addressed, Not Addressed, or Both
- **Verified** - Complete, Not Complete, or Both
- **Override** – Not Overridden, Overridden, or Both
- **Only comments without rework –** Select to show only comments that have not been assigned rework codes (*Only available for internal reviewers with rework permissions*)

After selecting the desired filter, click on the **Filter Comments** button.

7.5.1 View Rework Info

Rework information can be added and edited on the View Comments screen if the user has the correct Comment Rights Type permissions. To view the rework information, click the View Rework Info button on the View Comments screen. The comments display section changes to view the rework info.

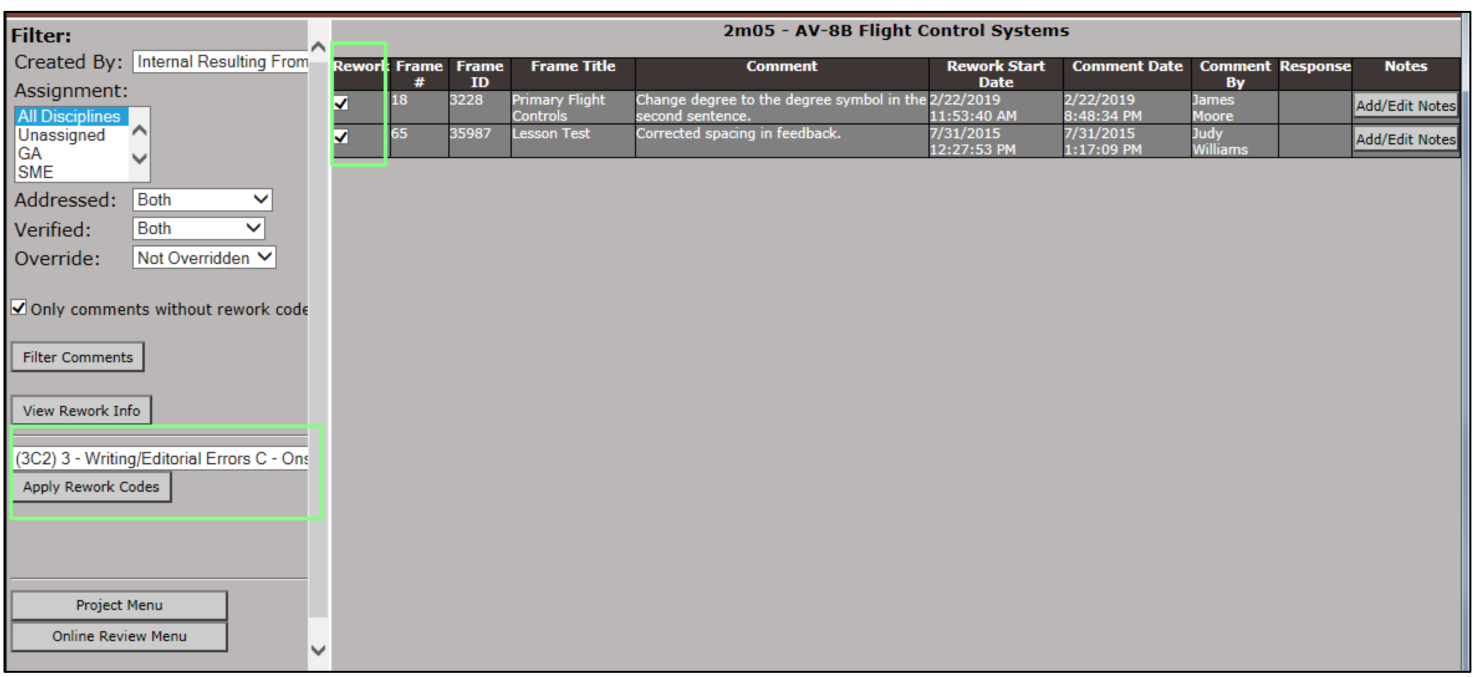


View Comments - View Rework Info

To hide the rework information, click the Hide Rework Info button. To add / edit the rework information, make the correct selections from the drop-down fields. After making the selections, click the save button for that record.

7.5.2 Apply Rework Codes

The **Apply Rework Codes** button will update all comments with the Rework checkbox checked with the rework code selected in the drop-down menu above the button.



7.5.3 Response

The Response column allows the user to attach a response to the comment if the comment has not yet been addressed, and the approval level for the SCO is less than the user's approval level. This screen is accessed by clicking the Respond button within the comments listing. The screen contains the following information:

- **Curriculum** - The folder name of the SCO within IME
- **Frame** - the name of the frame the response will be attached to
- **Comment -** the comment the response will be attached to.

To enter a Response type the response in the text box on the screen and click the Submit Response button. To abort any changes, click the Cancel button.

7.5.4 Notes

The Notes allows the user to attach a note to the comment. The screen contains the following information:

- **Curriculum** - The folder name of the SCO within IME
- **Frame** - the name of the frame the note will be attached to
- **Comment -** the comment the note will be attached to.

To enter a Note, type the note in the text box on the screen and click the Submit Note button. To abort any changes, click the Cancel button.

7.6 Reports

The Report selection allows the user to create customized reports and output the data in several formats.

7.7 Accept on Behalf Of SCO Review

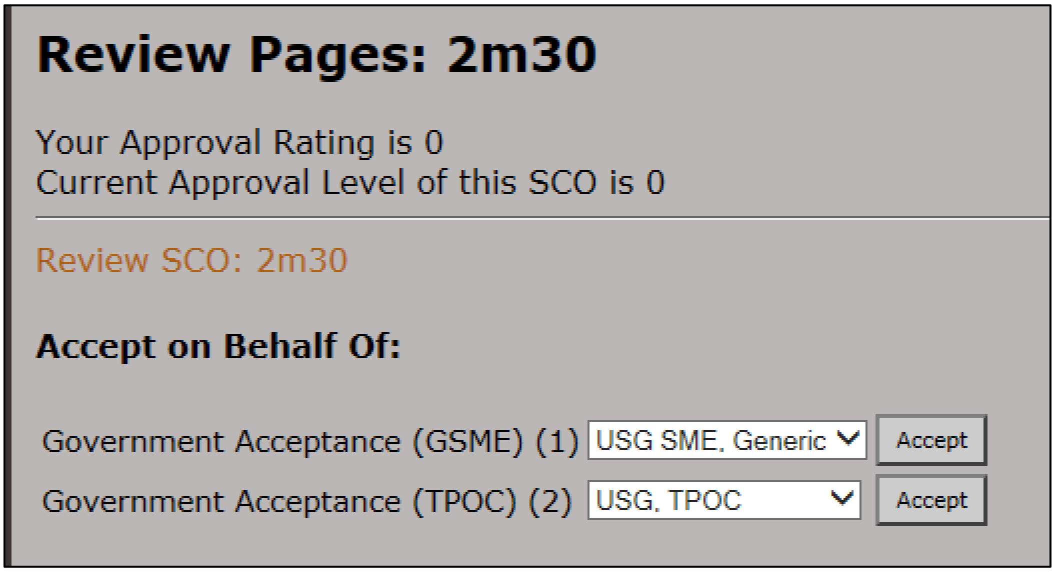
Allows a user with project administration permission to accept a SCO on behalf of the customer. This feature can be used for SCO changes that are pre-approved by the customer.

Before a SCO becomes available for acceptance on behalf of the customer, several criteria have to be met:

- The SCO must be at least at the highest internal review level of acceptance
- The user accepting on behalf must have project administration rights
- The external commenting right selection must be at a level higher than the current acceptance level for the SCO

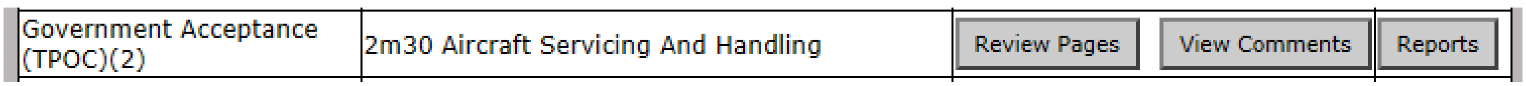
To accept a SCO on behalf of the customer, the project will first need to create an external account with the appropriate external commenting permission used for this purpose. If multiple external commenting levels exists (e.g., USG SME, and TPOC) , then an external account needs to be created for each commenting level if the project wishes to accept on behalf of the customer for each commenting level. The project can always accept on behalf at the highest commenting level (e.g., TPOC) if multiple levels exist. The account created does not need to be used for login purposes.

When the SCO reaches its highest level of internal acceptance, the Accept on Behalf selection will become available from the "Review Pages" button. To accept the SCO on behalf of the customer, select the appropriate external account created for this purpose and select the Accept button. If multiple acceptance levels exist and the project wishes to accept on behalf of each level, the Accept button will have to be selected for each level.



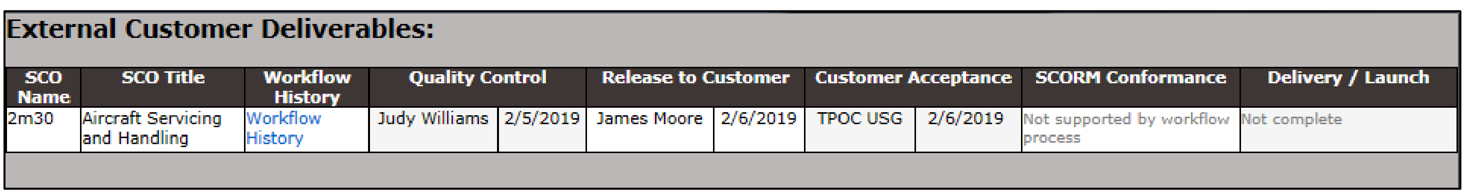
Online Review – Accept on Behalf

After Accept is selected, the main online review screen will become updated with the selected approval level.



Online Review – Accept on Behalf Screen 2

After the external customer review activity in marked complete in workflow, the workflow records report will reflect the last external account used for the accept on behalf selection.

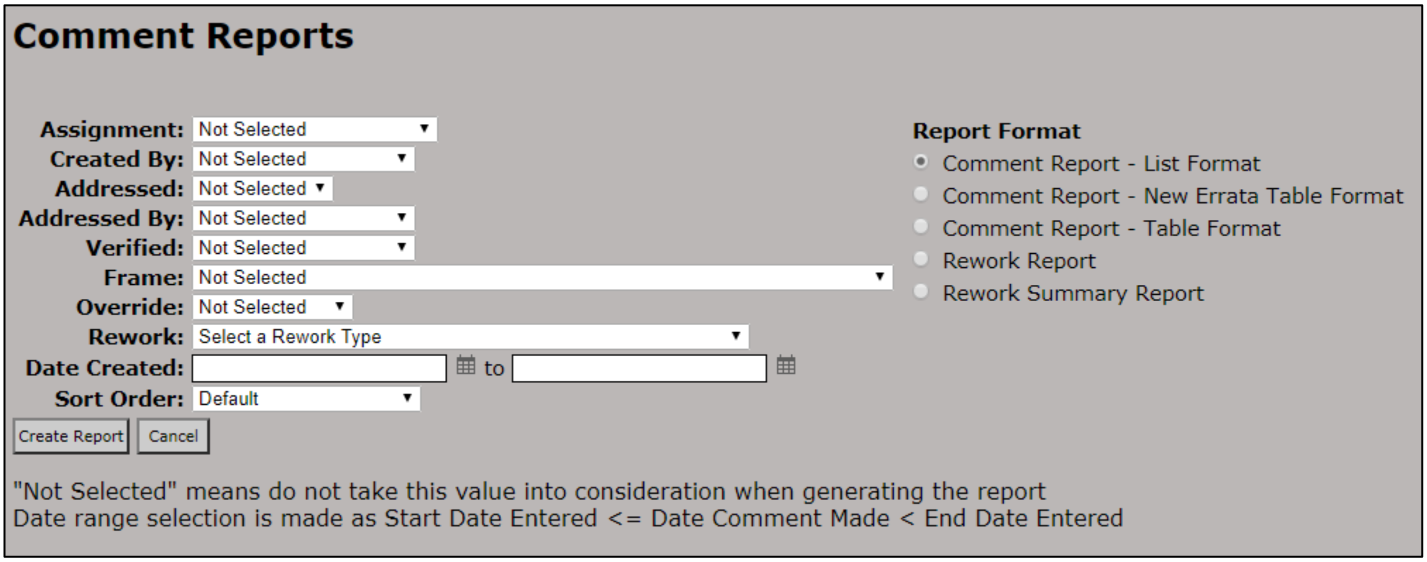

External Customer Deliverables:

SCO Name	SCO Title	Workflow History	Quality Control		Release to Customer		Customer Acceptance		SCORM Conformance	Delivery / Launch
2m30	Aircraft Servicing and Handling	Workflow History	Judy Williams	2/5/2019	James Moore	2/6/2019	TPOC USG	2/6/2019	Not supported by workflow process	Not complete

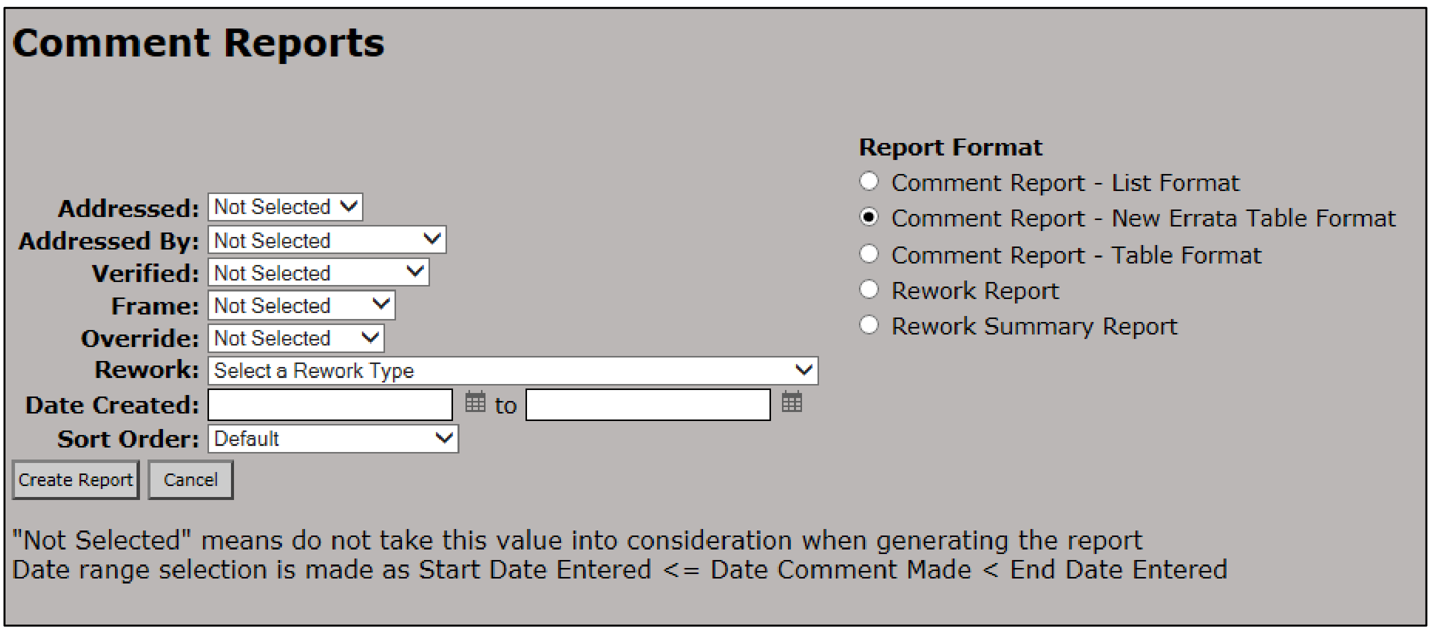
Online Review – Accept on Behalf Screen 3

7.8 Reports

The Reports module allows the user to customize the output of the report, both in content and layout. Internal users can filter the data by all criteria. External users can only view external comments and CRs. External reviewers also do not have an Assignment or Created By filter. The default value for each filter is "Not Selected" which means that filter will not be applied to the output. The filters for assignment, created by, addressed, addressed by, verified, override, and report format are saved and will be displayed when returning to the reports screen during the current MELD session.



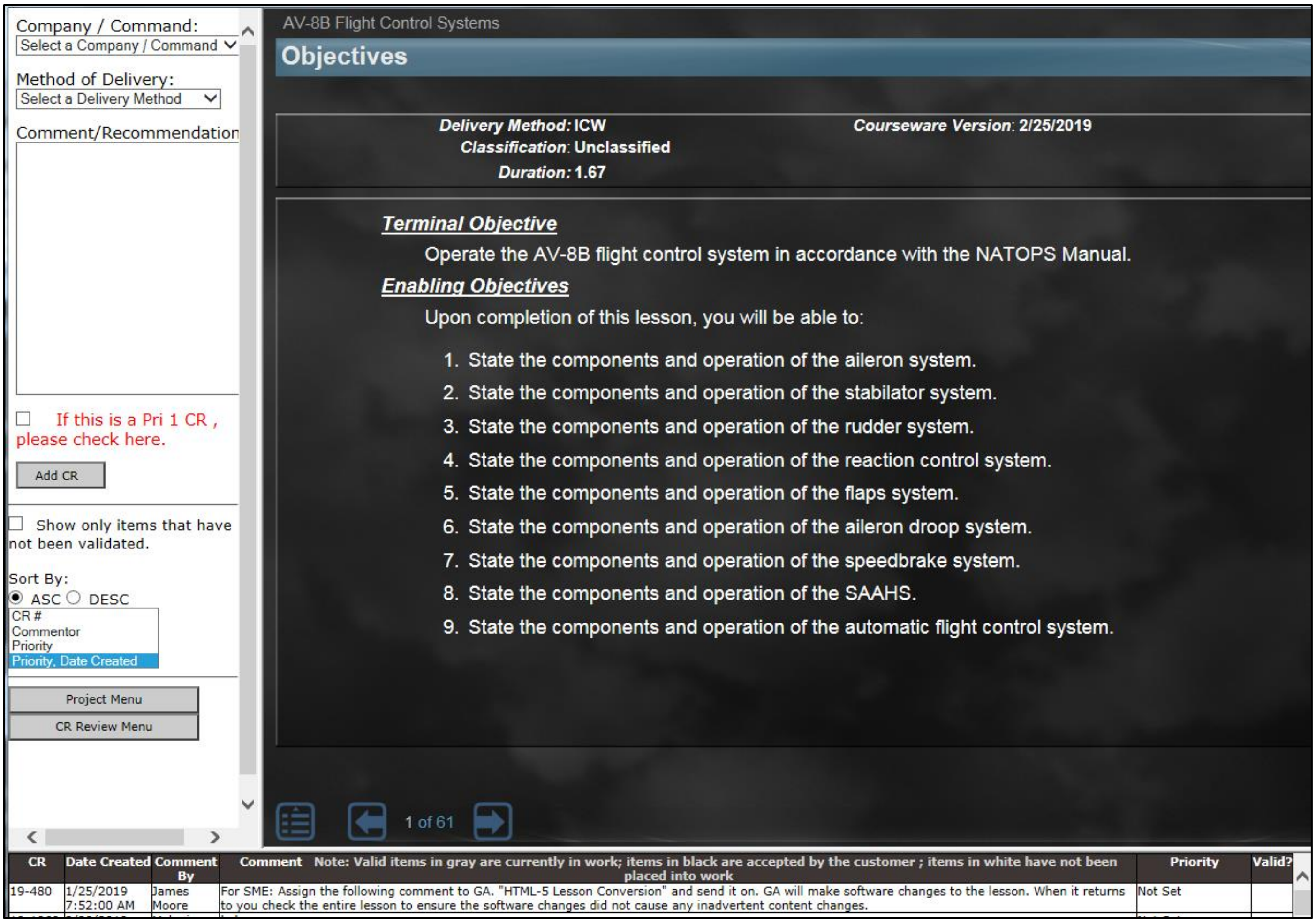
Comment Reports – Internal Reviewer Selection Screen



Comment Reports – External Reviewer Selection Screen

8 CR Review

The CR Review screen allows all internal and external users the ability to comment on every SCO regardless of production state. Upon entry to this screen, a user will see a screen similar to the following.



CR Review Screen

8.1 Create CR

To create a new CR, select the Company / Command, the Method of Delivery, and enter the CR in the Comment/Recommendation field. Select "Is this is a Pri 1 CR, please check here" if you want the CR to be entered at the highest priority level, generally used to document safety of flight concerns.

Click **Add CR** to save the entry. If any of the fields are not filled in, you will be prompted to enter a value. If all required fields are filled in, the CR will be saved and will appear at the bottom of the screen. The Date Created and Comment By fields are filled in automatically.

8.2 Filter / Sorting

To filter the below CR listing for only CRs that have not yet been validated, check the checkbox "Show only items that have not been validated".

There are four available sort options for the below CR listing as well. 1 - CR #, 2 - Commentor, 3 - Priority, 4 - Priority, Date Created. The option is also available to sort these by ASC or DESC. The default sort for the CR listing is option 4 "Priority, Date Created" in ASC order.

The CR listing will display valid items that are currently in work with a gray background, items that have previously been placed into work and accepted by the customer in black, and items that have not yet been placed into work white.

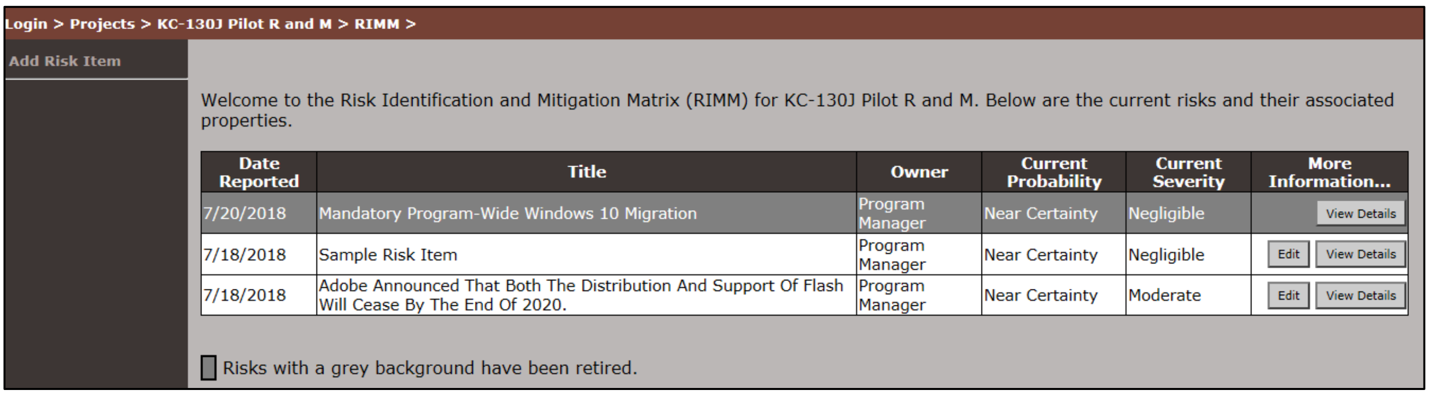
To return to the main Project Menu screen or CR Review menu, click the corresponding navigation button.

8.3 View CRs

The CR Summary screen is accessed via the View CRs button on the product selection screen of CR Review. This screen is similar to the CMATT CR Summary screen. The View CR screen only shows CRs for the current SCO, not all SCOs within the project.

9 RIMM

The Risk Identification and Mitigation Matrix, or RIMM, is the identification, assessment and tracking of Risk as it relates to a project. Risks are events that if they occur can jeopardize the successful completion of a project. A Risk Item is no longer a risk when it has been retired.



RIMM Initial Screen

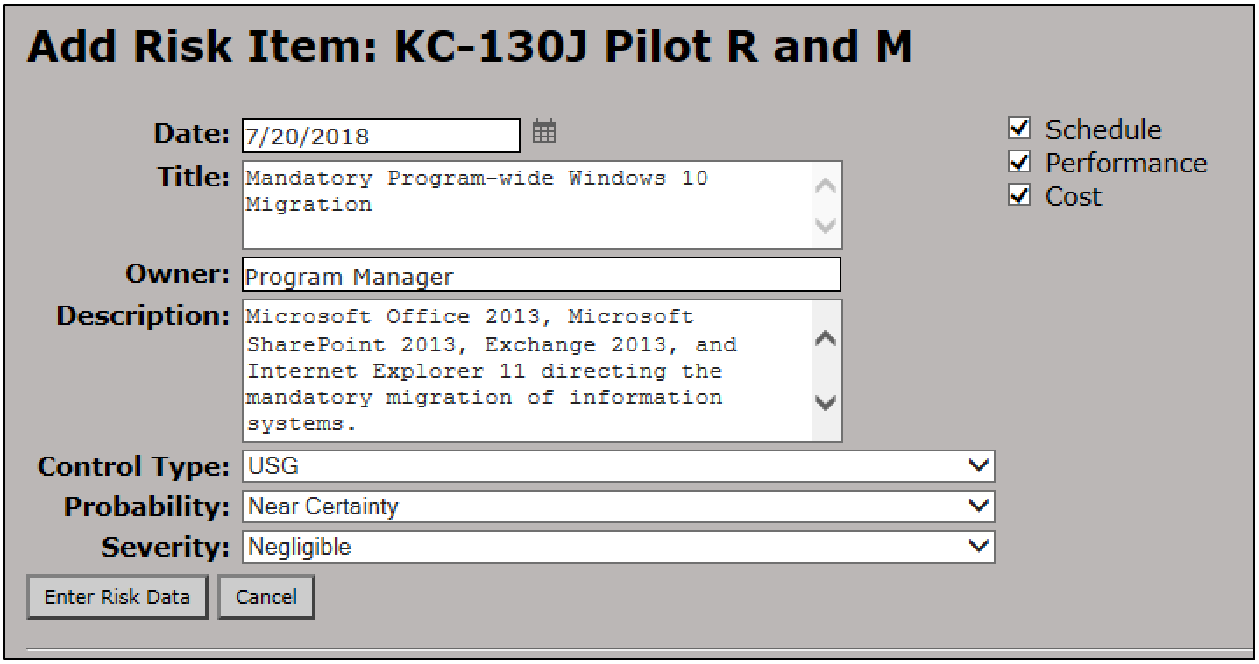
9.1 Add Risk Item

To add a Risk Item, click on the Add Risk Item menu link on the left side of the main RIMM screen.

Enter the following data:

- **Date -** The date the RIMM item was reported. This calendar button opens up a pop up window containing a calendar, which allows the user to select a date using a graphical interface.
- **Title -** A brief description of the RIMM
- **Owner -** Who is responsible for the RIMM
- **Description -** A detailed description of the RIMM
- **Control Type -** The controller, i.e., Contractor or US Government
- **Probability -** The probability of the RIMM occurring
- **Severity -** The impact the RIMM will have on the project if it does occur
- *Note: Depending on how the RIMM module was configured, the probably and severity could be in separate or a single drop-down menu.*
- **Risk Areas** - Depending on how the RIMM module was configured there may or may not be risk areas available. In the below example, the available risk areas for selection are “Schedule, Performance, and Cost”.

Enter Risk Data Button - Click on this button to save the data after it has been entered.



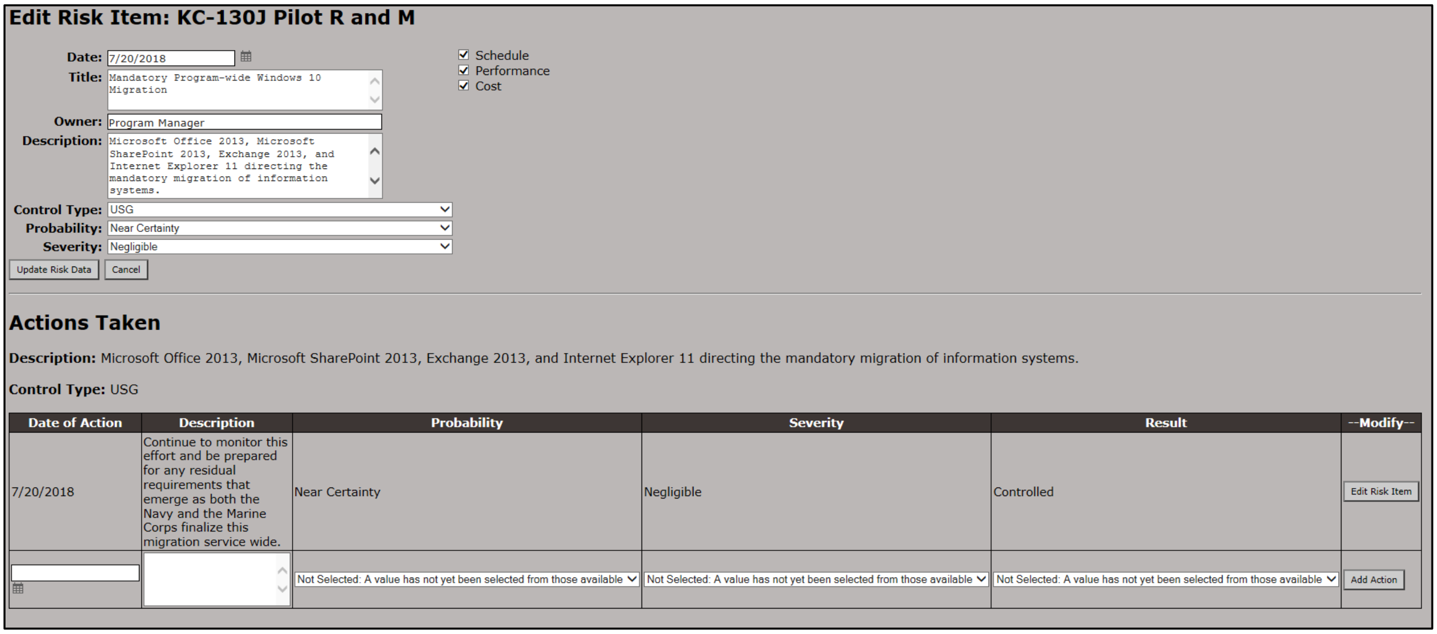
Add Risk Item

9.2 Edit Risk Item

To edit a Risk Item, click on the Edit button that corresponds with the desired RIMM on the main RIMM screen. All fields are editable. In addition, action items can be added to a Risk.

The action item consists of the following fields:

- **Date of Action** - the date the action was taken
  Description - a detailed description of the action taken
- **Probability -** the probability of the action
- **Severity** - the severity level of the action
- **Result** - the results of the action, such as avoided, controlled, retired, etc.
- **Modify -** this column can contain three different buttons.
  - **Add Action** - Adds an action to the risk item. If the user has not filled in all required fields (Date of Action, Description), they will be prompted to enter this information before being allowed to save a new action record. After being saved, the action will appear in the table with an Edit Risk Item button in the modify column.
  - **Update Action** - Updates an action with any changes the user has made. This button is only available when a risk action is being edited.
  - **Edit Risk Item** - allows the user to edit a risk action. When this button is pressed, the background of the corresponding risk action turns pink and all the fields are editable. The Modify column then contains an Update Action button. After making any changes necessary, press the Update Action button to save the changes.



Edit Risk Item

9.3 Delete Risk Item

Risk Items cannot be deleted. Instead, they are "retired" when no longer a risk. To retire a Risk Item, edit the Risk Item and create an Action record with a Result of "retired". Risk Item details can still be viewed after a Risk has been retired by clicking on the View Details Button on the main RIMM screen.

Note: A new Action record must be created to retire the risk item. Simply changing the result of a current risk action will not retire the risk item.

9.4 View Details

View Details is a view only mode for a RIMM item. To view the details of a RIMM that has been retired, click on the View Details button for that record.

The View Details screen displays the following information:

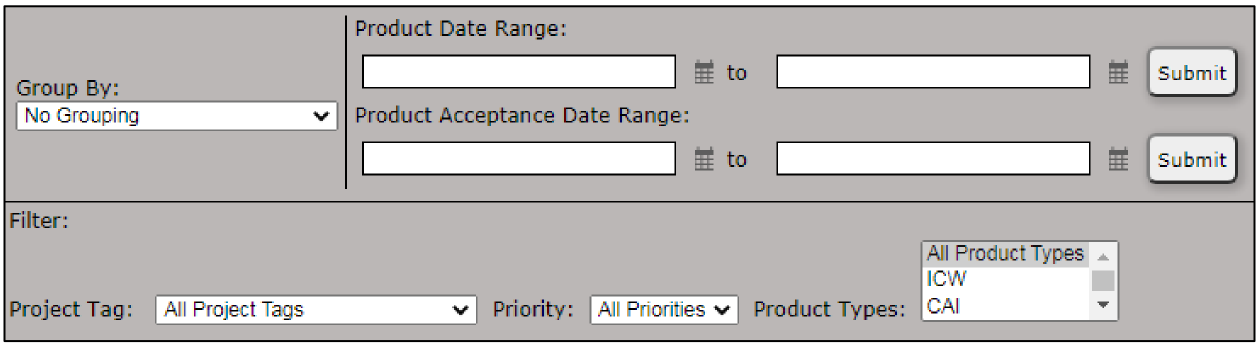
- **Date -** The date the RIMM item was reported
- **Description -** A detailed description of the RIMM
- **Probability -** The probability of the RIMM occurring
- **Severity -** The impact the RIMM will have on the project if it does occur
- **Actions Taken** (shown for every action attached to the RIMM)
- **Date of Action** - the date the action was taken
  Description - a detailed description of the action taken
- **Probability -** the probability of the action
- **Severity** - the severity level of the action
- **Result** - the results of the action, such as avoided, controlled, retired, etc.

10 QUANTM

The Quality Analysis and Tracking Matrix, or QUANTM, is used to track quality issues, recommendations, and resolutions within the project.

10.1 Six Sigma Metrics

The Six Sigma Metrics report provides rolled throughput yield (RTY) calculations, cycle time for poor quality (CTPQ) in days, as well as cycle time metrics, and rework count. These metric features enable management to provide data to indicate areas for specific process improvement activities and improve project-level process efficiency and effectiveness.



Six Sigma Metrics

To run a Six Sigma Metrics report, enter the following data. NOTE: leaving a date field blank in the data range will result in no data being report.

Group by selection - This selection groups all products by the selected group by assignment. The selected discipline must be assigned to the product as an internal POC when the production cycle was created.

Product Date Range - The product date range option will return all products that have been inducted and accepted within the selected date range. This option is used for determining process improvement over a specified period of time. The "External Customer Review" option must be selected for the external customer review activity setup in workflow administration.

Product Acceptance Date Range - The product acceptance date range option will return all products that have been accepted within the selected date range. This option is used for producing quality reports for the quality plan. The "External Customer Review" option must be selected for the external customer review activity setup in workflow administration.

Filters

- **Project Tag**: The project tag filter will list all project tags assigned to the project from MELD>Project Administration>Configure Workflow>Create Project Tags. It is not recommended to delete any project tags because you will lose the link between the project tag and the production cycle for any products that were placed in work with the deleted project tag.
- **Priority**: The priority filter will list all priorities assigned to the project from the Configure CMATT screen within Project Administration.
- **Product Type**: Allows the user to filter the output based on the product type. Values include “ICW, CAI, and Document”. This filter allows a multiple selection. To select multiple values, hold down the Ctrl key and mouse click each product type you want to include in the report.

After entering the required information click **Submit** to generate the report.

Curriculum Revision (10/30/2018)													
Accepted Date	Product	SME Review		QCR Review		Review for Release to GOVT		GOVT Review			Total		
		Rework Count	CTPQ (Days)	Rework Count	CTPQ (Days)	Rework Count	CTPQ (Days)	Rework Count	CTPQ (Days)	% Def	Rework Count	CTPQ (Days)	Cycle Time
6/4/2021	h-8m35			1	0						1	0	28.1
5/8/2021	15l35										0	0	2.7
5/7/2021	15l36										0	0	2.9
5/5/2021	2m23										0	0	1.9
5/3/2021	17m03										0	0	4.6
5/3/2021	6l02										0	0	3.6
5/3/2021	2m12										0	0	3.4
Total: (7)		0	0	1 Freq	0	0	0	0	0	0.0%	0.14 (AVG)	0 (AVG)	6.74 (AVG)
Yield:		100.0%		88.0%		100.0%		100.0%					
RTY:		88.0%											
First Pass Yield:		100.0%											

Overall Totals	
DPMO:	0
% Defective:	0.0%
First Pass Yield:	100.0% (Rejected First Pass: 0 Accepted First Pass: 7)
Cycle Time:	6.74 (AVG)
Work Summary Report	
Rework Frequency Report	

Six Sigma Metrics Report

The report is broken into two sections. The first section is broken down by workflow process and contains the following information:

Accepted Date Column: The external customer acceptance date for a product during a production cycle.

Product Column: The product is the SCO name assigned within IME. It acts as a link to the Product Information report, described later in this section.

Decision Point Columns: The decision point columns contain all activities per process that result in a pass / fail decision up to and including the external customer review activity.

Rework Count: The total number of times the user failed the activity. To the right of the rework count is a report link that will open a summary report of comments made per rework.

CTPQ (Days): The Cycle Time for Poor Quality is the total number of days from the time the user failed the activity until the next pass / fail interaction for the activity. This is the total for all rework counts for the activity.

% Defective: If the activity is the "External Customer Review" activity you will see an additional column "% Def". This value equals the total number of frames defective divided by the total number of frames delivered for the product production cycle. If rework was required for this activity, the summary report will list additional information such as frames delivered, frames defective, defect count, opportunities for defect and change request count.

Frames Defective

The total number of defective frames equals the total number of delivered frames with external comments within the first external review cycle. Any comment with a 7 rework code, that is overridden, or blank will be ignored.

For document SCOs, the total number of defective frames equals the total number of external comments created within the first external review cycle. Any comment with a 7 rework code, that is overridden, or blank will be ignored.

Frames Delivered

Revision - A delivered frame is any frame with a comment created between the CMATT induction date and the external customer review start date.

Production - The total number of delivered frames equals the total number of frames developed in IME. QUANTM looks for a project tag of "Prod" for the product revision cycle in Workflow to determine if the lesson is a new production lesson.

For document SCOs:

Revision - The total number of delivered frames equals the total number of unique location identifiers for all comments created between the CMATT induction date and the external customer review start date. If location identifiers do not exist, the total number of delivered frames equals the total number of change requests placed into work from CMATT.

Production - (QUANTM looks for a project tag of "Prod" for the product revision cycle in Workflow). The total number of delivered frames equals the total number of unique location identifiers for all comments made before the external customer review start date. If location identifiers do not exist, the default value is 1.

Total Column

Rework Count: The sum of all decision point rework count columns for the product row.

CTPQ (Days): The total number of days the product was in rework due to an activity failure. Note: This number is not the sum of all decision point CTPQ columns. The decision point CTPQ column could contain nested rework loops which is not included in the overall total.

Cycle Time: The total time in days from the first product start date in workflow to the external customer acceptance date in workflow.

Total Row: The total row lists the total number of products, the sum of each product rework count column, and CTPQ column for each decision point column. To the right of the total rework count is a link, named Freq, to the MELD > QUANTM > Rework Frequency Report that will pass the selected date range, filters, and decision point. In addition to the decision point totals, there are process averages for total rework count, CTPQ, and Cycle Time. % defective is also determined for the process.

Yield Row: A yield value is determined for each decision point column. This value equals the total number of products divided by the sum of the total number of products and the total rework count for the decision point.

RTY Row: A Rolled Throughput Yield value is determined for each process table. This is the probability the product will pass through the entire process defect-free. This value equals the accumulated multiplication of each decision point yield.

First Pass Yield Row: A First Pass Yield value is determined for each process table. This value equals the total number of products that have a 0 rework count for the "External Customer Review" decision point divided by the total number of products.

The second section in the report is the Overall Totals and contains the following information:

DPMO: Defects per million opportunities is determined for the entire result set.

The below formula is used to calculate the DPMO:
(Total number of defects / Total number of defect opportunities) * 1000000

Defects

The total number of defects equals the total number of external comments created on delivered frames within the first customer review cycle. Any comment with a 7 rework code, that is overridden, or blank will be ignored.

For document SCOs:

The total number of defects equals the total number of external comments created within the first customer review cycle. Any comment with a 7 rework code, that is overridden, or blank will be ignored.

Defect Opportunities

The defect opportunities equals the total number of frames delivered multiplied by the total number of opportunities for failure. The opportunities for failure are set at 20.

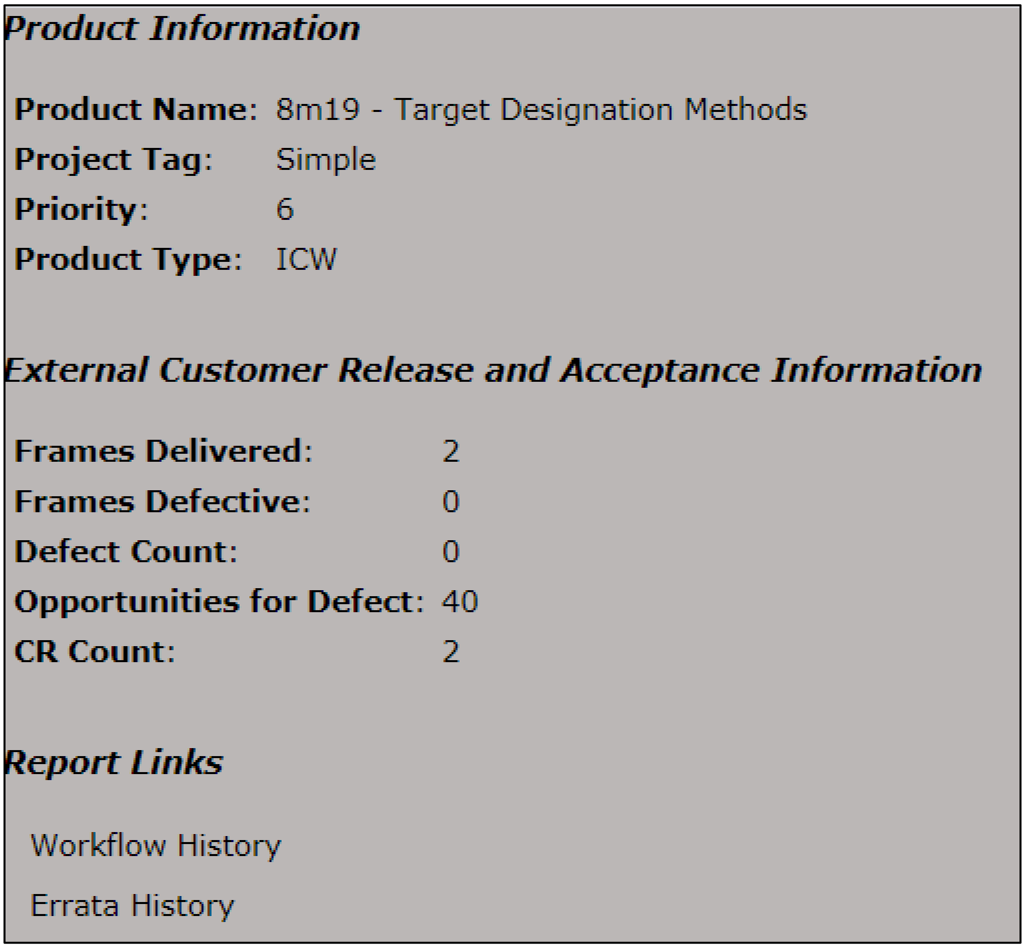
% Defective: This value equals the total number of frames defective divided by the total number of frames delivered for the entire result set.

First Pass Yield: This value equals the total number of products that have a 0 rework count for the "External Customer Review" decision point divided by the total number of products for the entire result set.

Cycle Time: The average of all cycle times for the entire result set.

10.1.1 Product Information Report

The product information report is available by clicking the product name on the Sigma Six Metrics Report.



Product Information

Product Name: 8m19 - Target Designation Methods
Project Tag: Simple
Priority: 6
Product Type: ICW

External Customer Release and Acceptance Information

Frames Delivered: 2
Frames Defective: 0
Defect Count: 0
Opportunities for Defect: 40
CR Count: 2

Report Links

Workflow History
Errata History

Rework Count – Notepad

The report contains the following information:

- **Product Name**: The SCO folder name and SCO title listed within IME
- **Project Tag**: The project tag selected for the workflow cycle
- **Priority**: The priority for the workflow cycle
- **Product Type**: The SCO type that is assigned within IME
- **Frames Delivered**: Refer to main report for frames delivered description.
- **Frames Defective**: Refer to main report for frames defective description.
- **Defect Count**: Refer to main report for defect count description.
- **Opportunities for Defect**: Refer to main report for opportunities for defect description.
- **CR Count:** The number of change requests in the workflow cycle
- **Workflow History:** A link to the Workflow History Report for the workflow cycle
- **Errata History:** A link to the Errata History report for the workflow cycle

10.1.2 Rework Count Summary Report

The Rework Count Summary Report is accessed by clicking on the notepad icon in the reword count column(s) of the metrics report.

Product Information

Product Name: 8m19 - Target Designation Methods
Project Tag: Simple
Priority: 6
Product Type: ICW
Decision Point: SME Review

Rework Loops

Rework Loop # 1 by User , Sample on 1/30/2021 5:36:04 AM

Comment	Rework Type	Rework Category	Rework Code
In the first image, prior to any selection I wan the big arrow pointing at p/b 1.	Rework Information was not entered for this defect.		
In the second image(after the student selects p/b 1) I want the smaller arrow pointing at the writing. Lave that arrow in place for the rest of the images.	Rework Information was not entered for this defect.		

Time in Rework (Days): 2.3

Rework Loop # 2 by User , Sample on 2/1/2021 12:13:13 PM

Comment	Rework Type	Rework Category	Rework Code
there should be no onscreen text under the big arrow on the first image. Delete "DESIGNATION SOURCE ..."	Rework Information was not entered for this defect.		
On the second image (after selecting P/B 1) change TARGETPOINT to STEER-TO POINT in the onscreen text under the AMPCD.	Rework Information was not entered for this defect.		
In the last image change TARGET POINT to STEER-TO POINT in the onscreen text under the AMPCD.	Rework Information was not entered for this defect.		
Delete the big arrow on bottom-left of the AMPCD in the first image. (Sorry, I know I've gone back and forth on this one.)	Rework Information was not entered for this defect.		

Time in Rework (Days): 0.8

Rework Loop # 3 by User , Sample on 2/2/2021 6:46:49 AM

Comment	Rework Type	Rework Category	Rework Code
In the second-to-last image change STEER-TO POINT to TARGET POINT. (In that image you can see TGT next to DESG at p/b 1.)	Rework Information was not entered for this defect.		

Time in Rework (Days): 0.1

Report Links

Workflow History

Errata History

Rework Count – Notepad Report

The report contains a summary of comments made per rework organized by rework loop.

- **Product Name**: The product name and product title
- **Project Tag**: The project tag
- **Priority**: The priority for the workflow cycle
- **Product Type**: The product type that is assigned within IME
- **Decision Point:** The point in the process where the decision to send the product back for rework was made
- **Rework Loops:** the rework loops contain a list of comments and rework codes for each comment in that loop.
- **Workflow History:** A link to the Workflow History Report for the production cycle
- **Errata History:** A link to the Errata History report for the production cycle

10.1.3 Work Summary Report

To create a Work Summary Report, click on the notepad icon at the bottom of the Six Sigma Metrics report. The Work Summary Report is the same as the Monthly Summary Report within Workflow>Reports except the Work Summary Report is created for the date range entered for the Six Sigma Metrics, and the Monthly Summary Report is run for a one month period.

10.1.4 Rework Frequency

The Rework Frequency report is described in more detail in the "Rework Frequency Report" section of this document.

10.1.5 Frequently Asked Questions

Why are my delivered frames totals so low? For revision efforts, QUANTM looks for the total number of comments created between the product induction date and the external customer review start date. It is important to leave a comment for any frame changes. For example if the product author changed "can not" to "cannot" on 5 frames, EACH of those 5 frames should have a comment inserted that represents what change was made on the frame. This allows QUANTM to capture the true frames delivered, informs the QC that changes have been made on the frame, and contributes to process analysis efforts. Team members should take advantage of the "Add to Multiple Frames" selection available in the comment area when inserting comments in Online Review. For document SCOs, QUANTM uses the total count of Location Identifiers entered in Online Review. The Location Identifier field is located right below the comment text box in Online Review. Again, it is important to enter comments for all sections that have been touched. If Location Identifiers are not used, then the total count of change requests submitted from CMATT are used. For New production efforts, QUANTM looks for the total number of frames developed in IME for the product. For document SCOs, the total number of location identifiers are used on comments made before the first external review date. If location identifiers do not exist, the default value would be 1.

Why am I returning defects too early in the process? You will need to review your workflow process and ensure that the "External Customer Review" option is only checked once and only for the ***final*** external customer review of the product.

Why do my new production products now show on the Six Sigma Metrics report? In order for new production efforts to display in the Six Sigma report, they must have a project tag with "Prod" included in the tag. This allows QUANTM to filter only for new production efforts. Project Tags can be revised / created from the MELD>Project Administration>Configure Workflow>Create Project Tags location.

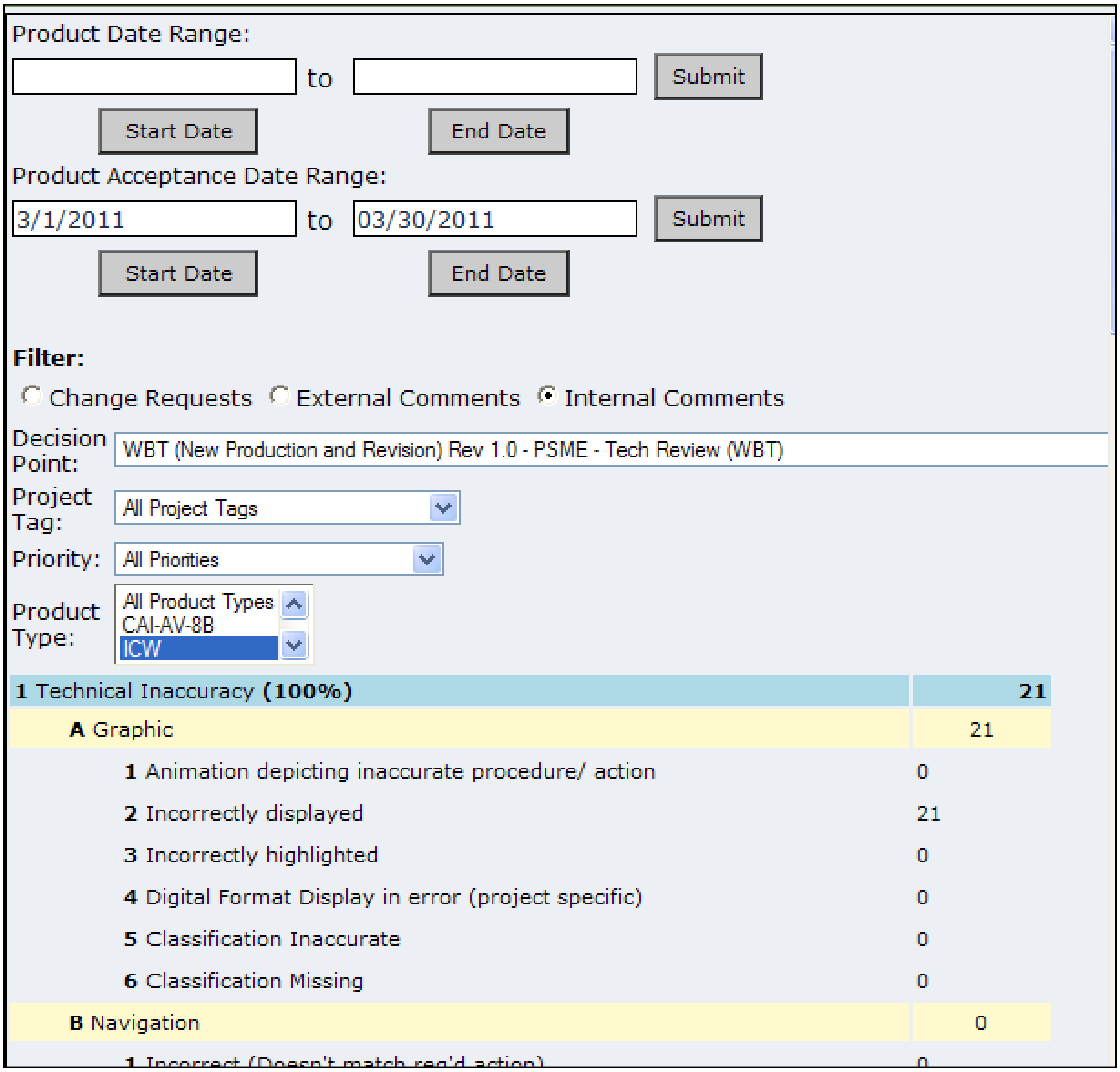
How can I tell what comments are the reported defects? Defects can be analyzed by clicking on the Notepad icon located next to the rework count number for the "External Customer Review" activity from the Six Sigma Metrics report. Defects will display under the rework loop section. Additional information concerning the workflow cycle can be returned from the report links "Workflow History" and "Errata History."

Why does it appear that valid defects are not returning on the Six Sigma Metrics report? This can have two possible outcomes. (1) The external comment was entered in a rework cycle after the first customer review cycle. If meaning the external customer entered a comment during the 2nd review cycle; this comment would not count against us as a defect. (2) The external comment was entered on a frame that was not counted as a "delivered frame." In other words, internal comments were not made on the frame between the product induction date and the first external customer review date. You should also check and ensure that the external customers have received an external commenting account.

My external customer entered comments that are not true defects. How can I get the Six Sigma Metrics report to ignore these types of comments? There are two ways to remove these comments from the report. (1) Enter a 7 series rework code for this comment. Only trained personnel are authorized to enter rework codes. (2) The PM can mark the comment as overridden from Online Review.

10.2 Rework Frequency Report

The Rework Frequency Report displays a list of rework codes and the number of Online Review comments associated with each code for the given date range and filter.



Rework Frequency Report

The comments and their rework codes that are counted for the report are based on the data input in the Date Range and Filter fields on the screen.

Product Date Range:

The product date range option will return all products that have been inducted and accepted within the selected date range. This option is used for determining process improvement over a specified period of time. The "External Customer Review" option must be selected for the external customer review activity setup in workflow administration.

Product Acceptance Date Range:

The product acceptance date range option will return all products that have been accepted within the selected date range. This option is used for producing quality reports for the quality plan. The "External Customer Review" option must be selected for the external customer review activity setup in workflow administration.

NOTE: The date range used for the report is based on the Submit button pressed

Filters:

Change Requests – reports rework codes for the CRs only
External Comments – reports rework codes for all External comments
Internal Comments – reports rework codes for all Internal comments

Decision Point – Only available for internally created comments, this dropdown includes all the decision points from the workflow process

Project Tag: Allows the user to filter the output based on the project tag attached to the workflow process. The project tag filter will list all project tags assigned to the project from MELD>Project Administration>Configure Workflow>Create Project Tags. It is not recommended to delete any project tags because you will lose the link between the project tag and the production cycle for any products that were placed in work with the deleted project tag.

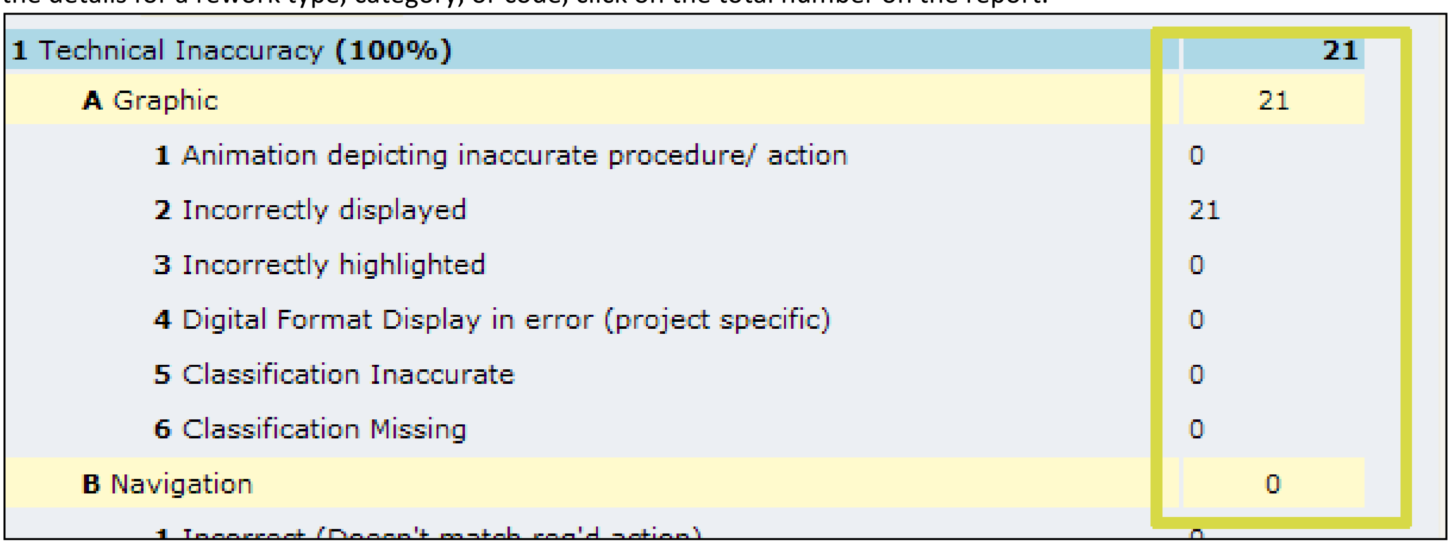
Priority: Allows the user to filter the output based on the priority attached to the workflow process. The priority filter will list all priorities assigned to the project from the Configure CMATT screen within Project Administration.

Product Type: Allows the user to filter the output based on the product type. Values include “ICW, CAI, and Document”. This filter allows a multiple selection. To select multiple values, hold down the Ctrl key and mouse click each product type you want to include in the report.

After running the report, if another report is necessary, use the refresh button or F5 to refresh the screen, then enter the necessary Date Range and Filter information for the new report.

10.2.1 View Details for Rework Type

The Rework Frequency Report displays the total numbers for each of the rework types, categories, and codes. To view the details for a rework type, category, or code, click on the total number on the report.



Rework Types Total Field

The Detail view for the Rework Frequency report displays the rework codes, product name, Frame #, Frame ID, comment and a link to view all the comments. To view all the comments for the Frame #, regardless of which rework type they fall under, click the View All Comments button.

Product Name	Frame #	Frame ID	Comment	View All Comments
1A2				
2m14b	13	2869	Recommend changing e-ref from 2.6.2. to 2.6.7.	
2m15	13	3919	Insert new circuit breaker panel.	
10m04	9	7103	Recommend changing e-ref from NATIP 2.10.2 to NATIP 2.10.4.	
10m04	10	7102	Recommend changing e-ref from NATIP 2.10.2 to NATIP 2.10.4.	
10m04	11	28114	Recommend changing e-ref from NATIP 2.10.2 to NATIP 2.10.4.	
10m04	12	7106	Recommend changing e-ref from NATIP 2.10.2 to NATIP 2.10.4.	
10m04	13	7107	Recommend changing e-ref from NATIP 2.10.2 to NATIP 2.10.4.	

Rework Frequency Report – Detailed Information

10.2.1.1 View All Comments

View All Comments is available from the Rework Frequency – View Details report and shows all the comments for the current frame regardless of rework type.

10m04 - Air-to-Surface Radar Procedures

Frame: 9

Comment	Date Created	Created By	Corrected By	Verified By	Response	Notes
Eref	3/2/2011	Dale Willey	Dale Willey	Dale Willey		
Recommend Changing E-Ref From NATIP 2.10.2 To NATIP 2.10.4.	3/1/2011	Mark Brewster	Dale Willey	Dale Willey		
Eref	2/22/2011	Dale Willey	Dale Willey	Dale Willey		
Incorporate New Design For Animation Buttons. Incorporate PREVIOUS Button	2/17/2011	Dale Willey	Jason Courtney	Dale Willey		
Center The Image. On User Select The Image Change The Iamge 10l041041.Psd	2/16/2011	Dale Willey	Jason Courtney	Dale Willey		
Bullets	2/16/2011	Dale Willey	Dale Willey	Dale Willey		
Topic Title	2/16/2011	Dale Willey	Dale Willey	Dale Willey		
Frame Text	2/16/2011	Dale Willey	Dale Willey	Dale Willey		
Move The Image To The Right. ON User Select The Image, Show The Image From 10m047104_H40.Jpg	2/16/2011	Dale Willey	Jason Courtney	Dale Willey		
Corrected Spacing Before And After The Period In The First Sentence In #3.	4/21/2010	Edward Griffiths	Edward Griffiths	Edward Griffiths		
Delete All The Labels. See The Instructions In Code For The Additional Changes Required For This Frame	5/22/2009	Dale Willey	Charles Wheatly	Dale Willey		
Notes On The Frame Serve As Bullets	12/14/2006	Dale Willey	Judy Williams	Dale Willey		
Center Bandwidth Misspelled	12/31/2003	Laura LaMonica	Gary Labrecque	Judy Williams		
Top Left Space In Beam Width	12/31/2003	Laura LaMonica	Gary Labrecque	Judy Williams		

Original Artist Instructions

General Instructions

Not Available

On Screen Text

[3.] Since the radar is able to distinguish small differences in Doppler shift produced by objects at different azimuths Doppler beam sharpening can resolve objects that would otherwise be lost in the radar real beam. Display resolution is limited only by the radar's ability to discern differences in the Doppler frequency. [4.] In addition to improved azimuth resolution, range resolution is improved in the expand modes by the use of shorter pulse widths. The pulse widths are adjusted so that range and azimuth resolution approximately match. This is done to make an undistorted image of the expanded map area.

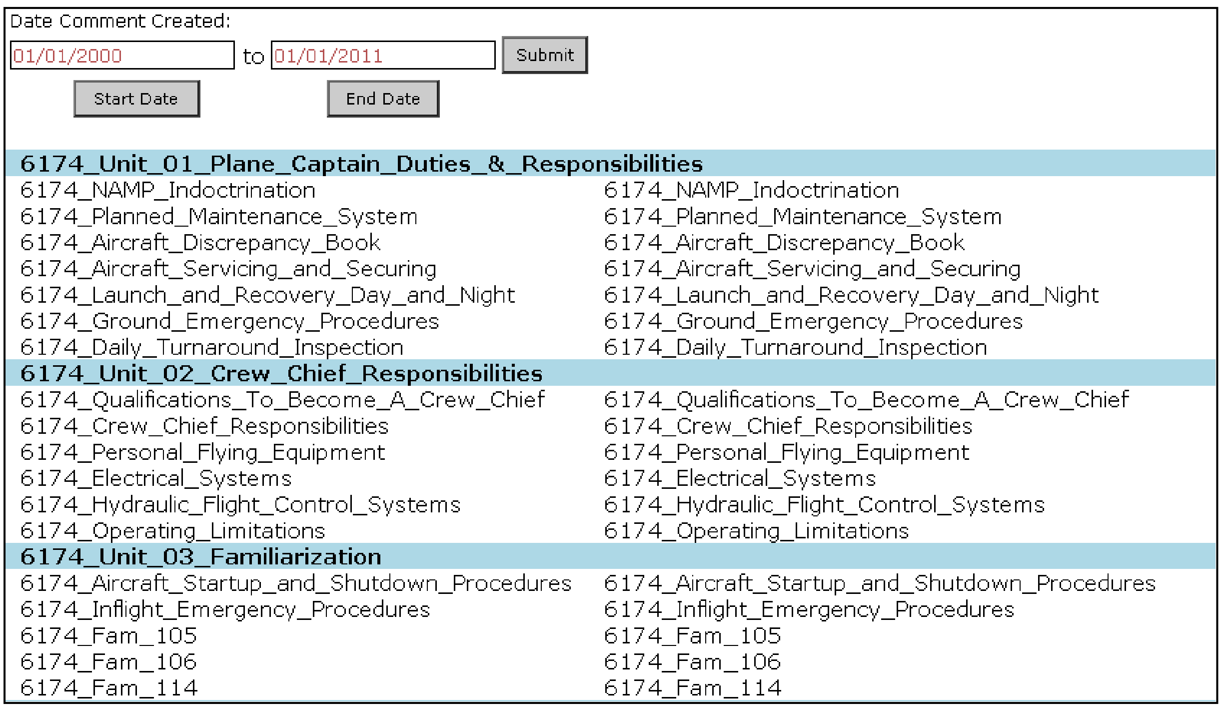
Detailed Information – View All Comments

The View All Comments report includes the following fields:

- **Comment** – the comment entered in online review
- **Date Created** – the date the comment was created
- **Created By** – the name of the person who created the comment
- **Corrected By** – the name of the person who corrected the issue
- **Verified By** – the name of the person who verified the correction
- **Response** – a response by anyone involved in the process
- **Notes** – any notes entered by anyone involved in the process
- Original Artists Instructions
    - **General Instructions –** the Graphic Instructions entered in IME
    - **On Screen Text** – the Graphic On Screen Text entered in IME

10.3 Rework Missing Data

The Rework Missing Data report displays all SCOs with comments created between the date range given, which are missing rework information. To run the report, enter the date range and click on Submit.



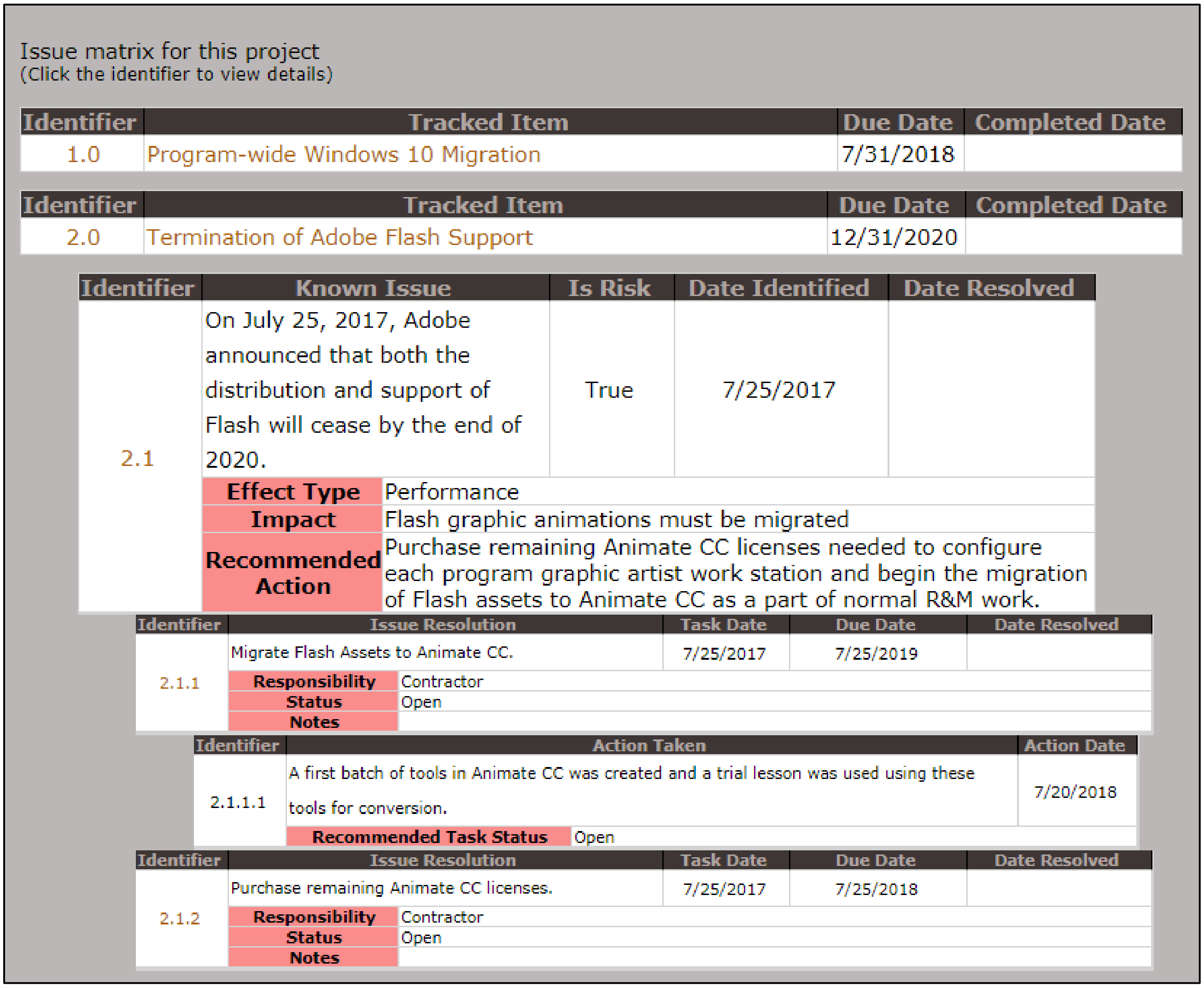
Rework Missing Data Report

11 Issue Tracker

Issue Tracker allows the establishment of traceable items (milestones, significant project tasks, events, etc.). Using permission levels set up in the Project Administration, it allows authorized users to identify and record issues that arise against traceable items; assignment of tasks to resolve issues; record actions taken to accomplish tasks. Issue Tracker generates real-time reports for outstanding and overdue tasks by project and across project levels. Issue Tracker is also able to integrate with the RIMM component allowing issues to be flagged and recorded as program risk items.

11.1 Issue Tracker Main Page

To begin working with Issues, open the Issue Tracker module via the projects menu buttons. The following screen will appear.



Issue matrix for this project
(Click the identifier to view details)

Identifier	Tracked Item	Due Date	Completed Date
1.0	Program-wide Windows 10 Migration	7/31/2018	

Identifier	Tracked Item	Due Date	Completed Date
2.0	Termination of Adobe Flash Support	12/31/2020	

Identifier	Known Issue	Is Risk	Date Identified	Date Resolved
2.1	On July 25, 2017, Adobe announced that both the distribution and support of Flash will cease by the end of 2020.	True	7/25/2017	
	Effect Type	Performance		
	Impact	Flash graphic animations must be migrated		
	Recommended Action	Purchase remaining Animate CC licenses needed to configure each program graphic artist work station and begin the migration of Flash assets to Animate CC as a part of normal R&M work.		

Identifier	Issue Resolution	Task Date	Due Date	Date Resolved
2.1.1	Migrate Flash Assets to Animate CC.	7/25/2017	7/25/2019	
	Responsibility	Contractor		
	Status	Open		
	Notes			

Identifier	Action Taken	Action Date
2.1.1.1	A first batch of tools in Animate CC was created and a trial lesson was used using these tools for conversion.	7/20/2018
	Recommended Task Status	Open

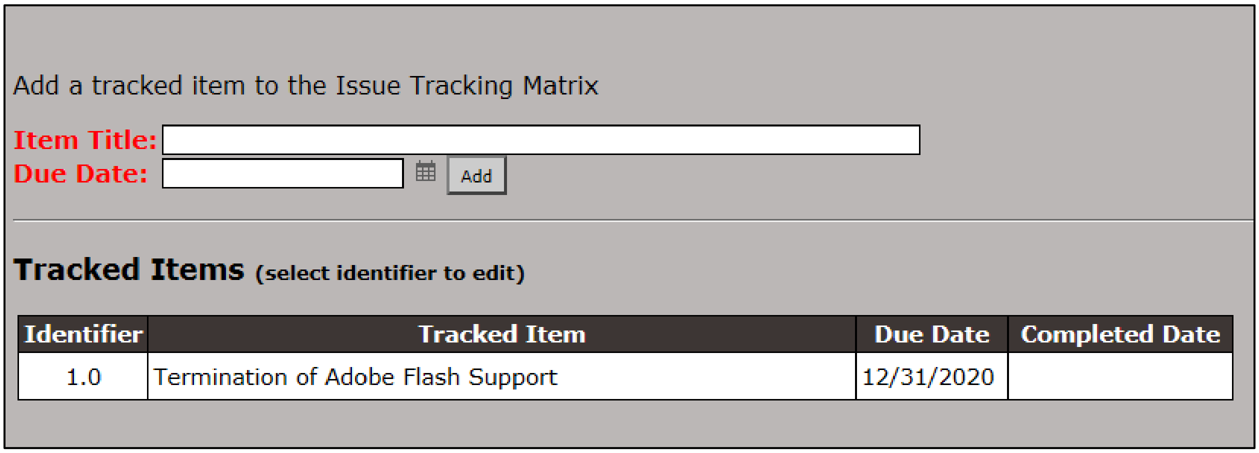
Identifier	Issue Resolution	Task Date	Due Date	Date Resolved
2.1.2	Purchase remaining Animate CC licenses.	7/25/2017	7/25/2018	
	Responsibility	Contractor		
	Status	Open		
	Notes			

Issue Tracker - Main Screen

This main screen allows the user to view existing issues, add new items, edit existing items, and generate reports. To view the child records for an issue, click on the Identifier. Click the Identifier again to hide the child records. To edit an entry or add a new child entry for an existing entry, expand the screen down to the desired entry, and click the entries title / description.

11.2 Add Tracked Item Page

To create a new Tracked Item, click on the Add Tracked Item menu selection on the main Issue Tracker page.



Add Tracked Item

The screen has two parts. The Add a Tracked Item section on the top and a list of existing Items on the bottom.

To Add a new Tracked Item, enter the following information:

- **Item Title** - A description of the item
- **Due Date** - The date the issue must be addressed by.

To create a new record, click the **Add** button. To abort any changes, use the navigation menu to navigate off the page.

To Edit an existing tracked item, click the Identifier for the tracked item in the Tracked Item list.

11.3 Edit Tracked Item/Add an Issue

The Edit Tracked Item screen can be accessed two ways. First, by clicking on the identifier of a Tracked Item on the Add Tracked Item page. Second, by clicking on the Tracked Item description on the Issue Tracker main screen.

The Edit Tracked Item screen is broken into three sections: Edit a Tracked Item, Add a new Issue, and a list of Existing Issues.

11.3.1 Edit a Tracked Item

Upon entry to the screen, the Item Title and Due Date will be filled in for the selected Tracked Item. Edit this information as needed, add a Complete Date if applicable, and click the Update button to save the changes. Item Title and Due Date are required fields. To use the Calendar function to select a Due Date or Complete Date, click the Calendar button.

11.3.2 Delete a Tracked Item

Upon entry to the screen, the Item Title and Due Date will be filled in for the selected Tracked Item. To delete this item and all associated child records, click the Delete button. The system will prompt for confirmation of the delete, then delete the record(s).

11.3.3 Add an Issue to a Tracked Item

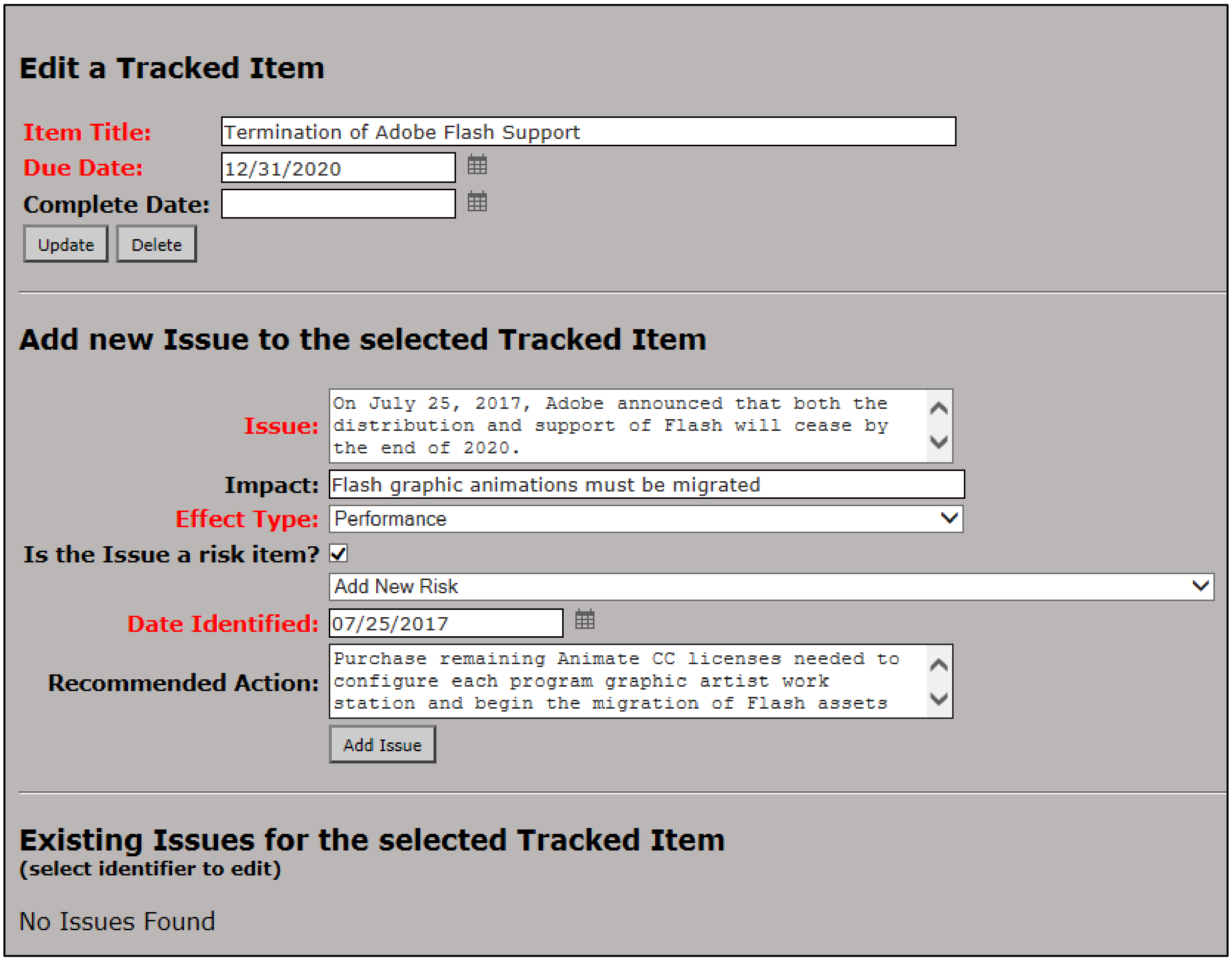
To add a new issue to the selected tracked item, enter the following information:

- **Issue** - A detailed description of the issue (Required Field)
- **Impact** - A description of the impact this Issue might have
- **Effect Type** - A dropdown list containing the possible effect types for each issue (Required Field)
- **Is the Issue a Risk Item** - checkmark to indicate the issue is a RIMM item. If this box is checked, a dropdown will appear that allows the user to select a pre-existing RIMM item or select the option to create a new RIMM item.

If the user chooses to create a new RIMM item, upon saving the new Issue record they will receive the Add Risk Item screen. After creating a new RIMM item, the RIMM item will be attached to the newly created Issue.

- **Date Identified** - The date the issue was first identified. (Required Field)
- **Recommended Action** - The recommended action to resolve the issue

After entering all required information, click on the **Add Issue** button to save the new issue record.



Add New Issue to Tracked Item

11.3.4 List Existing Issues for the Tracked Item

The bottom portion of the screen lists all existing issues for the currently selected tracked item. To edit an issue on this list or add a new task to an issue, click on the identifier to be taken to the Edit Issue Page.

11.4 Edit an Issue/Add a Task

The Edit Issue screen can be reached by clicking on the description of the corresponding record in the Issue Tracker main screen or by clicking on the identifier of the record in the Edit Tracked Item screen. The Edit Issue page allows the user to edit existing issues, add a new task to an issue, and view all existing tasks for the issue.

11.4.1 Edit an Issue

To edit an issue, alter the following information as needed:

- **Issue** - A detailed description of the issue (Required Field)
- **Impact** - A description of the impact this Issue might have
- **Effect Type** - A drop-down list containing the possible effect types for each issue (Required Field)
- **Is the Issue a Risk Item?** - checkmark to indicate the issue is a RIMM item. If this box is checked, a dropdown will appear that allows the user to select a pre-existing RIMM item, or select the option to create a new RIMM item. If the user chooses to create a new RIMM item, upon saving the new Issue record they will receive the Add Risk Item screen outlined. After creating a new RIMM item, the RIMM item will be attached to the newly created Issue.
- **Date Identified** - The date the issue was first identified. The Calendar button can be used to select a date from a graphical calendar. (Required Field)
- **Date Resolved** - The date the issue was resolved. The Calendar button can be used to select a date from a graphical calendar.
- **Recommended Action** - The recommended action to resolve the issue

After entering all required information, click on the **Update Issue** button to save the new issue record.

11.4.2 Delete an Issue

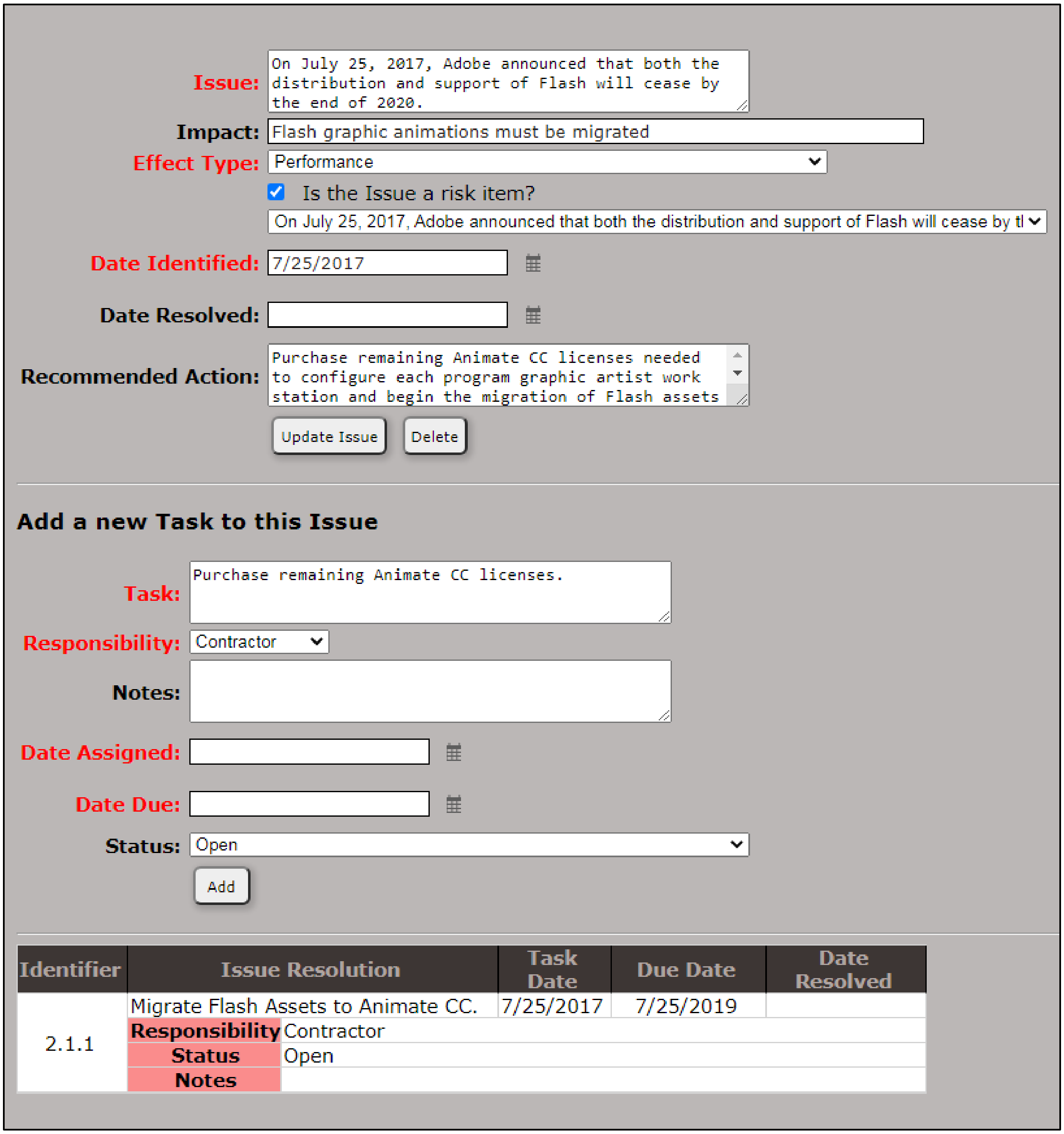
Upon entry to the screen, all information will be filled in for the selected Issue. To delete this issue and all associated child records, click the **Delete** button. The system will prompt for confirmation of the delete, then delete the record(s).

11.4.3 Add a New Task to an Issue

Enter the following information to add a new task to an issue:

- **Task -** A description of the task (Required Item)
- **Responsibility -** The company or command that is responsible for this item (Required Item)
- **Notes -** Any additional notes that pertain to the task.
- **Date Assigned** - the date the task was first assigned (Required Item)
- **Date Due -** the date the task is due (Required Item)
- **Status -** The current status of the task, selected from a dropdown of predefined status. Contractor

After entering all required information, click on the **Add** button to save the new task record.



Add New Task to Issue

11.4.4 Task List

The bottom portion of the screen contains a list of existing tasks for the current issue. To edit a task or add an action to an existing task, click on the identifier for that task.

11.5 Edit a Task/Add an Action

The Edit Task screen can be reached by clicking on the description of the corresponding record in the Issue Tracker main screen or by clicking on the identifier of the record in the Edit Issue screen. The Edit Task page allows the user to edit existing tasks, add a new action to a task, and view all existing actions for the task.

11.5.1 Edit a Task

To edit a task, update the following information as needed:

- **Task -** A description of the task (Required Item)
- **Responsibility -** The company or command that is responsible for this item (Required Item)
- **Notes -** Any additional notes that pertain to the task.
- **Date Assigned** - the date the task was first assigned (Required Item)
- **Date Due -** the date the task is due (Required Item)
- **Date Complete -** the date the task was completed
- **Status -** The current status of the task, selected from a dropdown of predefined status.

After entering all required information, click on the **Update** button to save the new issue record.

11.5.2 Delete a Task

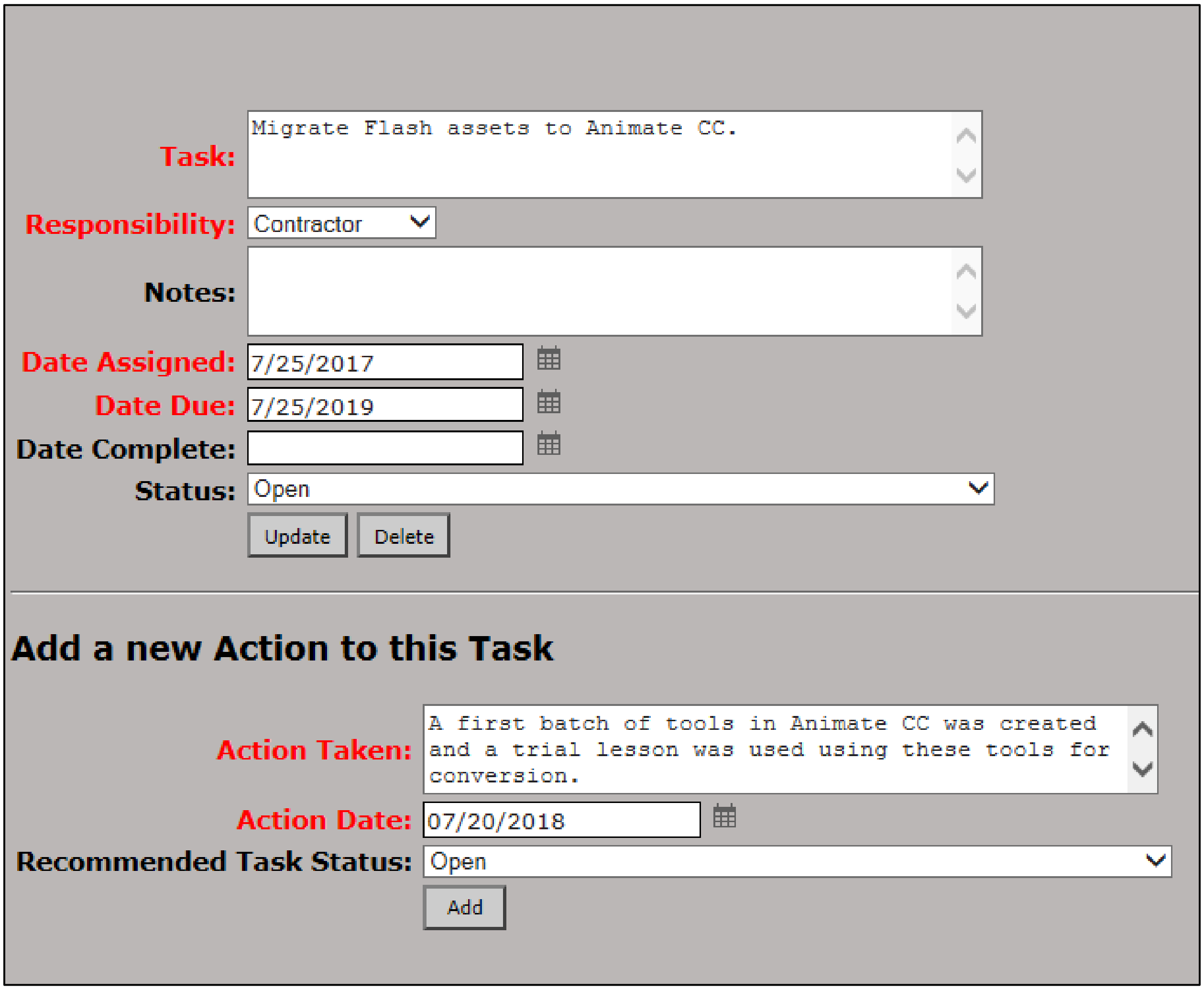
Upon entry to the screen, all information will be filled in for the selected Task. To delete this task and all associated child records, click the Delete button. The system will prompt for confirmation of the delete, and then delete the record(s).

11.5.3 Add an Action to a Task

Enter the following information to add a new action to a task:

- **Action Taken** - Describe the action taken to address the task.
- **Action Date** - The date the action was taken.
- **Recommended Task Status** - The status change recommended for the task based on the new action

After entering all required information, click on the **Add** button to save the new action record.



Add New Action to Task

11.5.4 Action List

The bottom portion of the screen contains a list of existing actions for the current task. To edit an action, click on the identifier for that action.

11.6 Edit Action

The Edit Action screen can be reached by clicking on the description of the corresponding record in the Issue Tracker main screen or by clicking on the identifier of the record in the Edit Task screen.

11.6.1 Edit an Action

To edit an action, update the following information as needed:

- **Action Taken -** A description of the action (Required Item)
- **Action Date** - the date the action was taken (Required Item)
- **Recommended Task Status** - The status change recommended for the task based on the new action

After entering all required information, click on the **Update** button to save the new issue record.

11.6.2 Delete an Action

Upon entry to the screen, all information will be filled in for the selected Action. To delete this action, click the Delete button. The system will prompt for confirmation of the delete, then delete the record(s).

11.7 Generate Reports Page

The Generate Reports screen allows the user to select from five different task reports for the current project and any descendants. Reports can be selected to show all tasks or only overdue tasks.

To generate a report, select the desired report(s), the project(s) and click on the **Generate Reports** button.

11.7.1 Tasks by Tracked Item

This report is generated for each project that is selected if, additionally, this Report Type is selected on the Generate Reports page. If a query (including required filter and order criteria) for a given project's data does not return any Task records, the project is listed like the first "Project:" entry in the layout example below. Additionally, all non-completed tasks are displayed if the report generation date is greater than the parent Tracked Item Due Date. Projects are processed and listed in the report linearly as extracted from a hierarchical dataset. This list structure is illustrated in the following table:

List Order	Project Structure
1	Project 1.0
2	Project 1.1
3	Project 1.2
4	Project 1.3
5	Project 1.3.1
6	Project 1.3.2
7	Project 1.4
8	Project 1.4.1
9	Project 2.0
10	Project 2.1
11	Project 2.1.1
12	Project 2.2
13	Project 2.2.1
14	Project 2.2.1.1
15	Project 3.0

Filtering and Ordering

Tracked Items are filtered to exclude those records for which there are zero Task records returned. Tracked Item listings are ordered by Identifier number. If the "Show only overdue tasks" checkbox is true, Tasks are filtered to:

- exclude those records where there is a valid Completed Date given for the Task
- include records only if the Due Date is less than the current date
- include all records for incomplete tasks if the parent Tracked Item's Due Date is greater than or equal to date the report is generated.

Task listings are ordered by Identifier number. Additionally, the task name should be displayed in red if a Task is listed due to a Tracked Item Due Date overrun.

Report Type: Tasks by Tracked Item
Report Date: 7/20/2018 4:59:25 PM
Overdue Only: OFF

Project: KC-130J Crewmaster R and M

Identifier	Tracked Item	Due Date	Completed Date
1.0	Termination of Adobe Flash Support	12/31/2020	

Identifier	Issue Resolution	Task Date	Due Date	Date Resolved
1.1.1	Purchase remaining Animate CC licenses.	7/25/2017	7/25/2018	
	Responsibility	Contractor		
	Status	Open		
	Notes			

Identifier	Issue Resolution	Task Date	Due Date	Date Resolved
1.1.2	Migrate Flash assets to Animate CC.	7/25/2017	7/25/2019	
	Responsibility	Contractor		
	Status	Open		
	Notes			

Sample Tasks by Tracked Item Report

11.7.2 Tasks by Due Date, Status, Responsibility, or Task Date

These reports are generated for all projects selected if, additionally, the Report Type is selected on the Generate Reports page. All tasks are displayed in a single listing. The list is ordered by the type of report selected. (Order by Due Date is used as an example).

Filtering and Ordering

Tracked Items are not included in the report.

If the “Show only overdue tasks” checkbox is true, Tasks are filtered to:

- exclude those records where there is a valid Completed Date given for the Task
- include records only if the Due Date is less than the current date and the Completed Date is not greater than zero and
- include all records for incomplete tasks if the parent Tracked Item’s Due Date is greater than or equal to date the report is generated.

Task listings are displayed in red if a Task is listed due to a Tracked Item Due Date overrun.

Report Type: Tasks by Date
Report Date: 7/20/2018 5:04:35 PM
Overdue Only: OFF

Identifier	Issue Resolution		Task Date	Due Date	Date Resolved
1.1.1	Purchase remaining Animate CC licenses.		7/25/2017	7/25/2018	
	Responsibility	Contractor			
	Status				
	Notes				
	Project	KC-130J Crewmaster R and M			
Identifier	Issue Resolution		Task Date	Due Date	Date Resolved
1.1.2	Migrate Flash assets to Animate CC.		7/25/2017	7/25/2019	
	Responsibility	Contractor			
	Status				
	Notes				
	Project	KC-130J Crewmaster R and M			

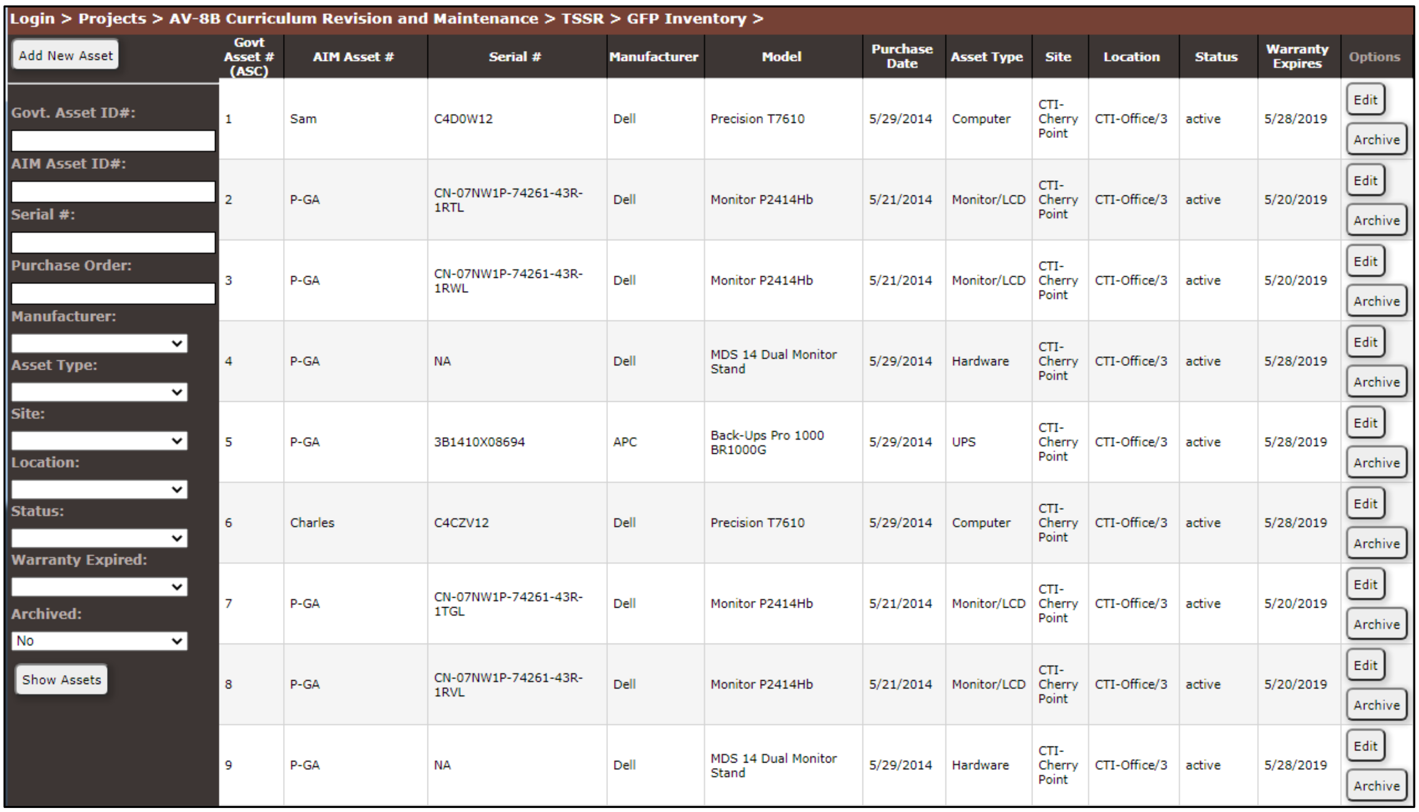
Sample Tasks by Date Report

12 TSSR Module

The TSSR Module is designed to capture and report services performed at the Site Support level. All project customer account services, equipment / inventory services, and print services are integrated and maintained here.

12.1 GFP Inventory

Government Funded Property (GFP) and/or Government Funded Equipment (GFE) is tracked through this venue. To display information, enter data into any of the search fields that are displayed in the left column. Select the Show Assets button to return a list of results that match the search criteria. The table is initially sorted by the Govt Asset ID in ascending order.

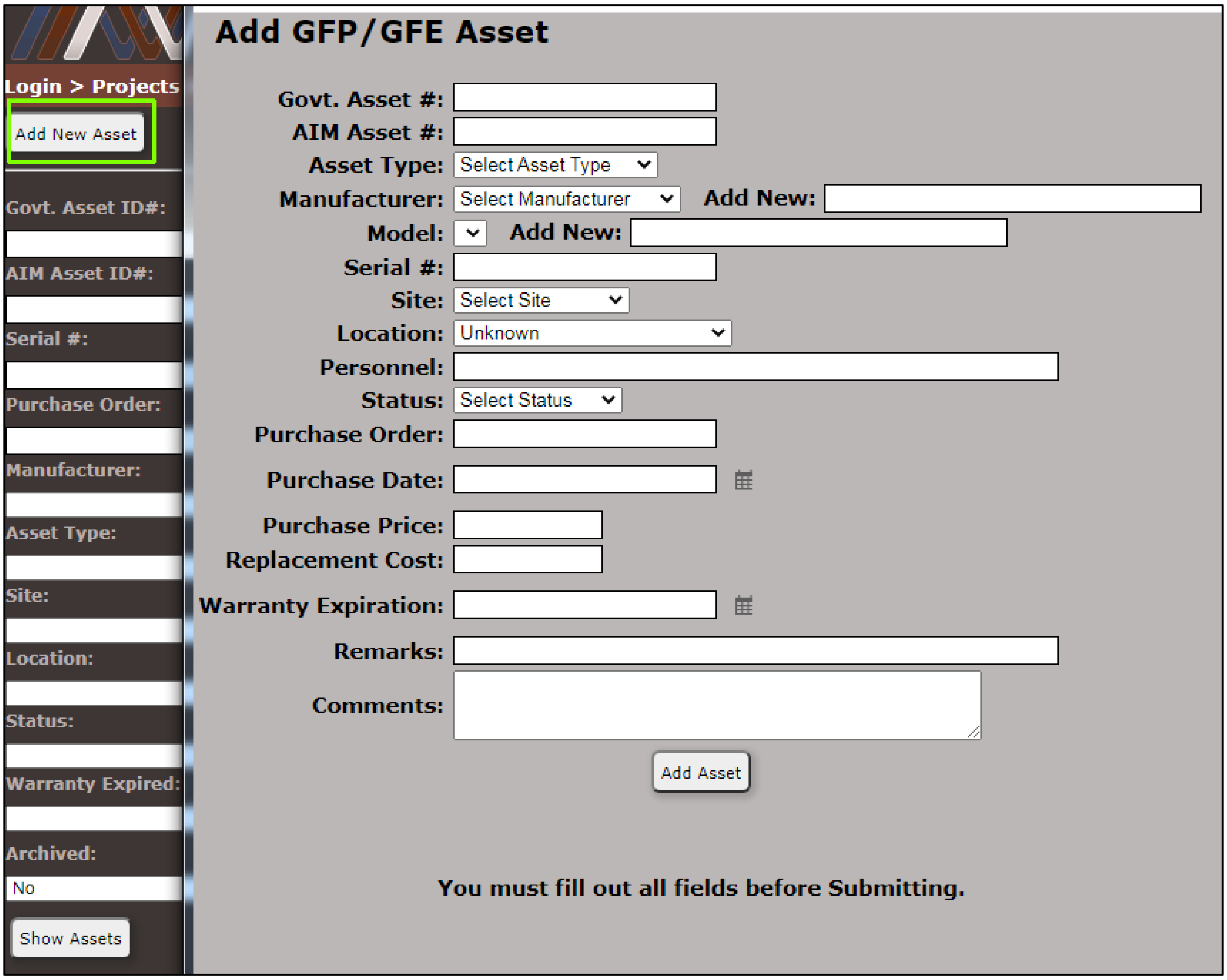


Govt Asset # (ASC)	AIM Asset #	Serial #	Manufacturer	Model	Purchase Date	Asset Type	Site	Location	Status	Warranty Expires	Options
1	Sam	C4D0W12	Dell	Precision T7610	5/29/2014	Computer	CTI-Cherry Point	CTI-Office/3	active	5/28/2019	Edit Archive
2	P-GA	CN-07NW1P-74261-43R-1RTL	Dell	Monitor P2414Hb	5/21/2014	Monitor/LCD	CTI-Cherry Point	CTI-Office/3	active	5/20/2019	Edit Archive
3	P-GA	CN-07NW1P-74261-43R-1RWL	Dell	Monitor P2414Hb	5/21/2014	Monitor/LCD	CTI-Cherry Point	CTI-Office/3	active	5/20/2019	Edit Archive
4	P-GA	NA	Dell	MDS 14 Dual Monitor Stand	5/29/2014	Hardware	CTI-Cherry Point	CTI-Office/3	active	5/28/2019	Edit Archive
5	P-GA	3B1410X08694	APC	Back-Ups Pro 1000 BR1000G	5/29/2014	UPS	CTI-Cherry Point	CTI-Office/3	active	5/28/2019	Edit Archive
6	Charles	C4CZV12	Dell	Precision T7610	5/29/2014	Computer	CTI-Cherry Point	CTI-Office/3	active	5/28/2019	Edit Archive
7	P-GA	CN-07NW1P-74261-43R-1TGL	Dell	Monitor P2414Hb	5/21/2014	Monitor/LCD	CTI-Cherry Point	CTI-Office/3	active	5/20/2019	Edit Archive
8	P-GA	CN-07NW1P-74261-43R-1RVL	Dell	Monitor P2414Hb	5/21/2014	Monitor/LCD	CTI-Cherry Point	CTI-Office/3	active	5/20/2019	Edit Archive
9	P-GA	NA	Dell	MDS 14 Dual Monitor Stand	5/29/2014	Hardware	CTI-Cherry Point	CTI-Office/3	active	5/28/2019	Edit Archive

GFP Inventory

12.1.1 Add New Asset

In order to add a new asset to the module, select **Add New Asset**. A pop-up box will appear as shown below. Enter all pertinent information then select the **Add Asset** button.



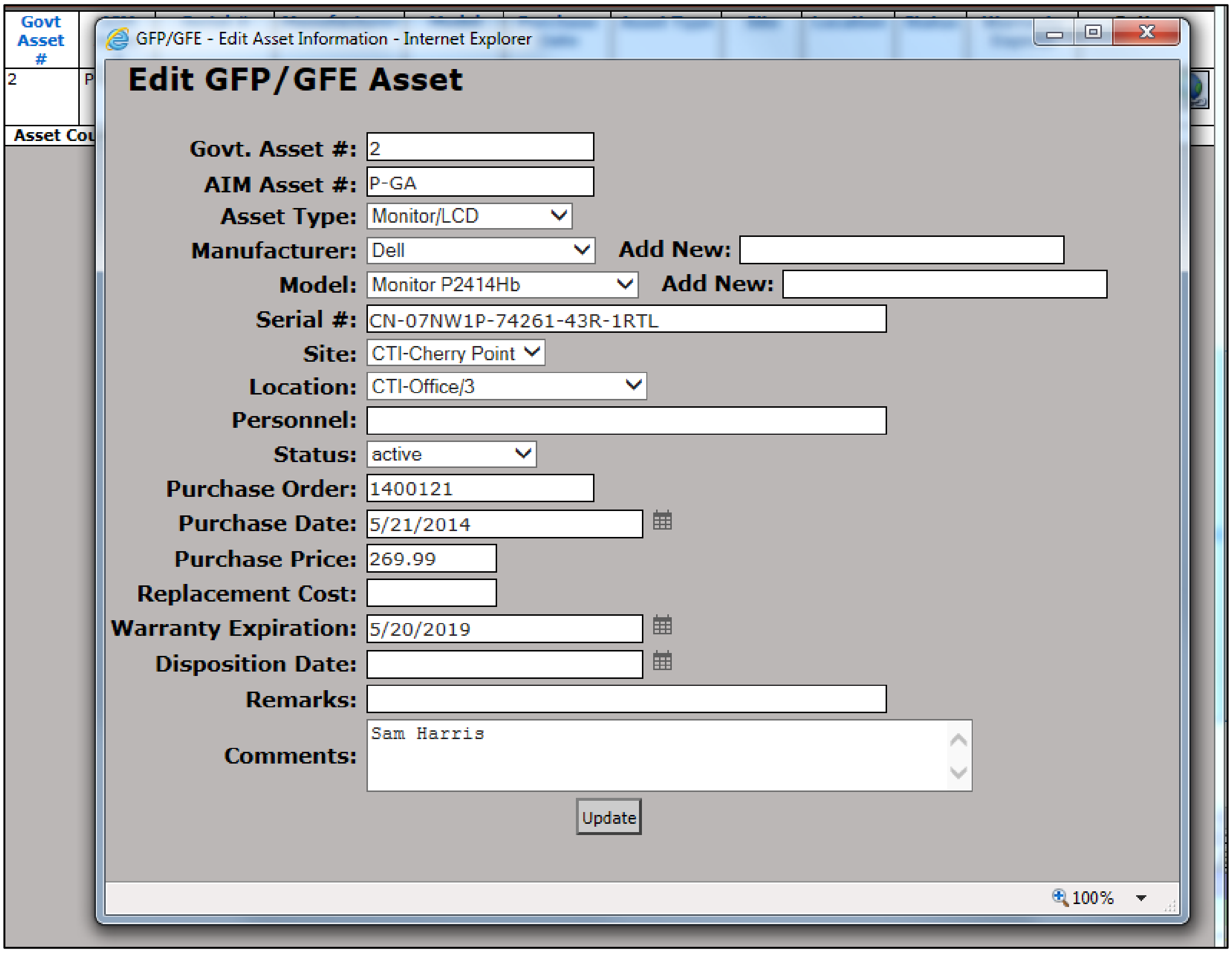
Add New Asset

12.1.2 Modify Assets

To Modify an existing asset record, first locate the asset using one or more of the search criteria available in the left column (Govt Asset ID#, Serial #, Asset Type, Location.) Enter the criteria then select the **Show Assets** button.

12.1.2.1 Edit

With the asset record displayed under the Options column, select the **Edit** button to generate the Edit box as illustrated below. Make any necessary changes then select the **Update** button.



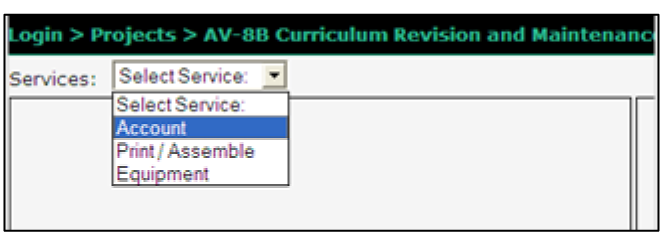
View / Edit GFP/GFE Asset

12.1.2.2 Archive

The Archive Record option allows the record to be stored in another location and removed from reporting. Simply select the Archive button. To view archived items, set the Archived dropdown to Yes in the left Show Assets column; select any other search criteria; select **Show Assets**. To restore any archived item to a not archived status, select the **Restore** button. When an item is restored, it is recommended to edit the item to ensure the location, asset type, site, manufacturer, model are accurate. If any of these selections have been archived, then you will need to un-archive them from the project administration page in order to place the equipment item back into un-archived status.

12.2 Service Actions

Service Actions are categorized as Account, Print / Assemble, or Equipment.

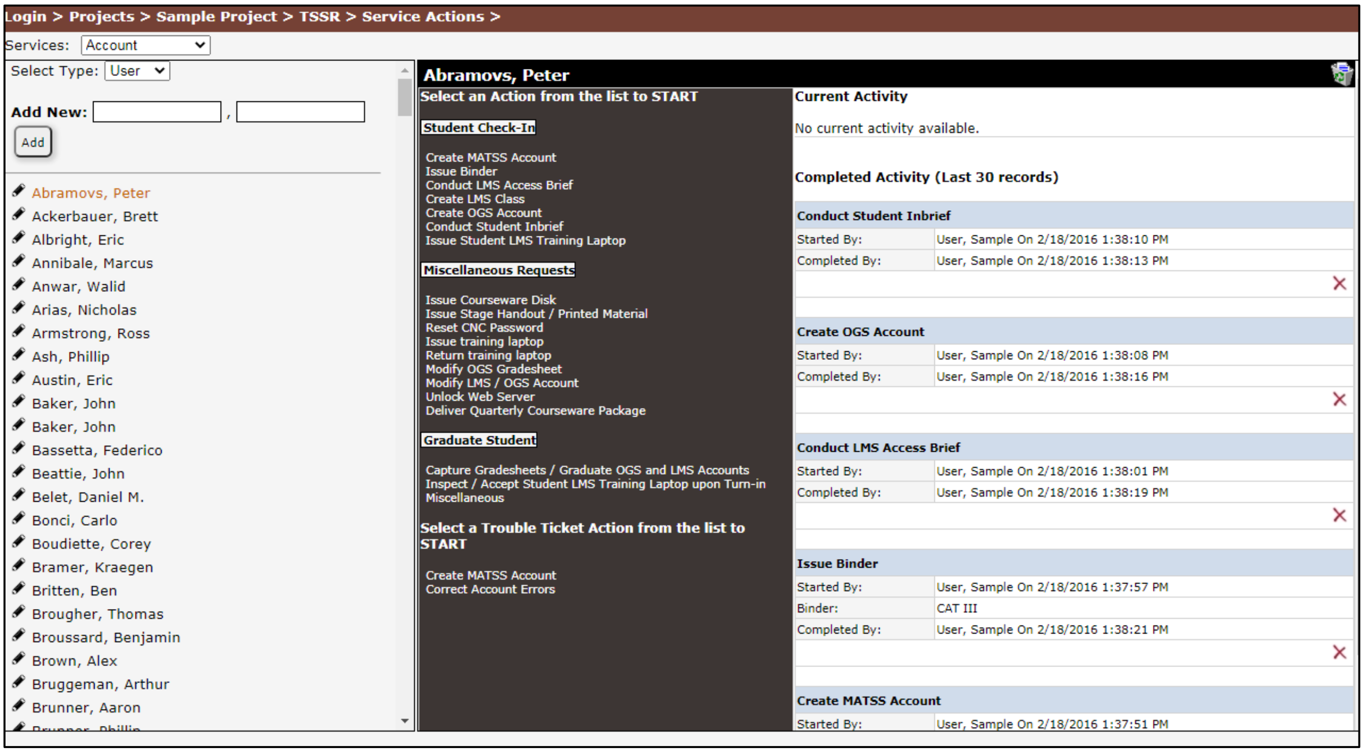


Services Main Menu

12.2.1 Account Services

12.2.1.1 User

This category is used for individual user accounts. Each type of service action performed is recorded and captured here. The services in the brown column are grouped to correspond with actions taken for the typical customer account. For an example, the AV-8B project lists actions for the pilot – from check-in, throughout training, then graduation. Begin by selecting Account in the Services drop-down menu.



User Account Service Example

To add a new user, select User from the drop-down menu; type in the Last Name, First Name in the boxes beside Add New; select **Add**. Users can be edited at any time by selecting the button to the left of the user's name.

To enter services performed, select the User Name; select the **Action** from the list in the brown column; click **OK** to start the action. Enter any notes and select **Add Note**; when the activity is finished, select **Complete** then **OK**. Notice that when a User is selected, all previous activities are displayed in the right column. Activities can be deleted prior to selecting the Complete button by any user and can be deleted at any time by a user with Project Admin or MELD admin permissions, by selecting the red icon.

If the user account is no longer available, you can archive the user account by selecting the displayed in the top black bar next to the user account name. Archive does not remove the account from the service records reports; it simply removes it from the user account list. Please be very careful when archiving since the user account cannot be restored to the user account list after an archive.

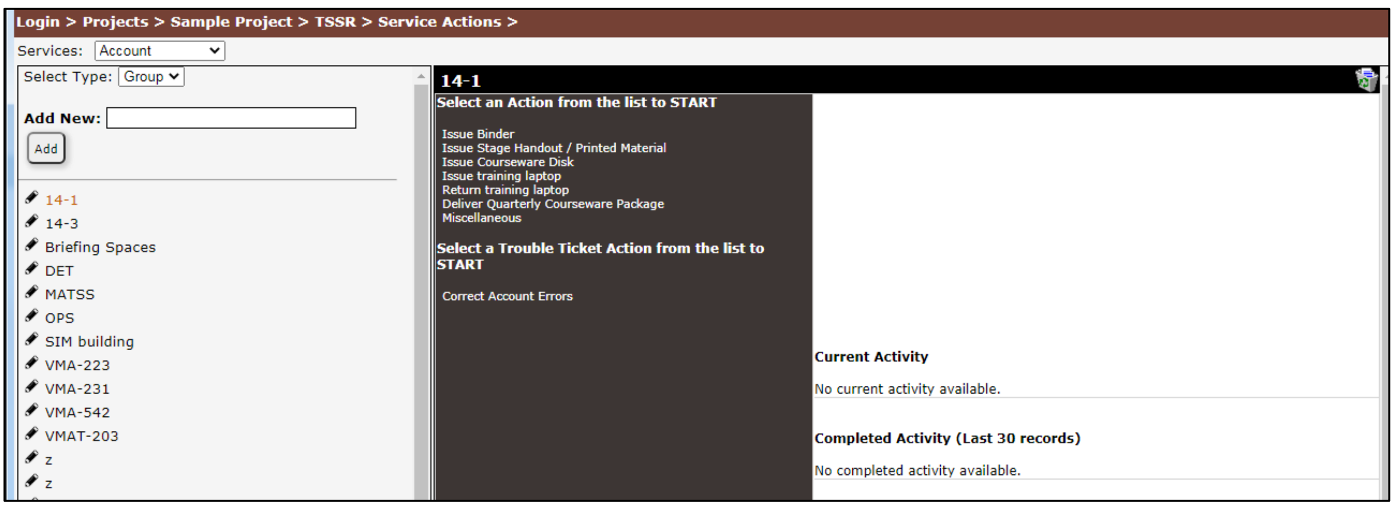
12.2.1.2 Group

In the drop-down menu for Select Type, there is also a Group option. This item is selected when service is performed for a group rather than an individual account. For example, when printed items are issued for the DET, this option is selected.

To add a new Group, select Group from the drop-down menu; beside Add New, type in the Group name in the box; select **Add**. Groups can be edited at any time by selecting the button to the left of the group's name.

To enter services performed, select the Group Name; select the **Action** from the list in the brown column; click **OK** to start the activity. Answer any pop-up box questions; enter any notes and select **Add Note**; when the activity is finished, select **Complete**, then **OK**. Notice that when a Group is selected, all previous activities are displayed. Activities can be deleted prior to selecting the Complete button by any user and can be deleted at any time by a user with Project Admin or MELD admin permissions, by selecting the red icon.

If the group account is no longer available, you can archive the group account by selecting the displayed in the top black bar next to the group account name. Archive does not remove the account from the service records reports; it simply removes it from the group account list. Please be very careful when archiving since the group account cannot be restored to the group account list after an archive.



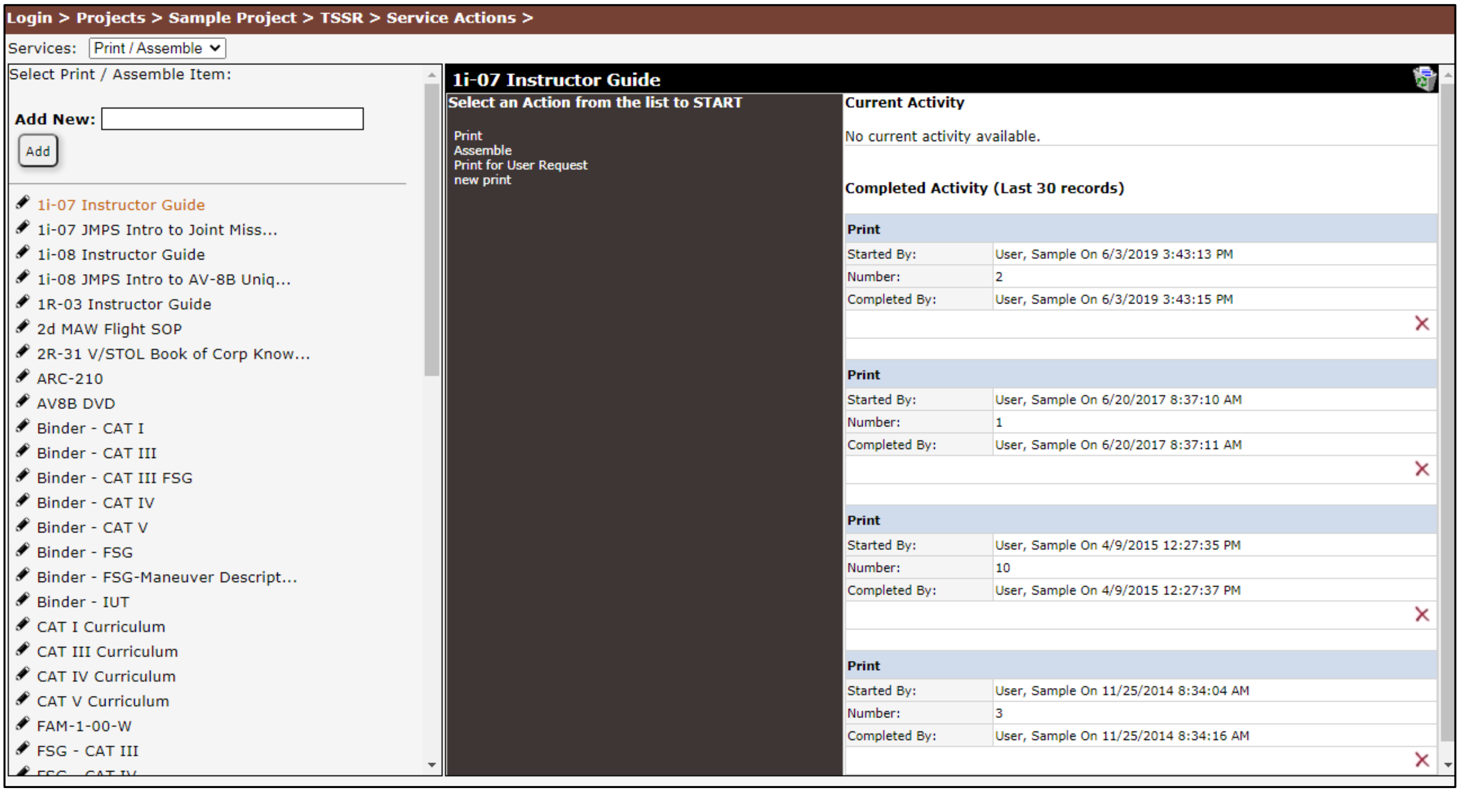
Group Account Service

12.2.2 Print / Assemble Services

All training documents that Site Support prints can be logged using this selection. Navigate to TSSR > Service Actions > select the Print / Assemble option from the Services: drop-down menu.

To add a new document, simply enter the name of the document into the box beside Add New and select **Add**. The document name can be edited at any time by selecting the button to the left of the document name.

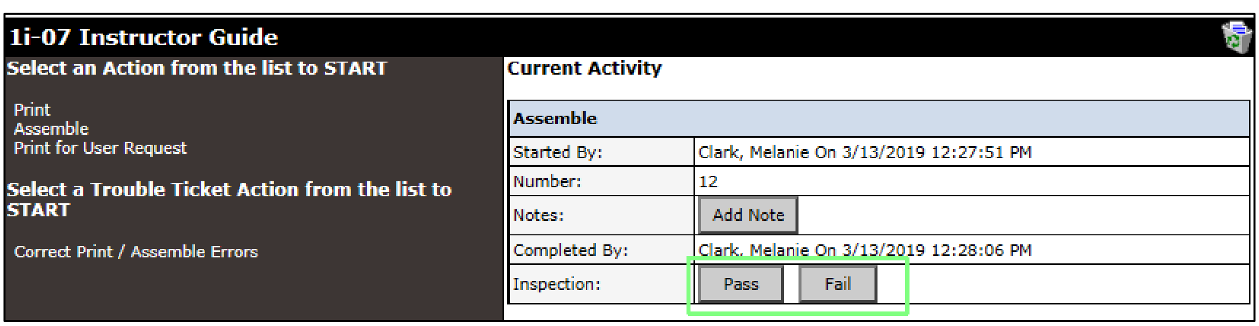
Select from the list the document / binder / stage handout to print / assemble. Select the appropriate activity from the **Action** list in the brown column. Enter the number to be printed / assembled; select **OK**; enter any Notes; when the activity is finished, select **Complete** then **OK**. Activities can be deleted prior to selecting the Complete button by selecting the red icon.



Print Activity Selected

If a document is no longer printed or assembled, you can archive the document by selecting the  displayed in the top black bar next to the document name. Archive does not remove the document from the service records reports; it simply removes it from the document list. Please be very careful when archiving since the document cannot be restored to the document list after an archive

If an action requires inspection after completion (an example would be an assembly action), a user with rework commenting permissions will have the option to Pass or Fail the inspection. The activity is also populated into the Actions Pending Inspection report. Details for Inspection are below under Reports > Action Reports > Actions Pending Inspection.

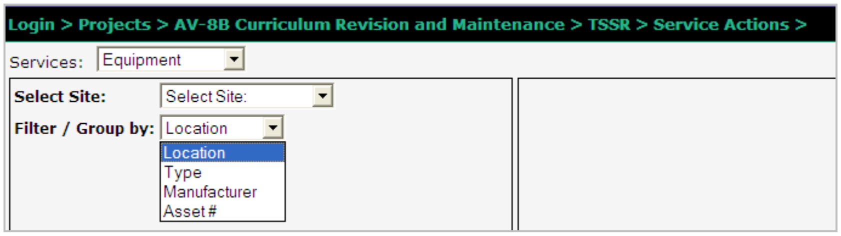


Assemble Activity Pending Inspection

12.2.3 Equipment Services

All service activities for equipment are recorded in this section. Navigate to TSSR > Service Actions and select Equipment in the Services: drop-down menu. Equipment can be searched by Site, and/or filtered by Location, Type, Manufacturer, or Asset Number. New assets are added via the GFP Inventory option as described above under GFP Inventory > Add New Asset.

When filtering for equipment type, the software type will be excluded. Any software actions will need to be recorded on the equipment the software is installed.

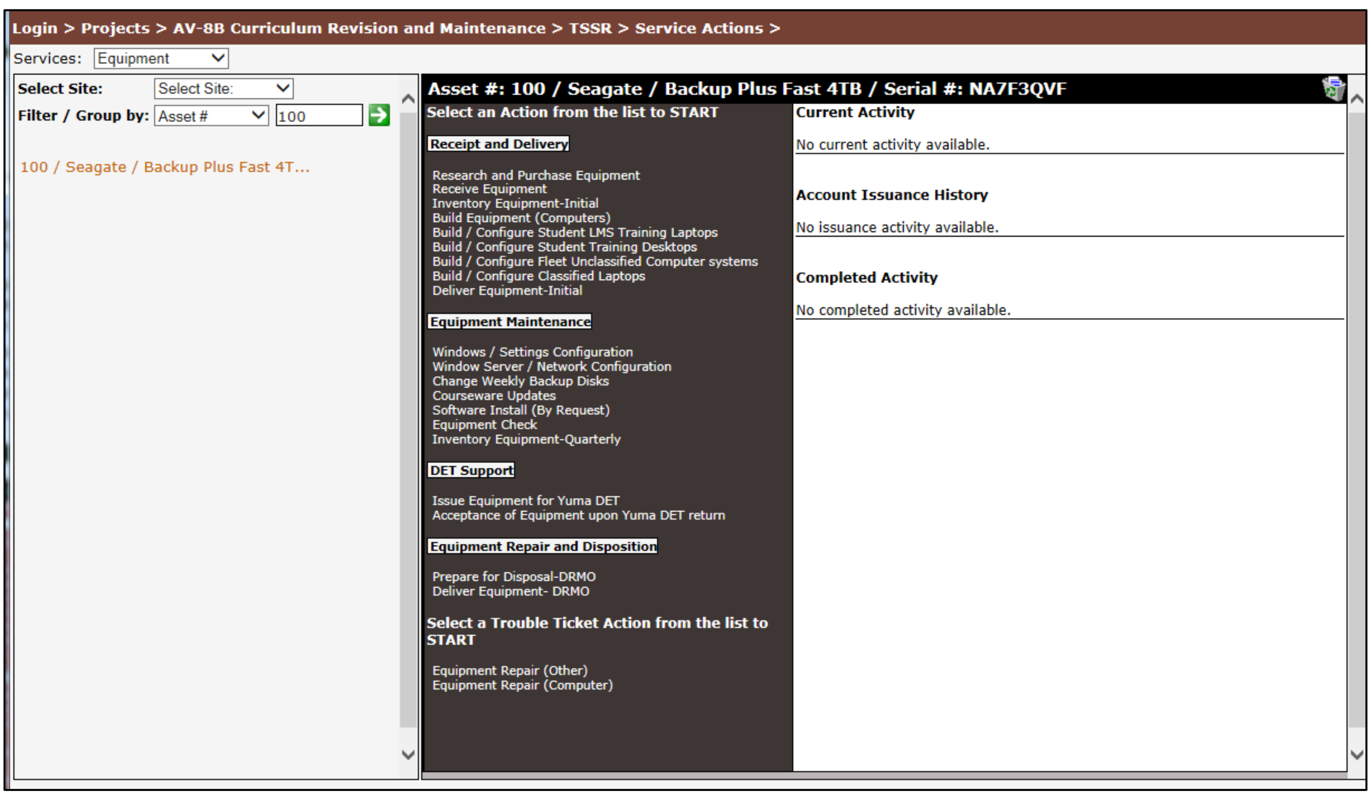


Equipment Services Menu

To enter equipment service activities, select the specific equipment; select the **Action** from the menu in the brown column; enter any notes; when finished, select **Complete** then **OK**.

If an action requires inspection after completion, a user with rework commenting permissions will have the option to Pass or Fail the inspection. The activity is also populated into the Actions Pending Inspection report. Details for Inspection are below under Reports > Action Reports > Actions Pending Inspection.

If the equipment is no longer in service, you can archive the equipment by selecting the  displayed in the top black bar next to the equipment name. Archive does not remove the equipment from the service records reports, but does remove the equipment from the asset reports. Equipment can be restored / edited from the GFP Inventory screen. Refer to the GFP Inventory>Modify Assets>Archive section above.

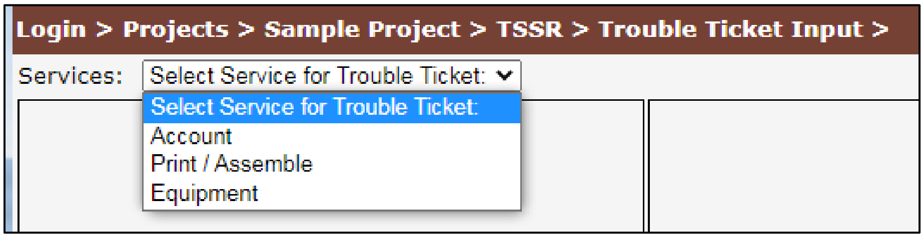


Equipment Check Activity

An additional header "Account Issuance History" is displayed in the right column for equipment only services. This section will list all the account issuance / return activities for the equipment item selected.

12.3 Trouble Ticket Input

Trouble tickets are primarily used to report any problems that are discovered during routine equipment checks or are reported by users. This form is also used to report any account issues or print / assemble failures. Navigate to TSSR > Trouble Ticket Input > and then select the appropriate category.



Trouble Ticket Input Menu

12.3.1 Account

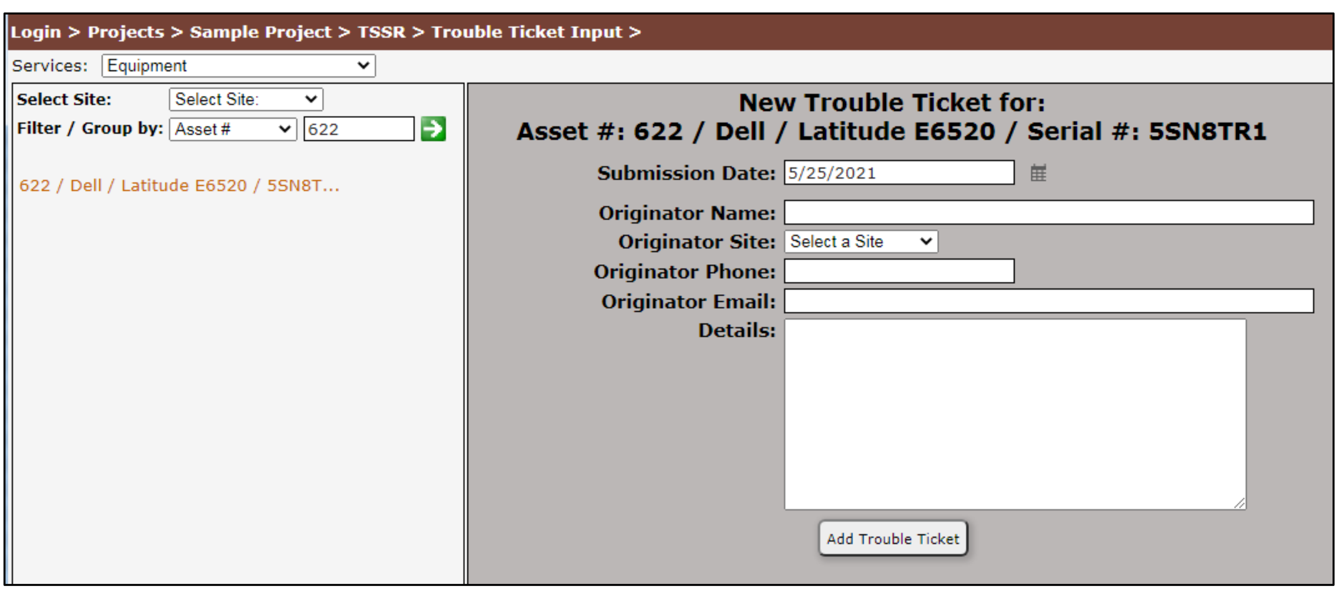
Trouble tickets are used for Accounts when they are set up incorrectly by Site Support. Select Account from the drop-down menu; select the User Name, or the Group Name; complete the New Trouble Ticket form; select **Add Trouble Ticket**.

12.3.2 Print / Assemble

Trouble Tickets are used for Print / Assemble activities when there is an error in printing or assembly that is discovered after the print item is delivered. Select Print / Assemble from the drop-down menu; select the affected document; complete the New Trouble Ticket form; select **Add Trouble Ticket**.

12.3.3 Equipment

Equipment Trouble Tickets are entered when equipment is not performing as it should. Select Equipment from the drop-down menu; locate the affected equipment by Asset# or filter using any of the available search criteria; complete the New Trouble Ticket form; select **Add Trouble Ticket**.



New Trouble Ticket Input Form

12.4 Trouble Ticket Summary

To view the Trouble Ticket Summary, navigate to TSSR > Trouble Ticket Summary. The initial display defaults to all open tickets sorted by trouble ticket id in descending order. The **Edit** button is available to make changes to Comments or Rework Codes.


Login > Projects > Sample Project > TSSR > Trouble Ticket Summary >

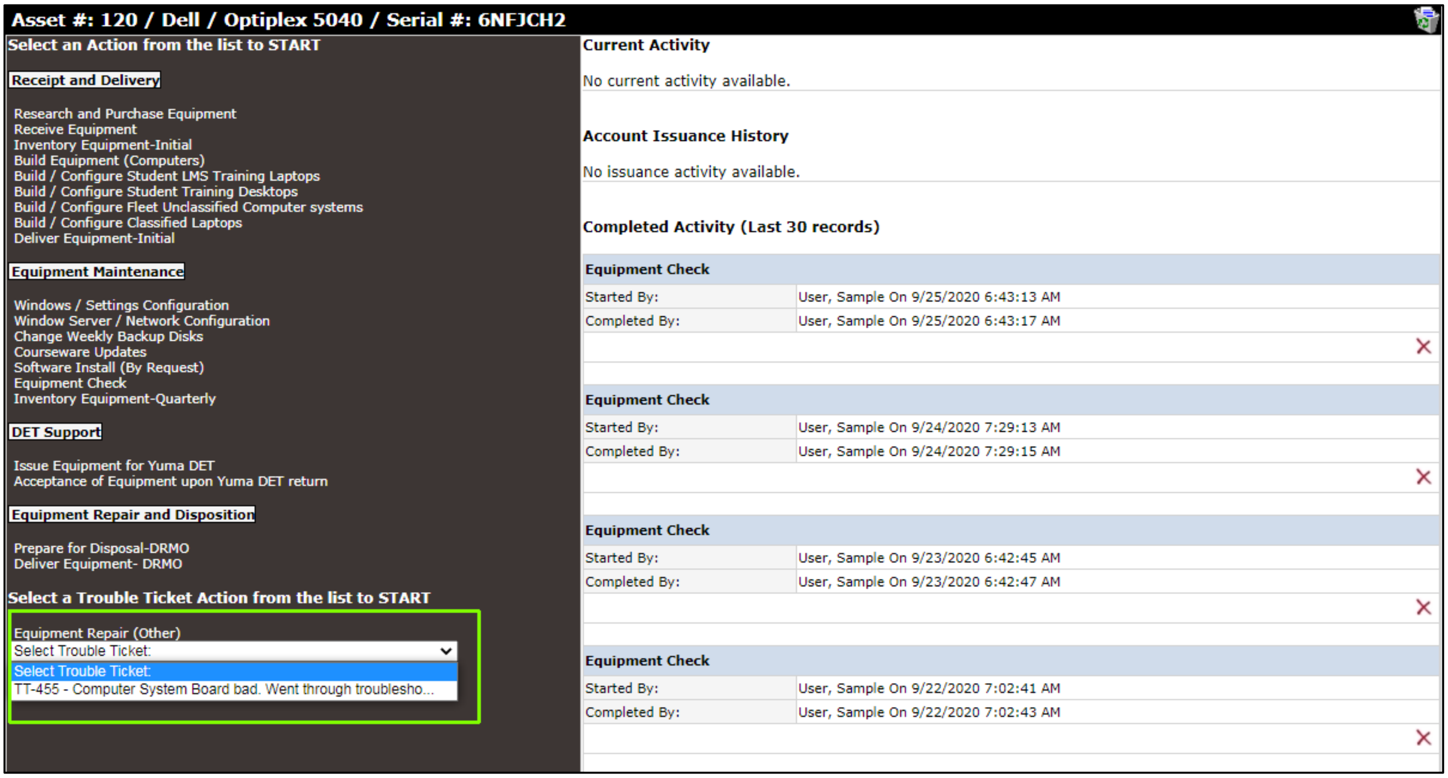
Search for TTs:
Services: All
Site: All
Coast: All
Status: Open
Date Submitted:
Between
and
Show Trouble Tickets

ID (DESC)	Service	Item	Commentor	Date Submitted	Site	Comment	Corrective Action	Edit
TT-455	Equipment	Asset #: 120 / Dell / Optiplex 5040 / Serial #: 6NFJCH2 / Location: ECR-2	--- ------	5/25/2021	VMAT-203	Computer System Board bad. Went through troubleshooting steps with Dell Tech. Called in for On-Site system board replacement by Dell on Thursday, 1 December 2016. Ref Dell #Your Service Request Number: 939936509	[Open Service Actions] **Rework Code:** (2A3) Equipment Errors - Projector - Vertical line issue	Edit
TT-454	Print / Assemble	In-Flight Guide/West Coast	Lt Col McLin jwilliams@cti-crm.com447-4444	1/13/2021	VMAT-203	For JAN 2021 DET	[Open Service Actions] **Rework Code:** (7C1) Customer Induced Rework - Preference - Expressed Preference	Edit
TT-453	Print / Assemble	In-Flight Guide/WC/TacNotes	LtCol McLin jwilliams@cti-crm.com447-5555	1/13/2021	VMAT-203	For JAN 2021 DET 453	[Open Service Actions] **Rework Code:** (7C1) Customer Induced Rework - Preference - Expressed Preference	Edit
TT-451	Print / Assemble	Binder - IUT	Major McClin cmccli@usmc.mil252-675-8967	11/6/2018	VMAT-203	New IUT	[Open Service Actions] **Rework Code:** (7C1) Customer Induced Rework - Preference - Expressed Preference	Edit

Trouble Ticket Summary

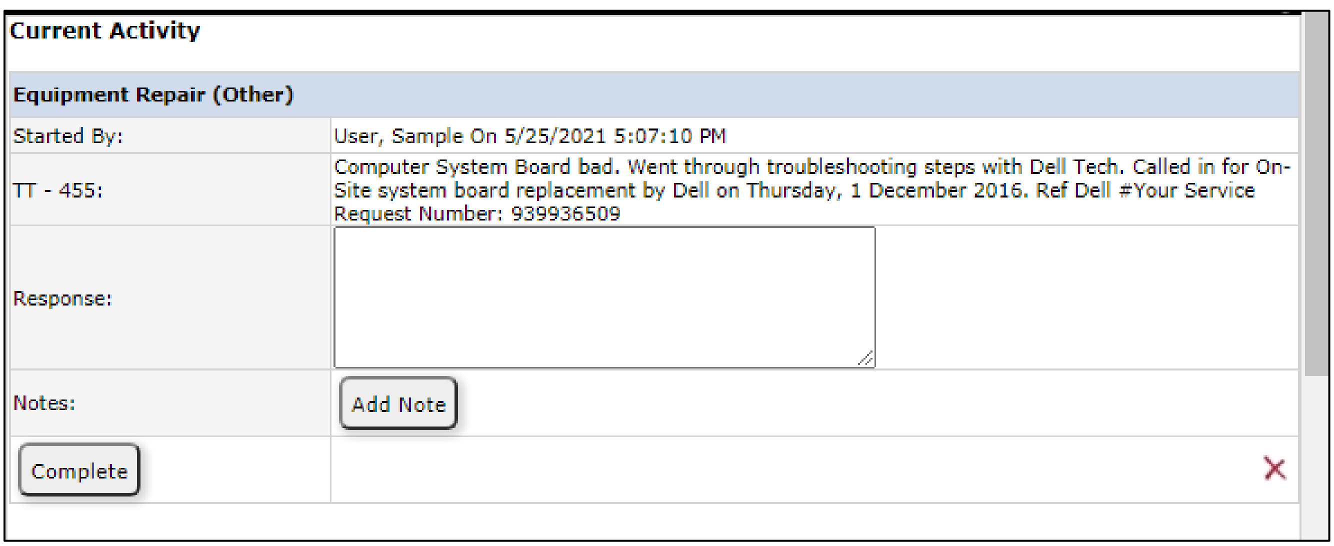
The **[Open Service Actions]** link opens the Service Action screen for that item.

In the column under “Select a Trouble Ticket Action from the list to START” a drop-down box will open with specific trouble tickets. Select the trouble ticket.



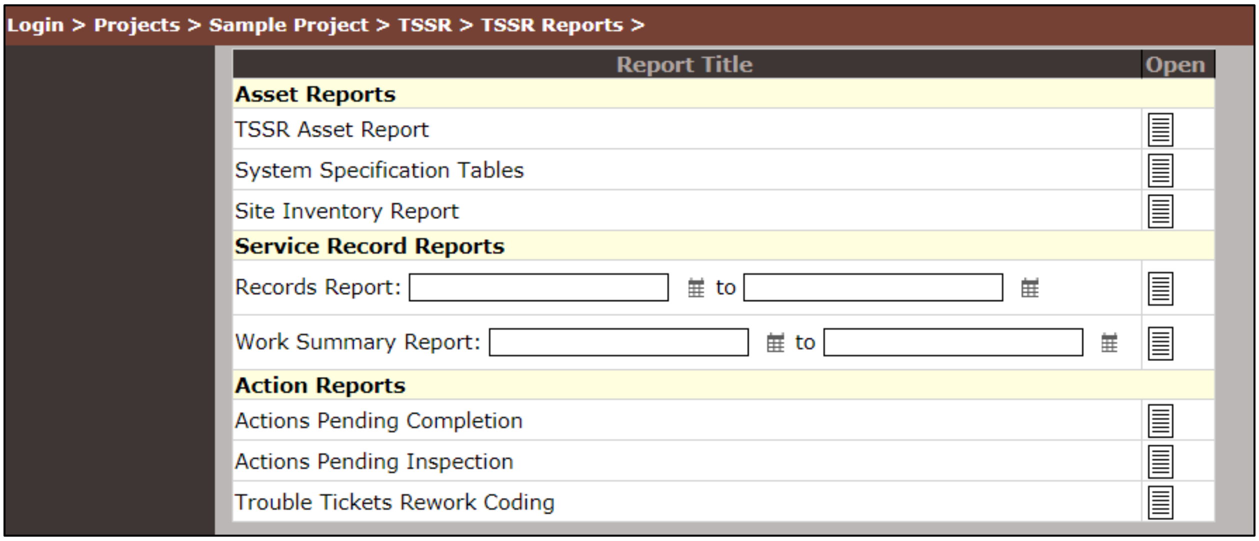
Access Trouble Ticket

The activity on the right screen will now be updated with a start date and the user that started. When the trouble ticket has been addressed, enter a response and select Complete and then OK.



12.5 Reports

To access the TSSR reports, navigate to TSSR > TSSR Reports. Only assets that have not been archived are available for reporting.



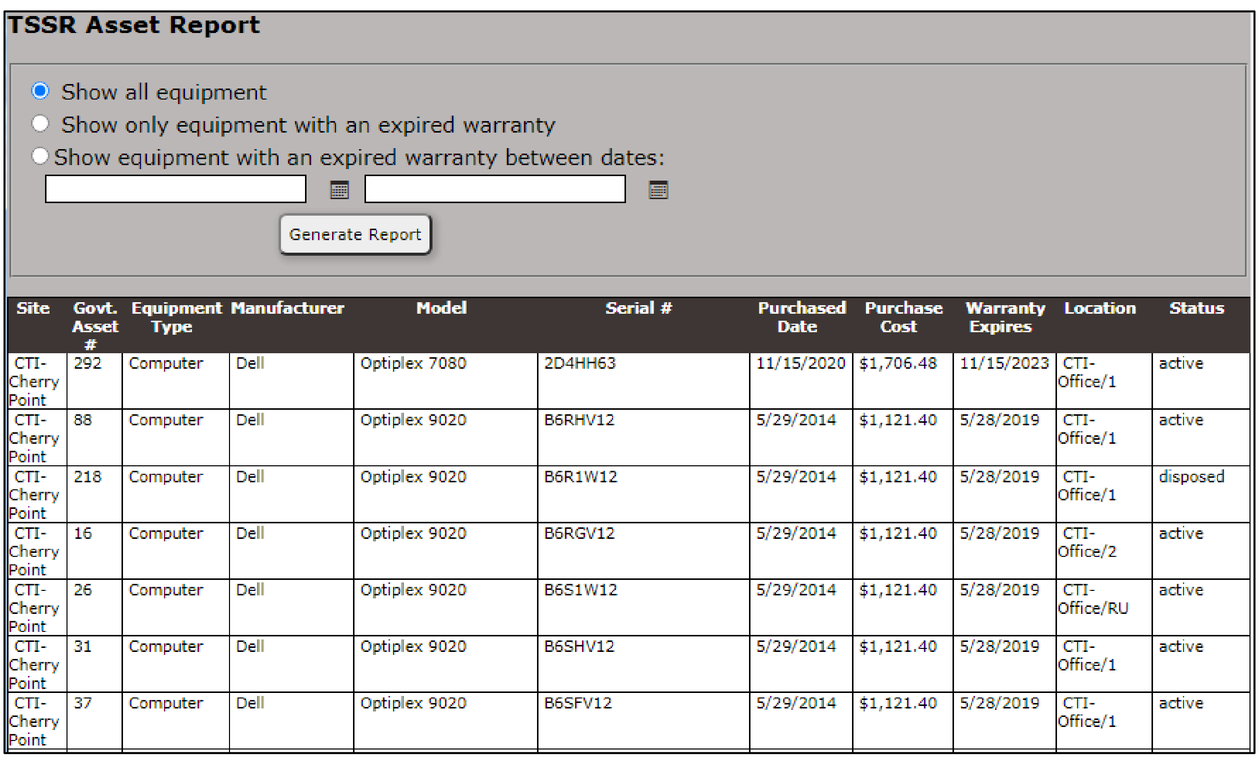
TSSR Reports Menu

12.5.1 Asset Reports

12.5.1.1 TSSR Asset Report

This report list all equipment maintained by the project that is not in archived status. The equipment list is initially sorted in the following order: site, equipment type, equipment manufacturer, and equipment model.

Selecting the “Show only equipment with an expired warranty” radio box and then selecting **Generate Report** will filter the results for all items with an expired warranty. Selecting the third option “Show equipment with an expired warranty between dates:” will return all equipment with a warranty expiration between the dates entered.



Site	Govt. Asset #	Equipment Type	Manufacturer	Model	Serial #	Purchased Date	Purchase Cost	Warranty Expires	Location	Status
CTI-Cherry Point	292	Computer	Dell	Optiplex 7080	2D4HH63	11/15/2020	$1,706.48	11/15/2023	CTI-Office/1	active
CTI-Cherry Point	88	Computer	Dell	Optiplex 9020	B6RHV12	5/29/2014	$1,121.40	5/28/2019	CTI-Office/1	active
CTI-Cherry Point	218	Computer	Dell	Optiplex 9020	B6R1W12	5/29/2014	$1,121.40	5/28/2019	CTI-Office/1	disposed
CTI-Cherry Point	16	Computer	Dell	Optiplex 9020	B6RGV12	5/29/2014	$1,121.40	5/28/2019	CTI-Office/2	active
CTI-Cherry Point	26	Computer	Dell	Optiplex 9020	B6S1W12	5/29/2014	$1,121.40	5/28/2019	CTI-Office/RU	active
CTI-Cherry Point	31	Computer	Dell	Optiplex 9020	B6SHV12	5/29/2014	$1,121.40	5/28/2019	CTI-Office/1	active
CTI-Cherry Point	37	Computer	Dell	Optiplex 9020	B6SFV12	5/29/2014	$1,121.40	5/28/2019	CTI-Office/1	active

12.5.1.2 System Specification Tables

This report groups hardware by the purchase date, warranty expiration date, model name, and asset type and groups software by the model name. Specification field data entry can be added from Project Administration>TSSR Administration>Model Administration form.

To identify hardware, the report returns all equipment records with an asset type matching “Computer”, “Server”, or “Workstation”. To identify software, the report returns all equipment records with an asset type matching “Software”.

In the summary view, the report is initially sorted in the following order: asset type, equipment manufacturer, and equipment model.

☐ Show detailed view

Hardware Specifications

Asset Type	QTY	Manufacturer	Model	System Specifications	Purchase Date	Warranty Expires	Firmware Version	IA Enabled	NSA-Approved Process Status	Is the server virtual?
Computer	1	Dell	Optiplex 330	[Intel PIII]{ 1GB,DDR] [80GB 7200rpm Hard Drive][VistaB32 w/Windows XP Professional]	5/7/2008					
Computer	18	Dell	Optiplex 5040MT	[Intel Core i5-6600 (QC/6MB/4T/ 3.3GHz/65W)][8GB (1x8GB) 1600MHz DDR3L][AMD Radeon R5 340X, 2GB (DP, S L-DVI-I)][500GB 7.2k Hardrive]	5/1/2017	5/1/2022				
Computer	4	Dell	OptiPlex 7020	[Intel Core I5-4590 (Quad Core, 3.30GHz Turbo, 6MB)][4GB (1x4GB) 1600MHz DDR3 Non-ECC][AMD Radeon R5 240, 1GB, Full Height (DP and DVI-I)] [500GB 7.2k Hardrive]	3/1/2016	3/1/2021				
Computer	7	Dell	OPTIPLEX 7040	[Intel Core i7-6700 (QC/8MB/8T/ 3.4GHz/65W)][8GB (2x4G) 2133MHz DDR4] [Dual AMD Radeon R5 340X (2GB D P/DVI-I)][500GB 7.2k Hardrive]]	2/10/2017	2/10/2022				
Computer	2	Dell	OPTIPLEX 7040	[Intel Core i7-6700 (QC/8MB/8T/ 3.4GHz/65W)][8GB (2x4G) 2133MHz DDR4] [Dual AMD Radeon R5 340X (2GB D P/DVI-I)][500GB 7.2k Hardrive]]	5/1/2017	5/1/2022				
Computer	16	Dell	Optiplex 755	[Intel Core Duo 1.8GHz] [1GB DDR2-667 SDRAM] [Integrated Intel GMA] [DIRECTX 9.2] [80GB, 7.2k Hard Drive][Windows XP Professional]	1/1/2001					
Computer	10	Dell	OptiPlex 9020	[Intel Core i7-4790 Processor (Quad Core, 3.6GHz, 8MB Cache)][8GB (2x4GB) 1600MHz DDR3 Non-ECC][Dual 1G AMD Radeon R5-240 Graphics, w/DPandDVI Port, Full Height][500GB 7.2k Hardrive]	3/1/2016	3/1/2021				
Computer	3	Dell	OptiPlex 990	[Intel i5-2400 3.1GHz] [8.0GB DDR3] [250GB Hard Drive][Windows 7]	10/4/2012					
Server	1	Dell	PowerEdge 2950	[Intel Xeon L5320, 1.86GHz] [4.0GB, DDR2-667 SDRAM][4, 146G, SAS,3, 10K, 2.5][Windows Server 2003R2]	10/22/2008					

Software Specifications

Name	QTY	Function	IA Enabled	NSA-Approved Process Status	DADMS ID	DADMS Approval Status	DADMS Network Approval	DADMS Last Date Allowed	FAM Accepted	Externally Assessed or Authorized
Microsoft Office Pro Plus	2	Workstation Office Suite								
Microsoft Windows Enterprise	20	Workstation Operating System								
Software Symantec Backup Exec 12	1	Windows Backup								
Software WinZip 12 Pro	2									
Software Office 2007 Professional	1	Workstation Office Suite								

System Specification Tables

A detailed view of the report is available by checking the “Show detailed view” checkbox.

☑ Show detailed view

Hardware Specifications

Asset Type	QTY	Manufacturer	Model	System Specifications	Purchase Date	Warranty Expires
Computer	1	Dell	Optiplex 330	[Intel PIII]{ 1GB,DDR] [80GB 7200rpm Hard Drive][VistaB32 w/Windows XP Professional]	5/7/2008	
Computer	18	Dell	Optiplex 5040MT	[Intel Core i5-6600 (QC/6MB/4T/ 3.3GHz/65W)][8GB (1x8GB) 1600MHz DDR3L][AMD Radeon R5 340X, 2GB (DP, S L-DVI-I)][500GB 7.2k Hardrive]	5/1/2017	5/1/2022
	7	FRD-Miramar	Rm-106			
		Govt. Asset #	Personnel	Comments / Remarks	Serial Number	Status
		1503			5DPLJH2	Active
		1501			5DPHJH2	Active
		1505			5DNHJH2	Active
		1504			5DNYJH2	Active
		1500			5DMYJH2	Active
		1502			5DMZJH2	Active
		1515			5DNOKH2	Active
	11	FRD-Miramar	Rm-215			
		Govt. Asset #	Personnel	Comments / Remarks	Serial Number	Status
		1508			5DNKJH2	Active
		1506			5DNJJH2	Active
		1514			5DNLJH2	Active
		1518			5DPGJH2	Active
		1510			5DNFJH2	Active
		1512			5DNZJH2	Active
		1507			5DPJJH2	Active
		1513			5DPKJH2	Active
		1511			5DPOKH2	Active
		1519			5DPFJH2	Active
		1509			5DNGJH2	Active

System Specification Tables – Detailed View

12.5.1.3 Site Inventory Report

This report shows all equipment that is not archived for a selected Site and/or Status. It can be printed to facilitate the inventory process for each site. The initial sort for this report is by the Govt Asset # in ascending order.

Inventory Report For All Sites

Site	Govt Asset #	AIM Asset #	Equipment Type	Manufacturer	Model	Serial #	Location	Status	Notes
CTI-Cherry Point	1	Sam	Computer	Dell	Precision T7610	C4D0W12	CTI-Office/3	active	
CTI-Cherry Point	2	P-GA	Monitor/LCD	Dell	Monitor P2414Hb	CN-07NW1P-74261-43R-1RTL	CTI-Office/3	active	
CTI-Cherry Point	3	P-GA	Monitor/LCD	Dell	Monitor P2414Hb	CN-07NW1P-74261-43R-1RWL	CTI-Office/3	active	
CTI-Cherry Point	4	P-GA	Hardware	Dell	MDS 14 Dual Monitor Stand	NA	CTI-Office/3	active	
CTI-Cherry Point	5	P-GA	UPS	APC	Back-Ups Pro 1000 BR1000G	3B1410X08694	CTI-Office/3	active	
CTI-Cherry Point	6	Charles	Computer	Dell	Precision T7610	C4CZV12	CTI-Office/3	active	
CTI-Cherry Point	7	P-GA	Monitor/LCD	Dell	Monitor P2414Hb	CN-07NW1P-74261-43R-1TGL	CTI-Office/3	active	
CTI-Cherry Point	8	P-GA	Monitor/LCD	Dell	Monitor P2414Hb	CN-07NW1P-74261-43R-1RVL	CTI-Office/3	active	
CTI-Cherry Point	9	P-GA	Hardware	Dell	MDS 14 Dual Monitor Stand	NA	CTI-Office/3	active	
CTI-Cherry Point	10	P-GA	UPS	APC	Back-Ups Pro 1000 BR1000G	3B1410X08591	CTI-Office/3	active	
CTI-Cherry Point	11	Gary	Computer	Dell	Precision T7610	C4FFV12	CTI-Office/3	active	
CTI-Cherry Point	12	P-GA	Monitor/LCD	Dell	Monitor P2414Hb	CN-07NW1P-74261-43R-1T4L	CTI-Office/3	active	

Site Inventory Report

12.5.2 Service Record Reports

12.5.2.1 Records Report

The Records Report shows categorized, detailed line entries for each activity performed within the requested date range. A shortcut link is also available from the report that will take you directly to the actions form for the item (account, print / assemble, or equipment) that will allow you to see current and previous activity.

Service Records From 4/1/2021 To 5/31/2021:

Service: Account

Create MATSS Account									
	Item:	Baker, John	**Count:**	1	**Completed By:**	User, Sample	**Completed Date:**	5/3/2021	[Open Service Actions]
	Item:	Scheibe, Eric	**Count:**	1	**Completed By:**	User, Sample	**Completed Date:**	5/3/2021	[Open Service Actions]
Count: 2									
Issue Binder: CAT III									
	Item:	Baker, John	**Count:**	1	**Completed By:**	User, Sample	**Completed Date:**	5/3/2021	[Open Service Actions]
Count: 1									
Issue Binder: IUT									
	Item:	Scheibe, Eric	**Count:**	1	**Completed By:**	User, Sample	**Completed Date:**	5/3/2021	[Open Service Actions]
Count: 1									
Conduct MCALMS Access Brief									
	Item:	Baker, John	**Count:**	1	**Completed By:**	User, Sample	**Completed Date:**	5/3/2021	[Open Service Actions]
	Item:	Scheibe, Eric	**Count:**	1	**Completed By:**	User, Sample	**Completed Date:**	5/3/2021	[Open Service Actions]
Count: 2									
Create OGS Account									
	Item:	Baker, John	**Count:**	1	**Completed By:**	User, Sample	**Completed Date:**	5/3/2021	[Open Service Actions]
	Item:	Scheibe, Eric	**Count:**	1	**Completed By:**	User, Sample	**Completed Date:**	5/3/2021	[Open Service Actions]

Service Records Report

12.5.2.2 Work Summary Report

This report summarizes all services performed within the requested date range. Each service activity is categorized and tallied.

Between Dates: 01/26/2012 And 02/29/2012

SERVICES WORK SUMMARY

This section summarizes the work performed during the current reporting period.

a. The following account services were performed:

Create LMS Account		2
Create CNC Account		2
Correct Account Errors		1
Issue Binder		5
CAT I	1	
CAT III	1	
CAT III FSG	1	
FSG	2	
Conduct LMS / CNC Access Brief		1
Issue Stage Handout / Printed Material		58
In-Flight Guide/WC/TacNotes	20	
In-Flight Guide/West Coast	34	
Stage: AAH/Advanced Aircraft Handling	4	
Modify OGS Gradesheet		14
Modify LMS / OGS Account		1
Capture Gradesheets / Graduate OGS and LMS Accounts		2
Inspect / Accept Student LMS Training Laptop upon Turn-in		1
781 - Dell - Precision M4300	1	

Count: 87

Work Summary Report

12.5.3 Action Reports

12.5.3.1 Actions Pending Completion

This report details all activities that have been initiated and are in process but not yet complete. Also, Complete items that failed inspection will populate this report. The report is sorted in the following ascending order: service, action, and started date.

The report contains a link to the Service Action page so that the activity can be easily accessed and Completed as outlined under Service Actions, above.

Actions Pending Completion

Service	Action	Item	Number To Complete	Started By	Started Date	Complete
Account	Issue Binder	Briefing Spaces	3	User, Sample	5/25/2021 10:34:40 AM	[Open Service Actions]
Account	Issue Binder	Briefing Spaces	2	User, Sample	5/25/2021 10:34:58 AM	[Open Service Actions]

Actions Pending Completion Report

12.5.3.2 Actions Pending Inspection

Any Complete activity that requires inspection will populate this report. The Quality Control Representative (QCR) selects this report to view activities that require inspection. QCRs that have rework commenting permissions will only be allowed to inspect items within TSSR. The report is sorted in the following ascending order: service, action, and completed date.

The report contains a link to the Service Action page so that the activity can be easily accessed to inspect the item and complete the activity. If the item passes inspection, the QCR selects Pass and OK. If the item fails inspection, the QCR selects Fail and the item populates the Actions Pending Completion report.

Actions Pending Inspection

Service	Action	Item	Number To Inspect	Completed By	Completed Date	Inspect
Print / Assemble	Assemble	Binder - CAT I	2	User, Sample	3/9/2021 1:18:18 PM	[Open Service Actions]

Actions Pending Inspection Report

12.5.3.3 Trouble Tickets Rework Coding

This report is used by the QCR to enter rework codes for open trouble tickets. QCRs that have rework commenting permissions will only be allowed to assign rework codes within TSSR. For each item, select the appropriate Rework Code from the drop-down list; select Submit. If no trouble tickets are found that are missing rework codes, the report will display “No items found requiring rework coding”.

Trouble Tickets Rework Coding

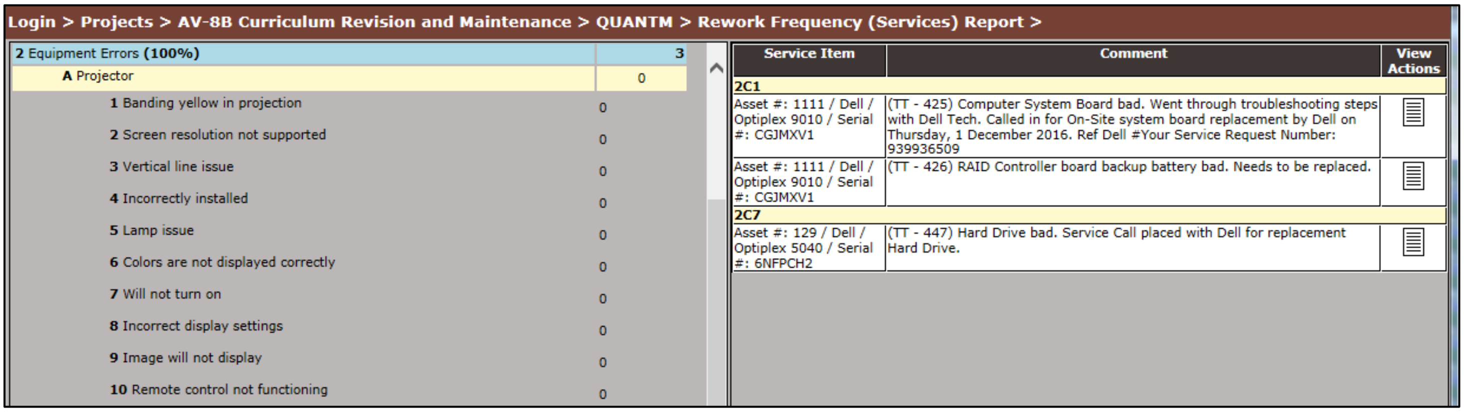
ID	Service	Item	Commentor	Date Submitted	Site	Comment
455	Equipment	Asset #: 120 / Dell / Optiplex 5040 / Serial #: 6NFJCH2	---	5/25/2021	VMAT-203	Computer System Board bad. Went through troubleshooting steps with Dell Tech. Called in for On-Site system board replacement by Dell on Thursday, 1 December 2016. Ref Dell #Your Service Request Number: 939936509 Select Rework Code: Submit

Trouble Tickets Rework Coding Report

12.6 QUANTM Rework Frequency Report (Services)

Rework coding for services can be analyzed based on a date range criteria. Internal comments as well as trouble tickets are returned.

For the desired project, select QUANTM>Rework Frequency (Services). Entered the desired date range and filter for the type of information you would like returned (Trouble Tickets or Internal Comments). Select the Submit button.



The number to the right of the rework code displays how many comments match that rework code. Clicking the number will display the comments in the right window. There is an additional report link in the View Actions column that will provide a shortcut to the actions form listing current and previous history for the selected item.

13 Change Password

The Change Password module, located as a menu button in all projects, allows the user to change their password. Please note that changes to the password information will affect the users listing in all MELD projects, not just the current project. User passwords must meet the following requirements:

- a minimum of 15 characters
- at least 8 of the characters in the original password must be changed
- contain at least 1 character from each of the 4 categories:
  - a-z
  - A-Z
  - 0-9
  - special characters - ()`~!@#$%^&*-+=|\{}[]:;<>,.?

In addition, a password must be at least 1 days old before it can be changed again, must be changed at least once every 60 days, and the most recent 5 passwords used are stored and cannot be reused. Passwords over 20 characters are not recommended.

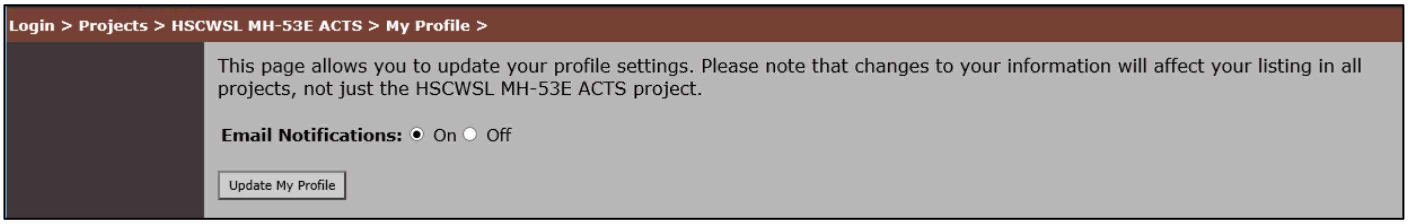
Upon entering the Change Password module, the user receives a screen with the following fields:

Type Old Password - Enter the existing password
Type New Password - Enter a new password, it is recommended that passwords be at least 8 characters, and contain both alpha and numeric characters.
Confirm New Password - Enter the new password again.

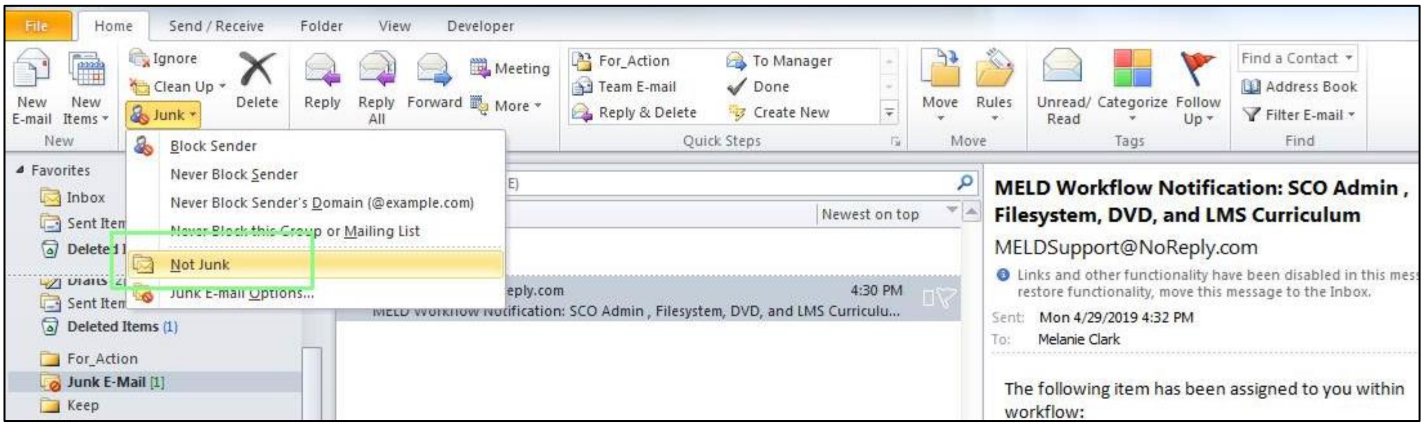
To save the changes, click the **Update my Password** button.

14 My Profile

The My Profile module, located as a menu button in all projects, allows the user to set their workflow email notifications setting. If email notifications are turned on, then the user will receive email notifications when items come to them in workflow, either by being a POC for the assigned discipline or someone clicking the Assign button in workflow to assign them to an activity. The email address used for the notification is the one assigned to the user’s MELD account. This notification setting applies to all projects.



The emails will most likely first come into outlook as junk email and you will need to mark them as "Not Junk" as shown below so Outlook will put them in your inbox. Once you do that, the next ones coming in will automatically go to your Inbox.



15 Glossary

Activity	An activity is any element of work that is required by a project, uses resources, and takes time to complete. Activities have expected durations, cost, and resource requirements and may then be subdivided into tasks. In MELD, an activity is a "job" created for a process within Workflow Administration. From the point of induction until job completion, Workflow controls the progression of the job through the development process -- automatically routing the job in accordance with the provided process definition, rules, job data, and user interactions. An example activity is "Graphic Artist Revisions".
Action	An action is a term used within the Training System Status Report (TSSR) to record work performed on equipment, print items, or customer accounts. An action is also used within Issue Tracker to describe the action taken to address a task.
ADL	The Advanced Distributed Learning Initiative bridges across Defense and other Federal agencies to encourage collaboration, facilitate interoperability, and promote best practices for using distributed learning to provide the highest-quality education, training, informal learning, and just-in-time support; tailored to individual needs and delivered cost-effectively, anytime and anywhere, to increase readiness, save resources, and facilitate interorganizational collaboration.
Asset	The term asset is used within the IME module to attach media objects to a frame template and it is used within the TSSR module to identify equipment and software for a specific site / location.
Asset Tag	An Asset Tag is used within IME to define a unique name for an asset.

CAI	Computer Aided Instruction (CAI) is a lesson format that is instructor-led and has an instructor guide to supplement the onscreen material. A SCO can be assigned this type of instruction from the Settings tab within IME.
CI	All SCOs created within IME will be presented as configuration items (CIs) within CMATT.
CMATT	The MELD module, Configuration Management And Tracking Tool, provides those capabilities needed to perform Configuration Management (CM) of work products using configuration identification, configuration control and configuration status accounting. CMATT interfaces with OLR and Workflow.
COI Editor	The Curriculum Outline of Instruction Editor, allows for easy update, efficient identification of skill gaps and other curriculum anomalies, and generates the COI document, representing a project's most current training program data.
Comment	A comment is entered within the Online Review module and contains either a request for change or documentation of work performed on specific frames. Comments are entered while the SCO is in work and are not to be confused with change requests, which are entered outside of the revision cycle for work to be performed at a later time. When SCOs are placed into work from CMATT, change requests are transferred to actionable comments within Online Review.
CR	A CR (Change Request) is comment entered by an external or internal user to request a change to an existing CI.
CR Review	The MELD module, CR Review, allows customers to view and enter change requests on production deliverables using a web interface that connects to the production management system.
CPSMR	CPSMR is a deliverable report produced from the QASP reporting section within CMATT. The "CPSMR Code" defines a CR's Category and Type and "CPSMR Due" reflects the date a CR is due based upon Category and Type and date of validation. These values are also shown within the Workflow Project Overview and Discipline View screens to inform the production team.
CTPQ	The Cycle Time for Poor Quality is used within QUANTM reporting and is the total number of days the product was in rework due to an activity failure.
Curriculum Item	Within IME, curriculum items are added to an outline. The top most curriculum items would reflect the stages or courses in a curriculum and the bottom most items would reflect the actual Sharable Content Object (SCO). A SCO is typically a lesson.
Cycle Time	The cycle time is used within QUANTM reporting and is the total time in days from the first product start date in workflow to the external customer acceptance date in workflow.
Discipline	Discipline is a group of users that perform common tasks. These groups are used throughout MELD to assign to comments and workflow activities. Graphic Artist, Programmers, Instructional Developers, and Project Managers are all examples of disciplines used within MELD.
Decision Point	Decision Point is a term used to define areas within a workflow process that require a pass or fail decision. QUANTM produces detailed analysis on each of these decision points.
Defect	A defect is used within QUANTM reporting and equals the total number of external comments created on delivered frames within the first customer review cycle.

Defect Opportunities	The defect opportunities equals the total number of frames delivered multiplied by the total number of opportunities for failure. The opportunities for failure are set at 20.
Delivered Frame	A delivered frame is defined within QUANTM and represents a frame containing an internal comment made during the revision cycle. For new production the total number of delivered frames equals the total number of frames.
Delivery Method	Delivery methods are used within CMATT to identify the method of delivery a change request originated from. Examples of delivery methods include, MELD, Learning management Systems (LMSs), as well as squadrons.
Distractors	Distractors are part of a question template within IME, and are listed as possible answers to the question.
DPMO	DPMO (defects per million opportunities) is calculated within the QUANTM module and uses the following formula: (Total number of defects / Total number of defect opportunities) * 1000000. This is a Six Sigma term.
Effect Types	Effect types are used within the Issue Tracker module and describe the type of effect an issue may have on the project. Examples are "Schedule, Performance, and Cost".
Enabling Objective	Enabling objectives (EOs) are specific to each lesson and identify the knowledge, skill, or attitude required to support the terminal objective (TO). Verbs for the EOs are crucial in determining the lesson content and type of evaluation necessary. MIL-HNBK 29612 is used as the standard for EO development.
EPSS	The Electronic Performance Support System is a component of MELD that provides links to references, job aids, and control documents. This module is supportive in nature and provides electronic material to aid the developers in performing their activities and tasks in a consistent and correct manner. A project can customize this module by adding sub menu items as desired.
Export	Export is a process used within IME, to update the SCO content. After export, Online Review will become updated with all the new content. Any frames that appear with a blue font within IME were revised after the last export date.
Feedback	Feedback is a term used within IME that provides on-screen information after a question is selected. The feedback may appear immediately for self-check questions or on a test result page for exam questions.
First Pass Yield	First Pass Yield is calculation used within QUANTM to display the percentage of SCOs that passed customer acceptance on the first review.
Frame	A frame is used within IME and represents an individual page that makes up the SCO. Each frame is generated from a template that contains any number of text and asset areas. These templates belong to the profile that was selected for the SCO.
Frame Title	The frame title is entered within the content tab within IME and represents the title that will appear in the title bar for the exported SCO.
GA	A GA is a type of discipline titled the Graphic Artist discipline.
GFP	Government Funded Property listed within theTSSR module.
GFE	Government Funded Equipment listed within the TSSR module.
ICW	Interactive Courseware (ICW) is a lesson that is designed for the learner to use independently at their desired pace. A SCO can be assigned this type of instruction from the Settings tab within IME.
Intelligent Router	An Intelligent Router is a setting used within workflow that will automatically route a SCO to the next step in the process if no unaddressed comments exist for the discipline assigned to the current activity.

IME	The MELD module, Instructional Media Editor, provides an integrated, collaborative authoring environment for courseware development. Courseware is organized into SCOs which interface with other MELD modules to facilitate both internal and external review functions.
ISD	An ISD is a type of discipline titled the Instructional Systems Designer discipline.
Issue	Issue is used within the Issue Tracker module to identify an area of concern. These can be minor issues that need a quick answer, or major issues with the potential to affect the deadline of the project or the ability to even finish work on the project. Issues are assigned to tracked items.
Issue Tracker	The MELD module, Issue Tracker, integrates with Risk Identification and Mitigation Matrix (RIMM) and allows authorized users to identify and record issues that arise against traceable items, assignment of tasks to resolve issues, and record actions taken to accomplish tasks.
Leading Product	Leading Product is a term used within CMATT to identify a SCO that will allow sub change request input. An example of a leading product is the Curriculum Outline of Instruction document.
Manifest	Manifest is a term using within the IME, which is a file that is included with the ADL package and contains all the information a SCORM LMS will need to import the ADL package.
Metadata	Metadata is a term used within the IME, which contains fields to describe the platforms, outlines, and curriculum items. A SCORM LMS reads this metadata to populate title, description, and keyword fields.
Menu Title	The menu title is entered within the content tab within IME and represents the title that will appear in the menu for the exported SCO.
Menu Title Font Color	The menu title font color is entered within the content tab within IME and represents the color that will appear for the menu item for the exported SCO.
OLR	The MELD module**,** On-Line Review allows customers to view and comment on production deliverables using a web interface that connects to the production management system. This provides seamless tracking, accountability, and archiving of customer comments and contractor responses/actions.
Outline	Within IME, the outline is listed within the platform. Outlines are typically used to separate the courseware and the courseware supporting documents. Multiple outlines can exist for a platform.
PC	A PC is a type of discipline titled the Production Controller discipline.
PM	A PM is a type of discipline titled the Project Manager discipline.
Platform	Within IME, the platform is the top most “tree” item for the project. This is typically a repeat of the project name, but could be used for more detailed grouping within the project. Multiple platforms can exist for a project.
Process	Process is a set of interrelated work activities involving people and methods that are characterized by a set of specific inputs and value-added tasks that make up a procedure for a specific output. Process is defined within Workflow Administration and corresponds with a flowchart used to depict a specific outcome (for example, Lesson Revision).
Profile	A Profile is created within IME and contains a list of templates and export settings. A SCO can then select a profile to use from the IME settings page.
Project	A project is created within MELD and defines the top access level. Careful consideration should be used when creating projects since all reports are typically filtered by project. If reporting is desired to span multiple “projects”, it would be recommended to organize these multiple “projects” into platforms.

QASP	QASP (Quality Assurance Surveillance Plan) Reports allows managers to retrieve performance data as specified by the contract's Performance Work Statement (PWS).
Quality Control	Quality Control is a term used within MELD to identify an activity as the activity that passes internal inspection. This value is used throughout reporting in MELD and is important to setup when establishing a workflow process.
QUANTM	The MELD module, Quality Analysis and Tracking Matrix tracks comments and rework reason codes from internal and external reviews, calculates defect rates and provides support for analysis.
Remediation Frame	A Remediation Frame is used within IME to define a frame the student can return to when selecting an incorrect answer to a question.
Revision Cycle	A Revision Cycle is a term used to establish the point in time when a CI was placed into Workflow from CMATT.
Rework	Rework is a term used throughout MELD to identify comments or change requests that were not initially addressed properly.
Rework Codes	Any comment that required rework can be issued a rework code by authorized users. The QUANTM module provides analysis for the rework codes to assist with process improvement. Rework codes can also be entered for change requests and trouble tickets.
RIMM	The MELD module, Risk Identification and Mitigation Matrix, is the identification, assessment, and tracking of Risk as it relates to a project.
RTY	Rolled Throughput Yield (RTY) calculations are used within QUANTM to demonstrate the percentage of rework for a given process.
SCO	An ADL term that represents a Sharable Content Object. These are typically lessons.
SCORM	A term used by ADL : Shareable Content Object Reference Model
Skill	Skills are entered within the COI module and identify trainable tasks.
Smart Text	Within IME, Smart Text is special coding inserted into the text area, used to display warning, caution, and note (WCaN) popups, text formatting, and bulleted lists.
SME	A SME is a type of discipline titled the Subject Matter Expert discipline.
Stages	Stages are used within the COI module. They represent blocks of high order modules of training that consist of groups of lessons and flight / SIM events.
Status Categories	Status categories are used within the Issue Tracker module and reflect the current status of a task assigned to an issue.
Task	A task is used within the Issue Tracker and is assigned to an issue.
Template	A template is used within IME to define how many text and media areas will appear on a frame. These templates make up a profile.
Template Objects	A template object is used within IME and is the text or media area of a template.
TLO	Terminal Learning Objectives are used within the COI module and represent the highest learning level appropriate to the performance requirement a student will accomplish when successfully completing instruction.
Topic Title	A topic title is used within IME and provides a short description of the selected question topic that can be shown on a test results page.
Tracked Items	Tracked Items are used within Issue Tracker and identifies items established for tracking.
Trouble Ticket	A Trouble Ticket is entered within the TSSR module and identifies issues that have occurred with equipment, print items, or customer accounts.
TSSR	The MELD module, Training System Status Report, is designed to capture and report site support services. Customer equipment, account, inventory, and print services, are integrated and maintained here.

User	A user is any individual that requires access to MELD. Users can be internal users that are part of a production team assigned to revising courseware, or external users assigned to reviewing courseware. Any user requiring access to MELD will need an account created by a MELD admin.
Workflow	The MELD module, Workflow, is a production management tool that routes products through a defined process. Robust rule support (predecessors, successors, and conditions) enables automatic routing, while user interactions (start, complete, pass, fail, and reroute) permit flexibility.