



United States Army Soldier Support Institute Adjutant General School

Defense Casualty Information Processing System (DCIPS)

Console User Manual and Instructor Guide

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DCIPS Casualty Reporting Training Console (AG Console)

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Online Help

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Executive Agent: The US Army is the lead Service for the Defense Casualty Information Processing System.

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What's New in this Release

(left Blank for future use)

Application Overview

A Management Console added to the DCIPS Training Portal specifically for use by AG Schoolhouse Instructors.

The Console allows instructors to:

- Create classes
- Manage student enrollment
- Configure CPX play
- Allow deletion of classes and students at the end of a class.
- Only available to authorized administrators and instructors
- Instructors must provide applicants with the class number in order to complete the online registration. Applicants will select an AG SSI-XXXXX as the organization when completing registration.

Main Console Tab

The Main Console screen view

Display boxes:

- Class Number
- Pending Queue Students

Five Action buttons:

- Add Class
- Delete Class
- Select All
- Delete Student
- Enroll Student(s)

Display Boxes

1. Class Number Display Box

All classes created by an instructor will be displayed in this box. Highlight a class to view the students who selected that class as their registration organization in the Pending Queue box.

2. Pending Queue Students Display Box

Students who complete the online registration for DCIPS Training Portal access will be displayed in this box only after highlighting one of the classes listed in the Class Number box. The students are not yet enrolled and do not at this time have access to the DCIPS Training Portal. Only 'enrolled' students have access to the Training Portal and access to Training DCIPS-CR.

Five Action Buttons

The first two buttons relate to the Class Number display box

1. Add Class

Select this push button to create a new class. A pop-up window will display. Enter the new class name and end date. Note that ALL classes will automatically have the **AG SSI** prefix added; do not enter it as part of the class name.

The end date should extend far enough out to include any CPX planned for the class. Select 'OK' when entry is complete or 'Cancel' to terminate the action.

2. Delete Class

Selecting this push button will delete the class highlighted. This button is used when a class has been created in error or cancelled. From this screen, normally no students have been enrolled. If a color coded class is deleted from this screen the class, all students and all work will be deleted.

The next two push buttons relate to the Pending Queue Students box.

3. Select ALL

Select all the students displayed in the box to enroll or delete them.

** Also, holding the left mouse button down and dragging down the list of names will also select all.

** Using the Ctrl button on your keyboard will allow for selecting students not in a row. For example, highlight the first name, press the Ctrl key and click on the 3rd name, 5th name, etc.

4. Delete Student (RED)

This button will delete a highlighted student or group of students and ALL of their work.

The single center push button is the main action button.

5. Enroll button

Select this button for the main action of this screen, to enroll students and allow access to the class and to DCIPS-CR. The enrolled class is now active and may be viewed on the 'Current Class List'. Students enrolled in a class will no longer display in the Pending Queue Student box.

Color Coded Text

As described on the screens, the green text classes indicate an active class with enrolled students. The red text indicates and active CPX status. Inactive created classes are in regular black font.

Troubleshooting Enrollment:

Problem: Students are not in the correct class

Solution: Click 'Student Search'

a. Enter missing student's name and select the class from dropdown, click 'Filter'. The student's name will display in the box on the right. Highlight the name and click 'Add to Class'.

OR

b. Select the class name only to view all Pending students. Highlight students for the class then click 'Add to Class'.

Return to the Main Console to complete enrollment process.

Problem: Student has been enrolled in the wrong class

Solution: Click 'Current Classes', highlight the class to view the students currently enrolled.

Highlight the student's name to be removed, click 'Remove'. The student will now be back in the Pending Queue Students display box. Return to the Main Console to re-enroll the student or delete the student.

Current Classes Tab

The Current Classes screen view

Display boxes:

- Current Class Number
- Enrolled Students

Four Action Buttons:

- Print Roster
- Delete Class and Students (RED)
- Select All
- Remove

Display Boxes

1. Current Class List Display Box

Any class with enrolled students is in 'Active' status and display in this box in black text. There is no green text in this box because they are all active status. Only active CPX classes will be color coded in red as indicated on the screen legend.

2. Enrolled Students Display Box

Displays only the students enrolled in the highlighted class. Students may be removed from enrolled status but any work completed will be lost. (See Troubleshooting Enrollment section)

Four Action Buttons

1. Print Roster will produce an Adobe pdf style Class Roster displaying class name, student user name, and total number of students.

2. Delete Class and Students

This large RED button should be used with caution. Once selected, the user will be prompted with a pop-up box warning the loss of ALL data and the class. This action will remove all the class from the console; delete students and their access to DCIPS-CR Training Portal; and delete all the work completed. The main purpose of this action button is to delete a class when that class is totally finished with training.

3. Select All will select all the students in one class as displayed in the Enrolled Student box.

4. Remove will remove the selected student or students from enrollment status, returning them to the Pending Queue Students on the Main Console screen. Remember, all work for any student removed from enrollment will be lost but the student may be reassigned to another class.

Student Search Tab

This tab is simply to assist placing students in the correct class or to move students from one class to another.

This option is of particular help in preparation for CPX. Instructors may remove students from one class and reassign them to another class to create mixed rank classes to be set in the CPX status. (See section on how to remove and reassign students.)

Using Student Search

From the Main Console select 'Student Search' Tab. If you know the name of the student, enter the name. This is not a necessary step but will reduce the number of results in the display box on the right. Using the dropdown box, select the class name in which the student should be enrolled, select 'Filter'. The un-enrolled students will display in the box on the right. Highlight the students to reassign to the class, select 'Add to Class'.

What if the student searched for is not in the list?

1. The student did not register by completing the online registration
2. Name was not spelled correctly, try only selecting the class name

CPX Main Console Tab

The CPX Main Console screen view

Display boxes:

- CPX List
- Class List

Four Action Buttons:

- Create CPX
- Delete CPX (RED)
- Select All
- Activate CPX Class(es)

Display Boxes

1. CPX List

Displays created CPXs. This screen is similar to the Main Console Class Number box.

2. Class List

Displays available classes for be part of the CPX. Similar to the Pending Queue Students box, these classes are not yet part of an active CPX. This is the selection and activation phase.

Four Action Buttons

1. Create CPX

Click the Create CPX button. In the pop-up window enter the CPX name, click 'OK'. The new CPX will display in the list.

2. Delete CPX (RED)

As with all the delete buttons, selecting delete CPX will to delete the CPX, all classes, and all work associated with the CPX. Caution

3. Select All

To select all the classes available in the display box, use this action button. To add classes to a CPX, highlight selected classes either by click and drag the mouse or 'Ctrl', left click.

4. Activate CPX

Similar to the Activate Class, Activate CPX will 'enroll' the selected classes into the CPX status. These CPXs are now green text in the CPX List.

Active CPX Console

The Active CPX Console screen view

Display Boxes

- Active CPX
- CPX Classes List
- Students List

Four Action Buttons

- Print Roster
- Select All
- Remove
- Delete CPX and Classes (RED)

Display Boxes

1. Active CPX

Displays only the created and activated CPX classes

2. CPX Classes List

Click on an 'Active CPX'; the CPX name will highlight and display the classes selected to be part of the activated CPX.

3. Students List

Click on a Class name in the CPX Classes List to highlight and display the names of the students in that particular class of the CPX. Complete the same action for each participating class to see the students.

Four Action Buttons

1. Print Roster

Select 'Print Roster' to create an Adobe .pdf roster of the CPX. The roster displays the name of the CPX, by name list of the participating classes and students in each class.

2. Select ALL

The button is ONLY used for the CPX Classes List display box. 'Select All' will highlight all the classes to remove them from CPX mode.

3. Remove

Select a class or all the classes in the CPX Classes List to remove from the Active CPX status. Any class removed will go back to the active class status. View the class list in the Current Class Tab.

4. Delete CPX and Classes (RED)

This action button will completely delete the CPX, associated classes and students including all their work. This will end the CPX and class.

Reports Tab

Two Types and Two Modes of Reports

CPX Reports

- CPX Incomplete
- CPX Progress

Class Reports

- Class Incomplete Report
- Class Progress Report

Each report provides a dropdown box to select the CPX or class to create a report. Select and click the 'refresh' button in the middle right of the screen. It's the small light blue circle icon with two curved arrows.

The class and student names will display on the lower part of the screen. To export the report to excel, create a word or pdf document, select the small 'disk' icon and click. Mouse down to your desired output option and click. The regular file dialogue box will display to open, save or cancel. Select the 'printer icon' to print the report.

Incomplete Reports will display ONLY students who have not completed any part of the work assigned.

Progress Report will display the students work at the point of the report. The spread sheet has predetermined column headings to assess the students creating an initial report.

Admin Tab

Current Admins

This tab is only for those designated by the AG School Console Leads as administrators for the console only. Admin role on the console does not allow admin role in the DCIPS Portal functions. Only an a person with Admin can choose a person from the Non-Admin list to have an admin role.

Non Admins

This tab will display of list of all Instructors who have regular DCIPS Portal accounts with AG School.

Help Menu

The menu provides user help for the basic operation of the AG Console. This Help manual is also on the 'Download' from the Portal.