

UTAPSweb SYSTEM ALERT MESSAGE

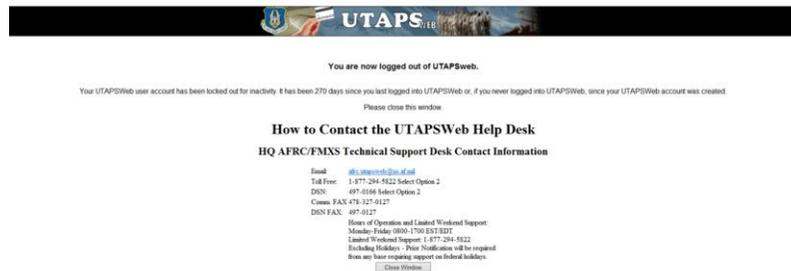
10 June 2015

UTAPS_{WEB} 15-003

MEMORANDUM FOR UTAPS_{WEB} OPR's and Users

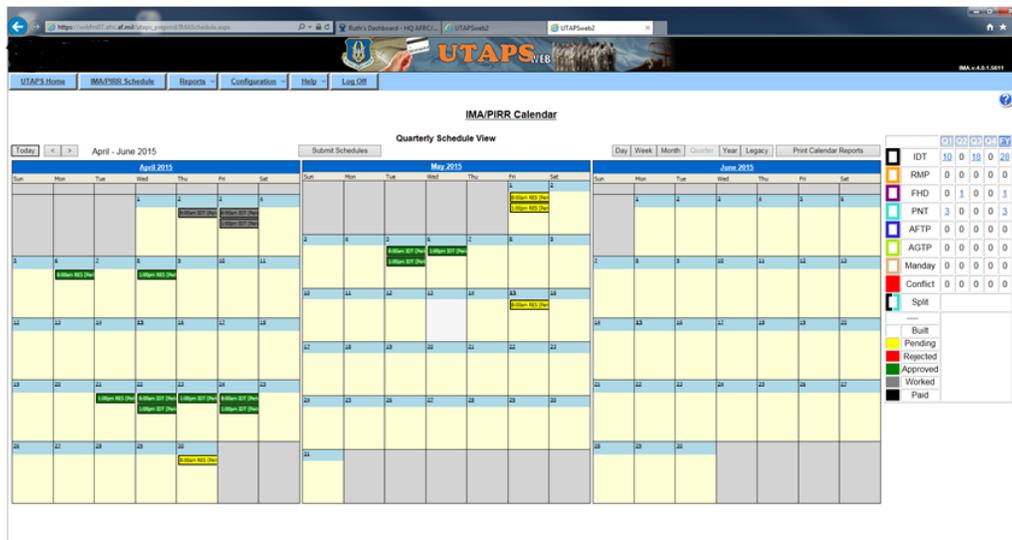
SUBJECT: Updated message for Reactivating Users Accounts, New GUI Calendar for IRs, Overview Calendar for Supervisory Roles and updated Help Files.

1. The purpose of this message is to inform Unit Training Assembly Processing System (UTAPSweb) Users of updates made to improve the system.
2. Added the Help Desk contact information to the login screen :



- a. Users will e-mail the Help Desk to reactivate accounts that have been locked out.

3. Updated the current IR calendar to a new Graphical User Interface (GUI) calendar found under (New Calendar)



UTAPSweb

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The new GUI has no build and view buttons, it is more intuitive. If you click on a blank area, it knows that you wish to build a new schedule. If you click on a schedule, it will open that schedule up in the Schedule Editor.

The main buttons on the new GUI are navigation buttons, or buttons to change the view. The first button is the ‘Today’ button. No matter the view, it will take you to the current day, so if you’ve navigated to another quarter, day, or month, you can click ‘Today’ to return to the current date.

The second sets of buttons are the previous (<) and next (>) buttons. They navigate based on which mode you’re in – if you’re in the daily view, they go forward and backward one day per click. In the week view, one week each click, and so on.

To the right of that are the buttons to change the views – Day, Week, Month, Quarter, and Year. The Legacy button returns you to the legacy view. And the Print Calendar Reports function in the same manner as they did in the Legacy Calendar.

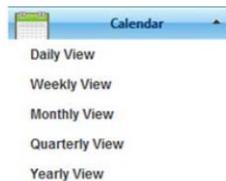
Note that the IDT types, quarterly and yearly numbers, and the IDT statuses are still to the right of the screen so that you have instant feedback on your yearly status.

Benefits:

- a) Brings UTAPSweb calendar function in line with commercial web calendars
- b) Allows for ‘at a glance’ views without drilling into the schedules
- c) Allows for Day/Week/Month/Quarter/Year views
- d) Gives supervisory/unit roles overview of multiple members in single calendar

4. An UTAPSweb home page overview calendar has been added to all supervisory personnel roles. This will provide for a summary view of personnel assigned to each role. IMA/PIRR overview to supervisors and TODCs. This would also include the RMG User role.

The Calendar View is located on the left of the screen of the Home Page.



Clicking on **Daily View**, **Weekly View**, **Monthly View**, **Quarterly View** or **Yearly View** will display a current calendar view with scheduled periods highlighted on the appropriate days. Double-clicking on the highlighted period will display the schedule details. You can choose to print this screen by clicking on the button labeled **Print Screen**.



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5. Click on Message Center will display a Message List available for your assigned detachments. Click the checkbox to the right of the message; then select the Delete Selected Messages button. All selected messages should be deleted.

Click the Delete All Messages button. All of the messages displayed should be deleted.

Note: This only deletes messages from your view.

Clicking on Message Center will display a Message List available for your assigned detachments.

Message	Delete
This is a SIT test result for JL	<input type="checkbox"/>
This is a SIT test result for JL	<input type="checkbox"/>
BAH Recertification period ended 31 Dec 2014. If you did not recertify by the deadline and your BAH has been changed to Without Dependent rate, please contact your Reserve Pay Office (RPO).	<input type="checkbox"/>
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Delete Selected Messages Delete All Messages

6. Help Files have been updated to include the changes as well as highlighting many new enhancements made to the system with this release.

Robins AFB
Role: IMA/PIRR

UTAPS Home IMA/PIRR Schedule Reports Configuration **Help** Log Off

Roles: IMA/PIRR

UTAPSweb Center
Message Center

- IMA/PIRR Tutorials
- IMA/PIRR Help
- Contact Helpdesk
- About UTAPSweb
- IMA Quick Start Guide
- UTAPS for IMA Known Issues

7. Application functional and procedural questions should be addressed to HQ AFRC/FMXO. Questions about the application installation should be addressed to the HQ AFRC Help Desk at 1-877-294-5822, option 2 or DSN 497-0166, option 2.

//SIGNED//
RUTH E. MAINE
Functional POC
DSN 472-6289