



[Course Map](#) [ATN](#) [DTMS](#) [Help Desk](#) [DTMS User Guide](#) [Slide Presentation Description](#)

Digital Training Management System

Preparatory Functions

Lesson ID: 150T-COMOPTNG / Version 4.2 (Modified)

June 2022

Action: Demonstrate Operator Level Functionality Using the Digital Training Management System

Conditions: The Digital Training Management System (DTMS) is the Army's Learning Management System (LMS) for recording individual, unit, and organizational training. Preparatory Functions are the essential functions that serve as the foundation for every other DTMS function. The DTMS preparatory functions unit is an in-course unit designed to allow learners to recall previous knowledge about navigating Army systems while using their previous knowledge and scaffold that knowledge to increase their skills, knowledge, and use of DTMS. This instruction is an online-based, flipped classroom instruction with practical applications, learning activities, small group exercises, and skills-based learning.

Standards: Demonstrate proper operator level functionality that best supports the company commander's guidance; properly add, edit, and/or assign training locations; add, remove, assign platoon personnel; demonstrate the management of personnel, signature blocks, users, and assigned personnel in the DTMS; demonstrate proper data pull to manage reports and unit training proficiency statuses without error.

The Digital Training Management System (DTMS) is the Army's Learning Management System (LMS) for recording individual, unit, and organizational training. Preparatory Functions are the essential functions that serve as the foundation for every other DTMS function. The DTMS preparatory functions unit is an in-course unit designed to allow learners to recall previous knowledge about navigating Army systems while using their previous knowledge and scaffold that knowledge to increase their skills, knowledge, and use of DTMS. This instruction is an online-based, flipped classroom instruction with practical applications, learning activities, small group exercises, and skills-based learning.

DTMS Operators must possess basic computer skills of computer operating systems. Additionally, DTMS Operators must possess core competencies which include Access to Army Networks & access to DTMS. DTMS operations need to show resiliency to meet the timely data entry requirements even though they are not receiving timely data, routine or sporadic system outages, and during busy times of multiple exercises requiring simultaneous input into DTMS.



The Preparatory Functions consists of the following lessons:

- Locations
- Platoon Manager
- Signature Blocks
- User Management Overview
- Manage Personnel (Soldier Manager menu)



During this lesson, we will demonstrate the Preparatory Functions by accessing the following Locations topics:

- Add a Location
- Edit a Location
- Delete a Location

Company Training and Readiness Dashboards

The Company Training Room provides you with easy access to common training room functions and data.

Tutorials and other supporting resources are available on ATN at:
<https://atn.army.mil/DTMSDashboard>

- Administration
- DA Forms
- Data Transfer (Real-Time)
- Locations**
- Merge Unit
- Platoon Manager
- Signature Blocks
- Speed Test

Step 1
Navigate to the **Administration** menu.
Select **Locations** from the drop-down menu.
The screen refreshes to the **Lookup Management** page.

Task Number	Task Name			
07-CO-1272	Conduct Area Security - Company	T	03/	
17-CO-1030	Conduct an Area Defense - Armor and Mechanized Infantry Company Team (ABCT)	T	07/15/2021	<input type="button" value="Edit"/>
17-CO-1074	Conduct a Movement to Contact - Armor and Mechanized Infantry Company Team (ABCT)	P	06/22/2021	<input type="button" value="Edit"/>
17-CO-1094				
55-CO-4830				

NOTE
The Administration menu provide users with the ability to perform some preparatory functions necessary to properly use DTMS to its fullest potential.
There are certain functions in DTMS that need to be setup prior to attempting to perform other functions.

Lookup Management

Select Lookup Table:

- select...
- Class Location
- Location**

Lookup

No records to display.

Navigation: [Home] [Previous] [1] [Next] [End]

Step 2

Click the **Select Lookup Table** drop-down menu.
Select **Location**.
Screen refreshes and displays previously added locations.

Lookup Management

Select Lookup Table:

+

Lookup	Owner
TA-312	A Co, 4-99 AR, 3rd BDE (UTM MTT)
Eisenhower Hall	A Co, 4-99 AR, 3rd BDE (UTM MTT)
CO Classroom 3	A Co, 4-99 AR, 3rd BDE (UTM MTT)
CO Classroom 2	A Co, 4-99 AR, 3rd BDE (UTM MTT)
A CO Classroom	A Co, 4-99 AR, 3rd BDE (UTM MTT)
Class Room 77	A Co, 4-99 AR, 3rd BDE (UTM MTT)
BLD 31	A Co, 4-99 AR, 3rd BDE (UTM MTT)
4-99 AR Motorpool	
Varies	
SA Clifford	

Page size: 10

Step 3

Click the **Plus (+)** icon to add a Location.
Screen refreshes to the **Edit Lookup** window.

Edit Lookup

Location

Location Name:

Location Description:

Location Type:

Post:

Address

Line 1:

Line 2:

City:

State:

Postal Code:

Capacity:

Is Active:

Save **Cancel**

Step 4

Enter required entries to add a location:
Location Name: TA54
Location Type: Select Company Area from drop-down menu.
Is Active: Place a checkmark in the checkbox.
Select the Save button to record the location.
The screen refreshes and the new location is added.

Company Training and Readiness Dashboards

The Company Training Room provides you with easy access to common training room functions and data.






Tutorials and other supporting resources are available on ATN at: <https://atn.army.mil/DTMSDashboard>

Navigate to the **Administration** menu.
Hover over **Platoon Manager** from the drop-down menu.
Select **Manage Subordinates**.

- DA Forms
- Data Transfer (Real-Time)
- Locations
- Merge Unit
- Platoon Manager**
 - Align Personnel
 - Crews/Teams
 - Manage Duty Positions
 - Manage Subordinates**
 - Platoons
 - Squads/Sections
- Signature Blocks
- Speed Test

HQDA Standard METL

A Co, 4-99 AR, 3rd BDE (UTM MTT) (TR2B12)

Task Number	Task Name	Assessment	Assessment Date	
07-CO-1272	Conduct Area Security - Company	T	03/16/2022	 Edit
17-CO-1030	Conduct an Area Defe		021	 Edit
17-CO-1074	Conduct a Movement		021	 Edit
17-CO-1094	Conduct an Attack - A		022	 Edit
55-CO-4830	Conduct Expeditionary		022	 Edit

NOTE
The Platoon Manager function is valid only for company level DTMS users. Platoon Manager allow users the ability to create subordinate PLT's, SQD's and Teams; assign personnel to those subordinate units and assign duty positions to those Soldiers within the Platoons.

Organization

Manage Platoons & Subordinate Organizations

[+ Add new record](#) [Refresh](#)

Subordinate	Parent	Echelon	Personnel Count	Manage	Edit	Delete
4-99 AR/A Co/1PLT	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	12	Manage	Edit	Delete
4-99 AR/A Co/3PLT	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	0	Manage	Edit	Delete
4-99 AR/A Co/HQ	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	0	Manage	Edit	Delete
4-99 AR/A Co/2PLT	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	0	Manage	Edit	Delete
4-99 AR/A Co/PCS	A Co, 4-99 AR, 3rd BDE (UTM MTT)	SQUAD/SECTION	0	Manage	Edit	Delete
4-99 AR/A Co/ETS/RET/Chapter	A Co, 4-99 AR, 3rd BDE (UTM MTT)	SQUAD/SECTION	0	Manage	Edit	Delete
4-99 AR/A Co/MTR	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	0	Manage	Edit	Delete
4-99 AR/A Co/4PLT	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	0	Manage	Edit	Delete
4-99 AR/A Co/5PLT	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	0	Manage	Edit	Delete
ATMS Help Desk	A Co, 4-99 AR, 3rd BDE (UTM MTT)	CREW/TEAM	0	Manage	Edit	Delete

NOTE



Units should establish a naming convention for subordinate units to clearly identify a subordinate when viewed by higher echelon DTMS Managers and leaders.

It is recommended that the name of a platoon include BN/CO/PLT at a minimum. Some units choose to include BDE or DIV in the naming convention.

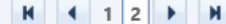


Organization

Manage Platoons & Subordinate Organizations

 Add new record
 Refresh

Subordinate	Parent	Echelon	Personnel Count	Manage	Edit	Delete
4-99 AR/A Co/6PLT	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	1	Manage	Edit	Delete
Bart Plt	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	1	Manage	Edit	Delete
Night Stalkers	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	1	Manage	Edit	Delete
Death Dealers (Seat#/Crs#05-22)	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	1	Manage	Edit	Delete
1st PLT	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	1	Manage	Edit	Delete
4-99 AR/A Co/4PLT	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	2	Manage	Edit	Delete
4-99 AR/A Co/1PLT/1st SQD	4-99 AR/A Co/1PLT	SQUAD/SECTION	0	Manage	Edit	Delete
<input style="width: 95%;" type="text"/>	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON				Insert Cancel


Page size: 10
17 items in 2 pages



To add new record, click the **Plus (+)** icon.
 The screen refreshes and an additional row opens.
 Enter the **Subordinate Unit** name in the text field.
 Select the **Parent Unit** from the drop-down menu.
 Select the **Echelon** of the subordinate platoon/section/squad from the drop-down menu.
 Select the **Insert** button to record the new record.

NOTE

Every company level unit should add a subordinate for personnel that are no longer in the unit (PCS) and one for personnel that are no longer in the military (ETS/Chapter/RET). By placing personnel in these subordinates, a unit can identify the personnel that are no longer present and should not be included in statistics.

Organization

Manage Platoons & Subordinate Organizations

 Add new record  Refresh

Subordinate	Parent	Echelon	Personnel Count	Manage	Edit	Delete
4-99 AR/A Co/6PLT	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON			Update Cancel	
Bart Plt	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	1	Manage	Edit	Delete
Night Stalkers	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	1	Manage	Edit	Delete
Death Dealers (Seat#/Cr#05-22)	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	1	Manage	Edit	Delete
1st PLT	A Co, 4-99 AR, 3rd BDE (UTM MTT)	PLATOON	1	Manage	Edit	Delete
4-99 AR/A Co/4PLT			2	Manage	Edit	Delete
4-99 AR/A Co/1PLT/1st SQD			0	Manage	Edit	Delete

Page size: 10 17 items in 2 pages

To edit a subordinate, Click on the **Edit** button for the appropriate subordinate. The screen refreshes, and the fields become editable.
 Edit the text field by changing the subordinate name.
 Change the **Parent** unit by selecting from the drop-down menu.
 Change the **Echelon** by selecting from the drop-down menu.
 Click the **Update** button to record the changes.

NOTE

If personnel do not show up in the Integrated Total Army Personnel Database (ITAPdB) for five consecutive days, they are automatically removed from DTMS. This has improved the previous issue of personnel remaining in units after they leave the military.

Digital Training Management System (Live1)

TR2B12

Home Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

Step 1
Navigate back to the **Administration** menu. Hover cursor over **Platoon Manager**, click the **Manage Duty Positions** fly-out.

Step 2
To add new record, click the **Add new record** icon. The screen refreshes and opens the **Manage Duty Positions** window.

Organization	Duty Position	Description	Edit	Delete
1SG Driver			Edit	Delete
Ammo Handler			Edit	Delete
CDR			Edit	Delete
CDR Driver			Edit	Delete
Fires Office	Warrent Officer		Edit	Delete
Mechanic	responsible assisting drivers with 10 level maintenance and conducting 20 level maintenance on		Edit	Delete
Medic			Edit	Delete
Physical Security			Edit	Delete
PLT LDR	Platoon Leader		Edit	Delete
PLT SGT	PLT SGT		Edit	Delete

Page size: 10 18 items in 2 pages

Digital Training Management System (Live1) A Co, 4-99 AR, 3rd BDE (UTM MTT) TR2B12

Home Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

Step 3
Enter the **Duty Position** in the text box. Enter the **Description** in the text box. Click the **Insert** button to save new record.

Duty Position	Description	Edit	Delete
Rifleman (seast#/Crs#05-22)	11B10	Edit	Delete
RTO	Radio Telephone	Edit	Delete
School NCO	School	Edit	Delete
Section SGT		Edit	Delete
Squad Leader		Edit	Delete
SULT USER		Edit	Delete
TM LDR	Leader of teams	Edit	Delete
XO	Executive Officer	Edit	Delete

Enter Duty Position Here Enter Description Here Insert Cancel

Page size: 10 18 items in 2 pages

Digital Training Management System (Live1) A Co, 4-99 AR, 3rd BDE (UTM MTT) TR2B12

Home Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help **Administration** User

Align Personnel to Subordinates (Display Unaligned Only)

ASSIGNED ATTACHED DETACHED EXCLUDED

Last Name	First Name	EDIPI	Rank	MOS	Duty Position	Small Unit Leaders	Align Personnel	View	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Rank	Select MOS	Platoon Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					Crews/Teams	<input checked="" type="checkbox"/>	Edit		
					Manage Duty Positions	<input type="checkbox"/>	Edit		
					Manage Subordinates	<input type="checkbox"/>	Edit		
					1st PLT		Edit		
					4-99 AR/A Co/1PLT	<input type="checkbox"/>	Edit		
					4-99 AR/A Co/1PLT	TM LDR	<input type="checkbox"/>	Edit	
					4-99 AR/A Co/1PLT	TM LDR	<input checked="" type="checkbox"/>	Edit	
						<input checked="" type="checkbox"/>	Edit		
						<input type="checkbox"/>	Edit		
						<input type="checkbox"/>	Edit		
						<input type="checkbox"/>	Edit		
						<input checked="" type="checkbox"/>	Edit		

17 items in 1 pages

Step 1

Hover cursor over the **Administration** menu, the drop-down submenu opens. Hover cursor over the **Platoon Manager** submenu, the fly-out menu opens. Click the **Align Personnel** fly-out menu. The screen refreshes and the **Align Personnel to Subordinates** window opens.

Step 2

Either search for a Soldier by entering their **Last Name** and **First Name** or click **Edit** under the **Align Personnel** column to align them to a subordinate.

PLATOON Details : 4-99 AR/A Co/1PLT

Step 2
To add personnel click the **Align** icon, the **Align Personnel** window opens.

- DA Forms
- Data Transfer (Real-Time)
- Locations
- Merge Unit
- Platoon Manager**
- Signature Blocks
- Speed Test

- Align Personnel
- Crews/Teams
- Manage Duty Positions
- Manage Subordinates
- Platoons**
- Squads/Sections

Small Unit Leader	Edit	Delete	View
<input type="checkbox"/>	Edit	Delete	
<input checked="" type="checkbox"/>	Edit	Delete	
<input type="checkbox"/>	Edit	Delete	

Step 1
Navigate back to the **Administration** menu. Hover cursor over **Platoon Manager**, then **Platoons**, click the desired platoon fly-out.

Align Personnel

Select Personnel to Align

ASSIGNED ATTACHED DETACHED EXCLUDED

Last Name: EDIPI:

First Name: Rank Category:

MOS: Rank:

Primary Secondary Either Skill Level:

Search Clear Align Cancel

Step 3
Use the search filters to refine your search or click the **Search** button to display available personnel.

Last Name Duty Position

No records to display.

0 items in 1 pages

Digital Training Management System (Live1) A Co, 4-99 AR, 3rd BDE (UTM MTT) TR2B12

Home Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

Step 2
To add new record, click the **Add new record** icon and the **Add/Edit Signature Block** window opens.

Step 1
Navigate back to the **Administration** menu. Click on **Signature Blocks**.

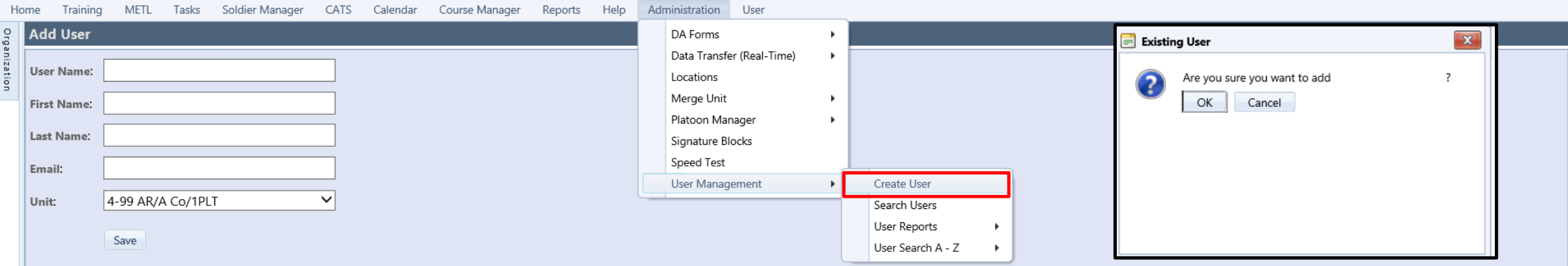
Digital Training Management System (Live1) A Co, 4-99 AR, 3rd BDE (UTM MTT) TR2B12

Home Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

Add/Edit Signature Block

Step 3
Enter the relevant information and select the **Save** button.

NOTE
See AR 25-50 for signature block format. Signature blocks are printed on training schedules only.



Home Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

Add User

User Name:

First Name:

Last Name:

Email:

Unit: 4-99 AR/A Co/1PLT

Save

- DA Forms
- Data Transfer (Real-Time)
- Locations
- Merge Unit
- Platoon Manager
- Signature Blocks
- Speed Test
- User Management
 - Create User**
 - Search Users
 - User Reports
 - User Search A - Z

Existing User

Are you sure you want to add ?

OK Cancel

To access the **Create a User** fly-out menu.
Navigate to the **Administration** menu, the drop-down submenu expands.
Hover cursor over the **User Management** submenu, the fly-out menu opens.
Click the **Create a User** fly-out menu.
The screen refreshes and the **Add User** window opens.
Paste the Username in the User Name text field.
Press Tab key on keyboard or click outside the test box to auto-populate the additional boxes.
Select the **Unit** from the drop-down menu.
Select the **Save** button.
A dialog box opens to confirm that you want to move the user.
Click the **OK** button to save.
The screen refreshes to the **Edit User** page.

NOTE
Granting Users access to a new unit will not deny them access to any other unit the user has access to.

Edit User

User Name:
First Name:
Last Name:
Email:

User Organizations

<input type="checkbox"/> A Co, 4-99 AR, 3rd BDE (UTM MTT)	<input type="checkbox"/> A Co, 4-99 AR, 3rd BDE (UTM MTT)
	<input type="checkbox"/> 4-99 AR/A Co/1PLT
	<input type="checkbox"/> st PLT
	<input type="checkbox"/> 4-99 AR/A Co/2PLT
	<input type="checkbox"/> 4-99 AR/A Co/3PLT
	<input type="checkbox"/> 4-99 AR/A Co/4PLT
	<input type="checkbox"/> 4-99 AR/A Co/4PLT
	<input type="checkbox"/> 4-99 AR/A Co/5PLT

Page size: 10 | 1 items in 1 pages

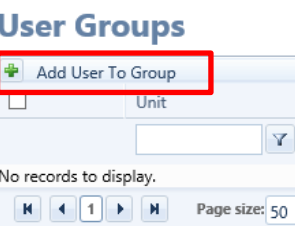
Step 1
Click the **triangle expander** icon to view subordinate units.

Step 2
To select all units, place a checkmark in the top checkbox by parent unit.

To select individual units place checkmarks in the appropriate checkboxes.

Step 3
Click the **Add** button.

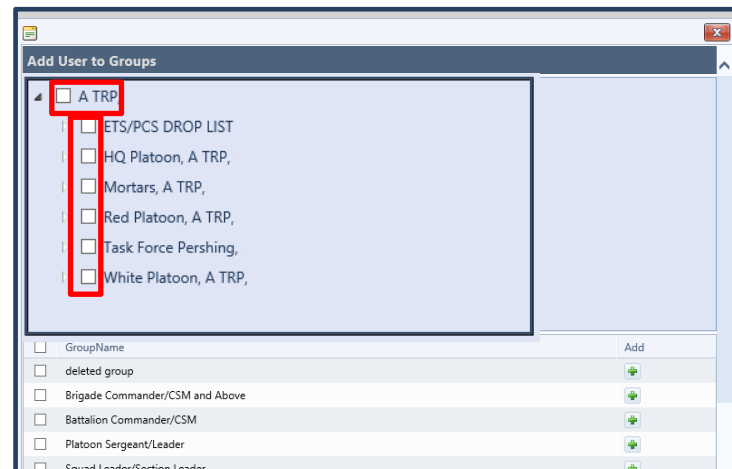
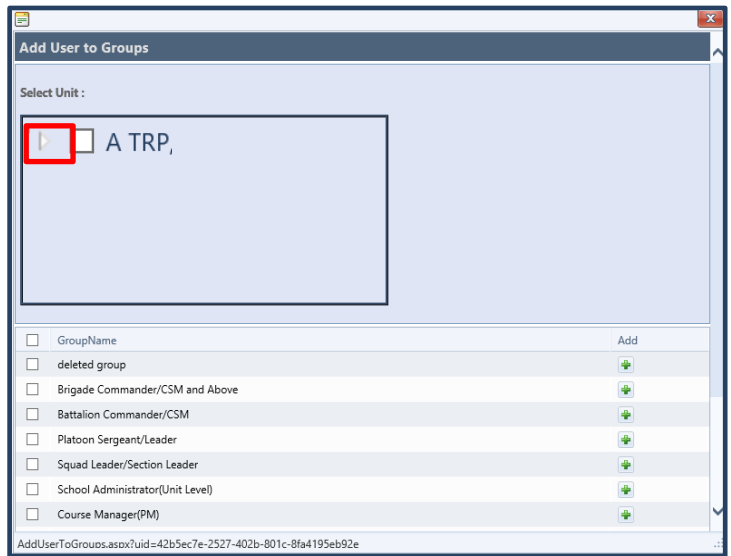
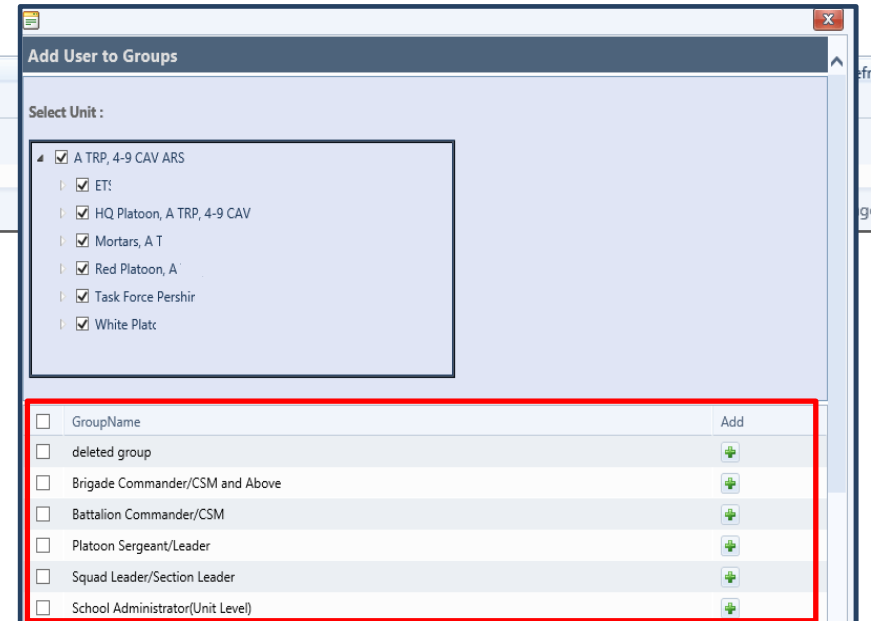
The screen refreshes and display the units (in the table below) the user has access to.



Step 4

Click the **Plus (+)** icon to add user groups.

The screen refreshes and the **Add User to Groups** window opens.



Step 6

To select all units place a checkmark in the top checkbox by parent unit

To select individual units place checkmarks in the appropriate checkboxes.

Step 5

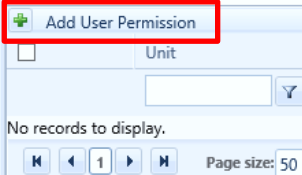
Next, click the **triangle expander** icon to view subordinate units.

Step 7

Scroll down the window, select the **Page size** drop-down menu, **select 50**. This option gives you max visibility of the group names. Place checkmarks in the following checkboxes:

- CalendarMenu
- CATSMenu
- DAFormsMenu
- ITSPMenu
- DATA TransferMenu
- PlatoonManagerMenu
- PlatoonMenu
- ReportingMenu
- TrainingExecuteMenu
- TrainingPlanMenu
- TrainingPrepareMenu

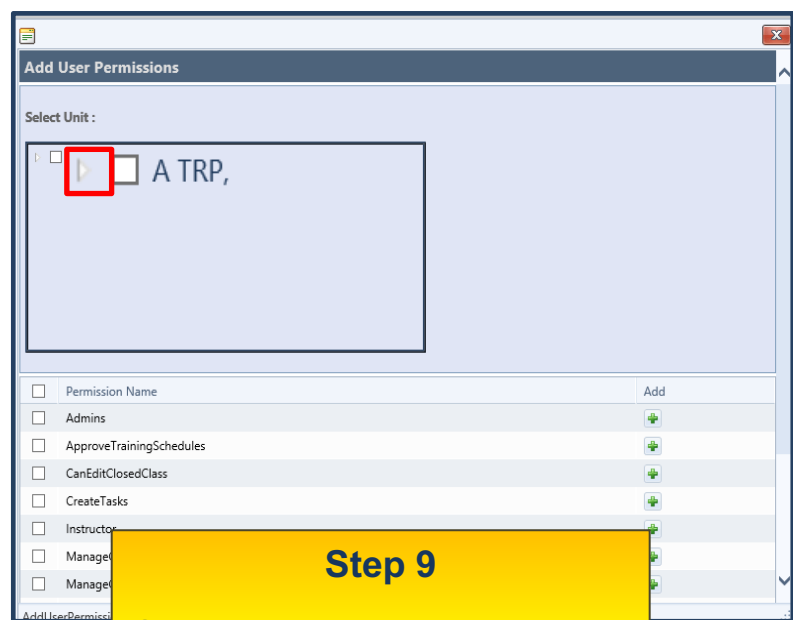
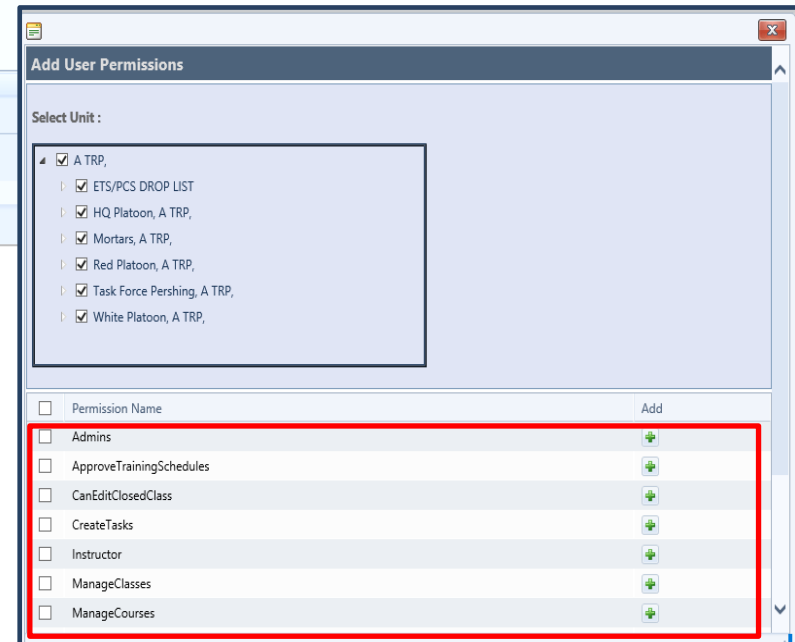
User Permissions



Step 8

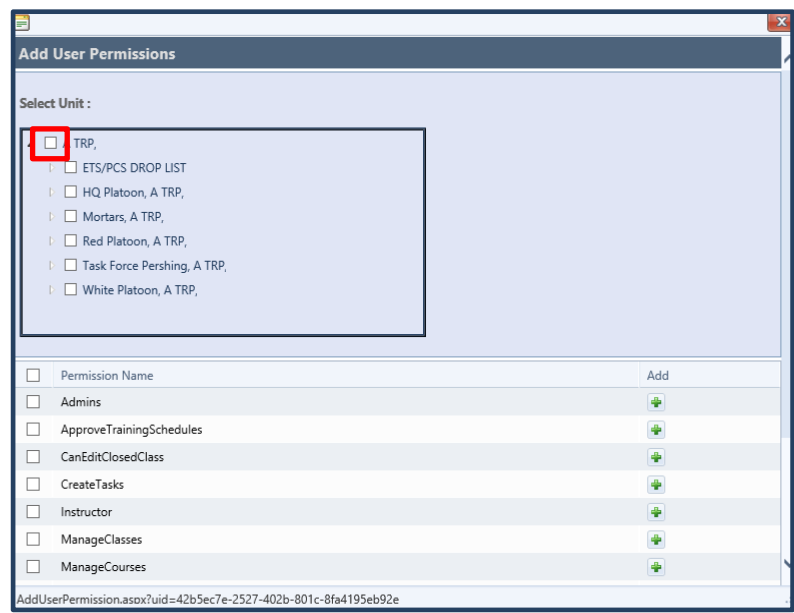
Click the **Plus (+)** icon to add user permissions.

The screen refreshes and the **Add User Permissions** window opens.



Step 9

Click the **triangle expander** icon to view subordinate units.



Step 10

To select all units place a checkmark in the top checkbox by parent unit.

To select individual units place checkmarks in the appropriate checkboxes.

Step 11

Scroll down the window, select the **Page size** drop-down menu, **select 50**. This option gives you max visibility of the permission names. Place checkmarks in the following checkboxes:

Next, scroll down to bottom of window, select the **Add Selected** button. Click the **OK** button. Scroll down to bottom of window, select the **Close** button.

Digital Training Management System (Live1)

Home Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

User Search

First Name: Last Name:

User Name: Email:

Unit:

Administration

- DA Forms
- Data Transfer (Real-Time)
- Locations
- Merge Unit
- Platoon Manager
- Signature Blocks
- Speed Test
- User Management

- Create User
- Search Users
- User Reports
- User Search A - Z

Record Number	User	Unit	Email
No records to display.			

Step 1

Navigate back to the **Administration** menu. Scroll down to the **Unit Management** submenu. Click the **Search Users** fly-out menu. The screen refreshes and the **User Search** window opens.

User Search

First Name: Last Name:

User Name: Email:

Unit:

Record Number	User	Unit	Email
1		Multiple	
2		Multiple	
3		A Co, 4-99 AR, 3rd BDE (UTM MTT)	
4		A Co, 4-99 AR, 3rd BDE (UTM MTT)	
5		A Co, 4-99 AR, 3rd BDE (UTM MTT)	
6		A Co, 4-99 AR, 3rd BDE (UTM MTT)	
7			
8			
9			

92 items in 10 pages

Step 2

Search by Unit using the **Unit** drop-down menu. Select the parent unit from the drop-down menu. Click the **Search** button. The table populates a list of all users with access to DTMS in the parent organization.

NOTE

The Pencil icon gives you access to the **Edit User** window to edit the user account.



Digital Training Management System (Live1)

Home Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration

User Search

First Name: Last Name:

User Name: Email:

Unit:

Search Reset

Step 1

You must specify one of the following values: **Unit, Last Name, First name, User Name, or Email Address.**

Next, click the **Search** button. Screen refreshes and display the name in the grid.

Digital Training Management System (Live1)

CATS Calendar Course Manager Reports Help Administration User

Last Name:

Email:

Unit:

Name:

Email:

A Co, 4-99 AR, 3rd BDE (UTM MTT) TR2B12

1 items in 1 pages

Step 2

Click the **Pencil** icon.

Screen refreshes to the **Edit User** window.

Digital Training Management System (Live1)

Home Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

Edit User

User Name:

First Name:

Last Name:

Email:

Save

User Organizations

<input type="checkbox"/>	A Co, 4-99 AR, 3rd BDE (UTM MTT)
--------------------------	----------------------------------

Add

Unit

A Co, 4-99 AR, 3rd BDE (UTM MTT)

Remove

Page size: 10

1 items in 1 pages

Step 3

To delete user, select the **Unit** by placing a checkmark in the checkbox.

Click the **Remove** button, screen refreshes and removes the individual from unit.

Next, place **checkmark** in the checkbox underneath the User Groups table next to the Unit.

Click the **Remove Selected** button.

Next, place **checkmark** in the checkbox underneath the User Permissions table next to the Unit.

Click the **Remove Selected** button.

Click the **Save** button (near top of page).

NOTE

If there are 2 or more pages, click the **Page Size** drop-down and select **50**.

Home Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

Company Training and Readiness Dashboards

The Company Training Room provides you with easy access to common training room functions and data.

Training Dashboard Training Proficiency Report Training Schedules Administrative

Administration

- DA Forms
- Data Transfer (Real-Time)
- Locations
- Merge Unit
- Platoon Manager
- Signature Blocks
- Speed Test
- User Management

User Management

- Create User
- Search Users
- User Reports
 - Functions Used

Step 1

Navigate to the **Administration** menu. Scroll down to the **User Management**. Hover cursor over the **Used Reports** submenu. Click the **Functions Used** fly-out menu.

Function Used Report


Unit:

Page:

Page Actions:

Step 2

Select the **Unit** from the Unit drop-down menu. Select a **Page** from the drop-down menu. Select a **Page Actions** from the drop-down menu. The screen refreshes, notice the **Search** button is now activated. Click the **Search** button to view the search results. The screen refreshes and the search results are displayed in an Excel table format.



Unit	Function Used	Date
A Co, 4-99 AR, 3rd BDE (UTM MTT)	Delete APFT	12/18/2018
A Co, 4-99 AR, 3rd BDE (UTM MTT)	Add APFT	12/12/2018
A Co, 4-99 AR, 3rd BDE (UTM MTT)	Add APFT	12/12/2018
A Co, 4-99 AR, 3rd BDE (UTM MTT)	Add APFT	12/11/2018
A Co, 4-99 AR, 3rd BDE (UTM MTT)	Add APFT	12/11/2018
A Co, 4-99 AR, 3rd BDE (UTM MTT)	Add APFT	12/05/2018
A Co, 4-99 AR, 3rd BDE (UTM MTT)	Add APFT	12/04/2018
A Co, 4-99 AR, 3rd BDE (UTM MTT)	Delete APFT	12/03/2018
A Co, 4-99 AR, 3rd BDE (UTM MTT)	Add APFT	12/03/2018
A Co, 4-99 AR, 3rd BDE (UTM MTT)	Add APFT	11/28/2018

Page Size: 2 3 4 5

Step 3

You have the option to view the number of items displayed by selecting from the **Page Size** drop-down menu. There is an option to generate an Excel spreadsheet by selecting the **Excel** icon.

Home Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

Time Period Function Used Report

Unit: A Co, 4-99 AR, 3rd BDE (UTM MTT) ▼

Page: ▼

Fiscal Year: ▼

Quarter: ▼

Month: ▼

Date:

Day of Week: ▼

Time of Day: ▼

Step 2

Select an option from the **Page** drop-down menu: **APFT**, **Height/Weight**, and **Weapons**. Notice when the **Page** is selected, it activates the **Fiscal Year** drop-down menu and Date calendar menu. Select the **Fiscal Year** drop-down menu, this is a mandatory field. Notice when the Fiscal Year is selected, it activates the Quarter and Month drop-down menus. These fields become activated. Select either the **Quarter** or **Month** from the drop-down menu. When you select either **Quarter** or **Month** it deactivates the other field.

Step 1

Navigate to the **Administration** menu. Scroll down to the **User Management**. Hover cursor over the **User Reports** submenu. Click the **Functions Used By Time Period** fly-out menu.

- Create User
- Search Users
- User Reports ▶
 - Functions Used
 - Functions Used By Time Period
 - User Access Report
- User Search A - Z ▶

User Name	Unit	Function	Quarter	Month	Day of Month	Day of Week	Time of Day
	A TRP,	Add APFT	2nd 2017	January 2017	01/31/2017	Tuesday	1055 EST
	A TRP,	Add APFT	2nd 2017	January 2017	01/31/2017	Tuesday	1048 EST
	A TRP,	Add APFT	2nd 2017	January 2017	01/31/2017	Tuesday	1049 EST
	A TRP,						
	A TRP,						

Page Size: 10 ▼ 1

Step 3

You have the option to view the number of items displayed by selecting from the **Page Size** drop-down menu. There is an option to generate an Excel spreadsheet by selecting the **Excel** icon.



Digital Training Management System (Live1)

Home Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

Step 1

Navigate to the **Administration** menu.
 Scroll down to the **User Management** submenu.
 Scroll over to the **User Reports** fly-out menu.
 Click the **User Access Report** fly-out menu.
 The screen refreshes and the **User Access Report** window opens.

Step 2

Select either a **Group Role** or an **Individual Role** from the drop-down menu. It activates the **Search** button.
 To reveal the results of the selected role, click the **Search** button.
 The screen refreshes and displays the results in the grid.

Search Users
 User Reports
 User Search A - Z

Functions Used
 Functions Used By Time Period
User Access Report

User Name	Manage User	Permission	Unit Access	Multiple Units	User Last Login Date	User Account Created Date	User Account Created By
	<input checked="" type="checkbox"/>	Platoon Sergeant/Leader	A TRP,	Yes	03/22/2019	01/08/2019	
	<input checked="" type="checkbox"/>	Platoon Sergeant/Leader	A TRP,	Yes		12/14/2015	
	<input type="checkbox"/>	Platoon Sergeant/Leader	A TRP,	Yes		05/07/2018	
	<input checked="" type="checkbox"/>	Platoon Sergeant/Leader	A TRP,	Yes			
	<input checked="" type="checkbox"/>	Plato					

Page Size:

Step 3

You have the option to view the number of items displayed by selecting from the **Page Size** drop-down menu and you have the option to generate an Excel spreadsheet by selecting the **Excel** icon.



Digital Training Management System (Live1)

Home Training METL Tasks **Soldier Manager** CATS Calendar Course Manager Reports Help Administration User

Manage Personnel

Civilian: 16 Enlisted: 2 NCO: 2 Warrant: 0 Officer: 0 Local National: 0

Soldier Search

Last Name:

First Name:

Skill Level:

- ACFT Filters
- By Enrollment
- By Last Name
- By MOS
- By Pay Grade
- By Personnel Status
- By Rank
- Individual Training Record
- Manage Personnel**
- Platoon Manager
- Soldier Search
- Unit

Step 1
Enter your search criteria using the filters to conduct a specific search, or click the **Search** button to view all personnel in the organization you are logged into.

	Name	EDIPT	Rank	MOS	Assigned	Attached	Detached	Attached/Detached Unit	Assigned Unit
<input type="checkbox"/>					<input checked="" type="checkbox"/>				
<input type="checkbox"/>					<input checked="" type="checkbox"/>				
<input type="checkbox"/>					<input checked="" type="checkbox"/>				
<input type="checkbox"/>					<input checked="" type="checkbox"/>				
<input type="checkbox"/>					<input checked="" type="checkbox"/>				
<input type="checkbox"/>					<input checked="" type="checkbox"/>				
<input type="checkbox"/>					<input checked="" type="checkbox"/>				
<input type="checkbox"/>					<input checked="" type="checkbox"/>				

Step 2
Select the appropriate training type from the drop-down menu.
Select **Soldiers** by placing checkmarks in the checkboxes next to the desired **Soldiers** names.
Next, select the **Excel Export** icon

1 2 Page size: 10

20 items in 2 pages

EDIPI:

Last Name:

Start Date: 6/4/2021

End Date:

Attach Personnel

First, enter full **EDIPI**, enter **Last Name**, enter **Start Date**, enter **End Date**, click the **Attach** button. To confirm, select the Attached checkbox in the Soldier Search window, click the **Search** button.

Manage Personnel Civilian:

Soldier Search

Last Name: MOS: Primary Only Secondary

First Name: Rank:

Skill Level: Organization: Assigned Attached Detached

NOTE 1

Once the user has attached the personnel, the personnel's training record will then be available as attached to the unit; and the training record will be automatically counted as detached from their assigned unit.

Select Page Unselect Page Select All Unselect All Height/Weight Excel Export

	Name	EDIPI	Rank	MOS	Assigned	Attached	Detached	Attached/Detached Unit	Assigned Unit
<input type="checkbox"/>			SGT		<input checked="" type="checkbox"/>				
<input type="checkbox"/>			SGT		<input checked="" type="checkbox"/>				
<input type="checkbox"/>			SPC		<input checked="" type="checkbox"/>				
<input type="checkbox"/>			SPC		<input checked="" type="checkbox"/>				
<input type="checkbox"/>			COIN		<input checked="" type="checkbox"/>				
<input type="checkbox"/>			CON		<input checked="" type="checkbox"/>				

Detach Attach

Re-Attach Personnel

Next, place a checkmark in the Attach checkbox in the Soldier Search window. **Next**, click the **Search** button, screen refreshes and displays name(s). **Next**, place checkmark(s) in the checkbox(es) next to the personnel name(s). Click the **Re-Attach** button.

Personnel

Total Assigned	0	Officer	0
Total Attached	11	Attached	0
Accountable Strength	11	Detached	1

NOTE 2

The user can confirm the attachment by selecting the **Administrative** tab from the home menu, and scrolling down to the **Personnel** section.

Enlisted	0	DA CIV	0
Local National	0		

* Detached are not included in the "Accountable Strength" Count.



Tutorials that support this lesson can be accessed using the buttons below

Requirements to view and download the Preparatory Functions tutorials:

- Internet with EAMS-A Single Sign-On Required
- Slide must be in Slide Show view





End of Module I
Overview



- Q1. True or False.** The three Training Proficiencies are MET, Weapons and Collective Live-Fire Proficiencies.
- Q2. True or False.** Training Management today is accomplished through the processes outlined in the doctrine and FM 7-0, but it is also the disciplined use of enabling web-based tools.
- Q3. True or False.** CATS are composed of a number of Event Sets (ES). An ES is a grouping of individual tasks that could logically be trained together during a Training Event.
- Q4.** What does the Align Personnel allow users to do?
- Q5. True or False.** The User Reports menu allows you the ability to search for three different reports: They are Functions Used, Functions Used By Date, and Personnel Access Report.
- Q6.** What provides units a snapshot of the information shared with NetUSR?



Q1. True or False. The three Training Proficiencies are MET, Weapons and Collective Live-Fire Proficiencies. **A1. True.** Reference FM 7-0.

Q2. True or False. Training Management today is accomplished through the processes outlined in the doctrine and FM 7-0, but it is also the disciplined use of enabling web-based tools.

A2. True. Reference FM 7-0.

Q3. True or False. CATS are composed of a number of Event Sets (ES). An ES is a grouping of individual tasks that could logically be trained together during a Training Event.

A3. False. CATS are composed of a number of Task Sets (TS). A TS is a grouping of collective tasks that could logically be trained together during a Training Event. Reference DTMS

Q4. What does the Align Personnel allow users to do?

A4. The Align Personnel allow users the ability to edit personnel alignments within the subordinate units. Reference DTMS, Administration tab, Platoon Manager submenu



Q5. True or False. The User Reports menu allows you the ability to search for three different reports, they are, Functions Used, Functions Used By Date, and Personnel Access Report.

A5. False. The User Reports menu allows you the ability to search for three different reports, they are, Functions Used, Functions Used By Time Period, and User Access Report. Reference DTMS



Practical Exercise

- Divide into groups of no more than four people
- The instructor will provide each group with a scenario
- Each group will have 30 minutes to follow the directions provided in the scenario
- Each group is encouraged to collaborate with each other while completing the scenario
- Groups are allowed to communicate with other groups
- After completing the scenario, take a break

Practical Exercise Review

*****NEEDS CREATED*****

Hands-on Evaluation

NEEDS CREATED