

Issue Individual Cadets Clothing

- a. From the top menu bar, select the **Manage Cadets**, from the drop down menu select the **Search/Add Cadets** link.
- b. Input appropriate search criteria to select Cadets, and click the Search button. The page will refresh with the search results.
- c. The search results now appear in the table under the “Search Results” heading. By default, all Cadets returned on the search criteria entered are selected. Verify the list of Cadets is correct. Click the selection box next to the Cadet(s)’ name to remove a Cadet from the list. Once the list of Cadets is correct, click the **Edit Selected in Group** button to open the **Cadet Detail Panel**.
- d. On Cadet Detail Panel, Click the blue hyperlink “**Clothing**,” this opens the “**Clothing**” panel in the information page; next click on the “**Issue Items**” button. The page will refresh and display a list of all clothing shelf items.
- e. On the Clothing page table, find the item(s) you want to issue then enter the number of items you want issued to the Cadet in the “**Quantity to Move**” text box adjacent to each item being issued.
- f. Click the “**Move All**” button to issue the item(s) to the Cadet.
- g. The issued items now appear under the selected Cadet’s clothing.
- h. If you have selected multiple Cadets to issue clothing, after you complete the issue to a Cadet the screen will refresh. When the page reloads, click the “**Next**” **button** to move to the next Cadet to issue clothing. Repeat until all selected Cadets are issued clothing.
- i. To generate, save, and print the Cadet Clothing/IM Hand Receipt, follow the procedures in para 10-11, Create the Cadet Clothing/IM Hand Receipt.

Create the Cadet Clothing/IM Hand Receipt

- a. From the menu at the top of the page, select **Reports**, from the drop down menu select the “**Cadet Clothing/IM Hand Receipt**” link.

- b. From the list of “Available Reports,” select **Cadet Clothing/Instruction Materials Record**.
 - c. On the Cadet Search Criteria page, enter the search parameters such as the Cadet’s first and last name and click the **Search** button, or under Advanced Search Fields, click the **Search button** to display a list of all Cadets.
 - d. Click the **Deselect All button**. Click the check box next to the Cadet’s name under the Select Column that you are creating hand receipts for.
 - e. Click the **Next** button.
 - f. When the Report Filter opens, click the **Select All**, **Deselect All button**, or manually select the items to be in the filter by clicking the appropriate check box.
 - g. Click the **View Report** button to open and review the report.
 - h. Review the report by clicking on the page arrows on the top left of the menu bar; from here you can save and prepare the reports to print by clicking the **Export button** icon.
- Note:** To prepare Cadet Clothing/IM Hand Receipt reports for printing click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left, and click save**.
- i. When you are finished, click the **X** in the upper right corner to close the report panel.