

1. Entering Training Data. There are two ways to enter training data:

- a. Individual
- b. Batch

2. Use S3 Training List.

3 View or Edit a Cadet or Group of Cadets Data in the Cadet Detail Screen of JUMS

a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Search/Add Cadet**

b. There are two ways to search for a Cadet.

1) In the Search Criteria section of the Search/Add cadet page you may enter the Cadet's information such as name, let level, class period etc... then click the **Search** Button, the Cadets that match the search criteria will appear at the bottom of the page.

2) The second way is to leave the Search Criteria BLANK, and click the **Search Button**, in the lower left corner of the Search/Add Cadet page. This will open your entire cadet roster, click the **Deselect All button**, you may then scroll through the names and **click on the box** in the **select column** next to the Cadets name you want to view or edit. You may select a single cadet, or multiple cadets to view or edit.

c. Once, you have selected the Cadet or Cadets you wish to edit, click on the **Edit Selected In Group** button in the lower left corner of the screen. Cadet information that may be reviewed, updated or printed are annotated in blue underlined categories or hyperlinks and include: **Cadet Detail, Awards, Awards Credit Detail, Awards on Uniform, Positions, Academic, Counseling Consultations, Demerits, Rank, Events, Teams, Merits, Cadet Flags, Training, Cadet Challenge, Graduation, Instructional Material, Recommendations, Clothing, Recruits, and Notes.**

d. Click on any of the category hyperlinks in blue to review, edit, or add new information in the Cadet's information record. Some of the information is auto populated from other information sources in JUMS and cannot be edited. Once you have completed reviewing or editing a Cadet's information click **save**.

4. Cadet Batch Actions

In a Cadet Batch Actions, you can enter and / or edit actions for a group of Cadets simultaneously. Actions include **Awards, Cadet Details, Cadet Flags, Clothing, Counseling Consultations, Demerits, Instructional Materials, Merits, Notes, Positions, Ranks, Teams, Training, and External Awards**, for several Cadets at once. Using Cadet Batch Action saves, you time.

a. Cadet Batch Actions

Cadet Batch Actions is an action performed for a group of Cadets simultaneously. Batch actions include, Awards, Cadet Details, Cadet Flag, Clothing, Counseling Consultations, Demerits, Instructional Material, Merits, Notes, Positions, Ranks, Teams, Training, and External Awards

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the blue “**Search**” hyperlink located in the top left of the screen adjacent to Selected Cadets.
- c. Input appropriate search criteria to select Cadets, and click the **Search** button. The page will refresh with the search results. A list of all Cadets based on the search criteria input will be returned. All listed Cadets are selected by default. If you wish to remove a Cadet from the list, in the select column, uncheck the name of the Cadet you want removed from the list.
- d. Once the list of Cadet’s is correct, scroll down the Search Results panel and click the “**Select Cadets**” button. The page will refresh and the selected Cadets names will appear in the “Selected Cadets” box at the top left of the screen.
- e. You are now back on the Cadet Batch Actions page; from the **Batch Action drop down list**, make a selection **from the available list of actions**. After selecting the **batch action**, the screen will refresh.
- f. Follow the selected batch action screens to complete the action for the selected Cadets. Batch Actions screens will appear differently depending on the batch action selected from the drop down menu. Example - if you select **Instructional Material** from the **Batch Action drop down menu** the next selection would be **Issue Items** or **Return Selected**.

g. Once the action requirements have been entered and the action saved, the page will refresh back to the Cadet Batch Actions page. A pop-up message box will display on the page “**Batch Processing completed successfully.**” **All Cadet records have been updated with the information performed in the batch action.**