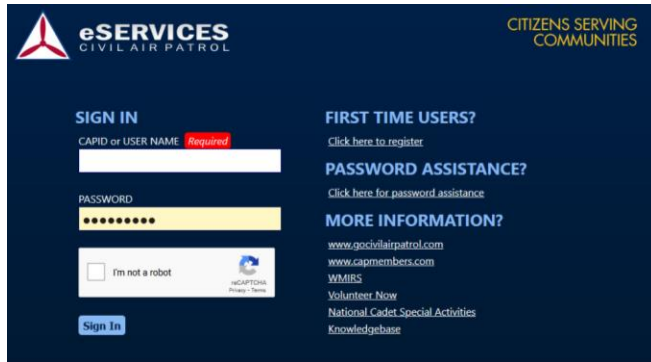


How to Use the Senior Member Education and Training Tools in eServices

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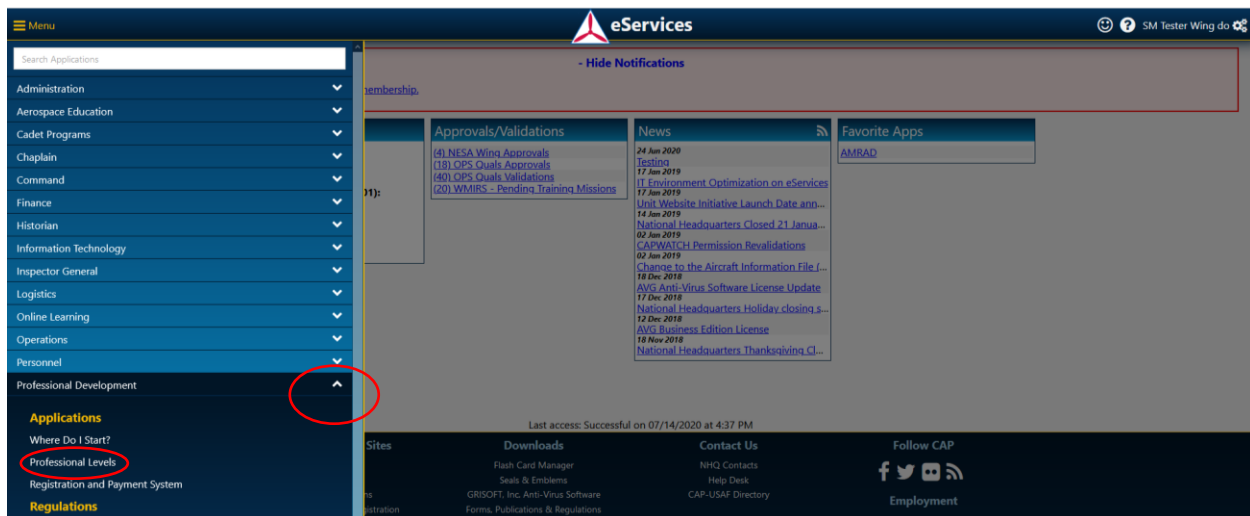
Where do I find the tools that support the Senior Member Education and Training Program?



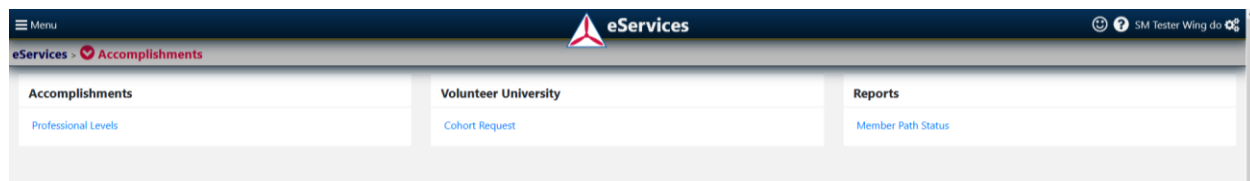
1. Go to <https://www.caphq.gov> and log into eServices.



2. Activate the drop-down **Menu** on the top left by clicking the “hamburger” icon.



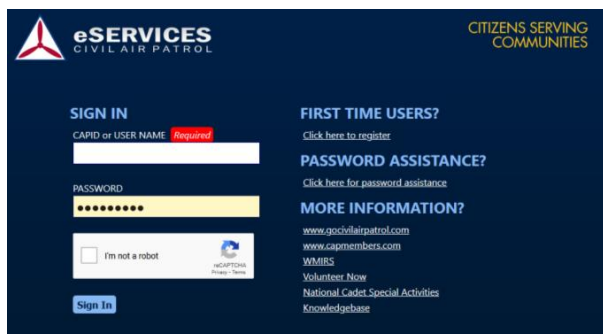
3. Activate the menu for Professional Development by clicking on the caret.
4. Choose the **Professional Levels** link from the menu. You can now access the tools that support the Senior Member Education and Training Program.



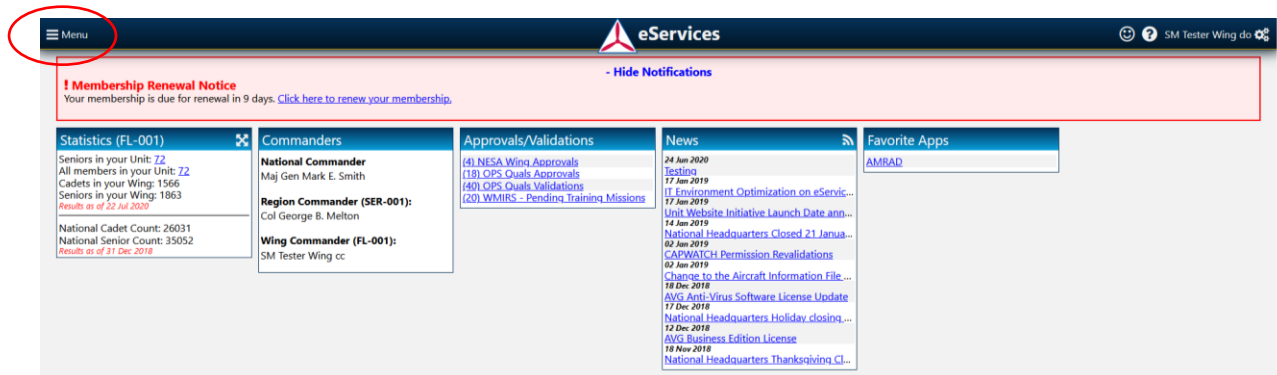
- Using the **Professional Levels** link in the **Accomplishments** box will allow a member, Education and Training Officer, or commander to see what requirements have been met and what requirements still need completed by a member for a level in the Senior Member Education and Training Program.
- Using the **Cohort Request** link in the **Volunteer University** box will allow members to sign up for the next available online cohort.
- Using the **Member Path Status** link in the **Reports** box will allow Education and Training Officers and Commanders to see what a group of members have completed and what needs completed in a level.

How do I sign up for an online cohort for Volunteer University?

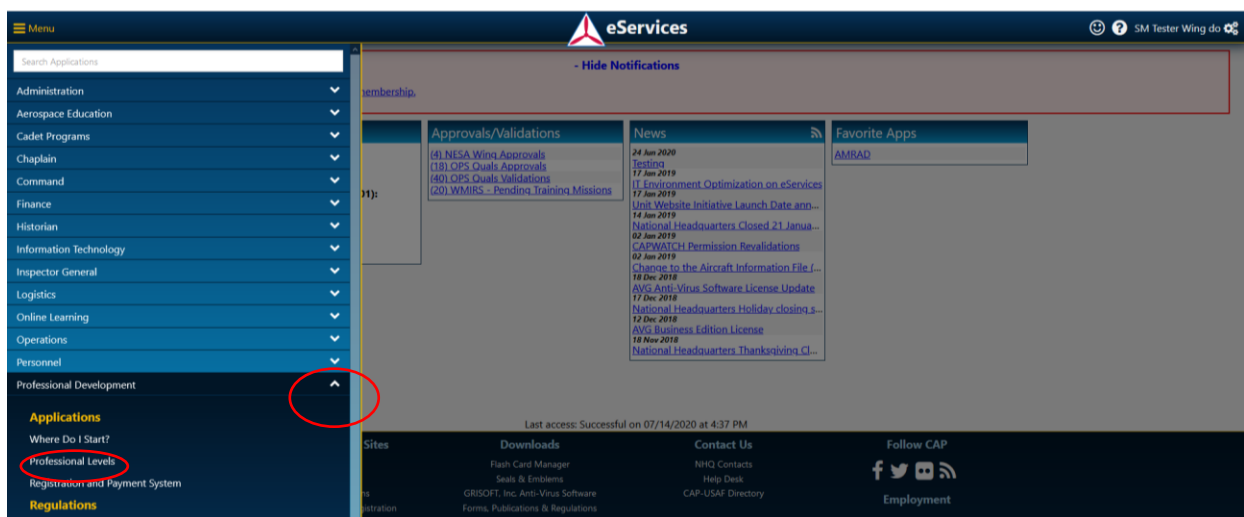
What is a cohort? A cohort is a group of up to 25 online learners who will be supported by four instructors as they accomplish modules in a level or an entire level in the Senior Member Education and Training Program.



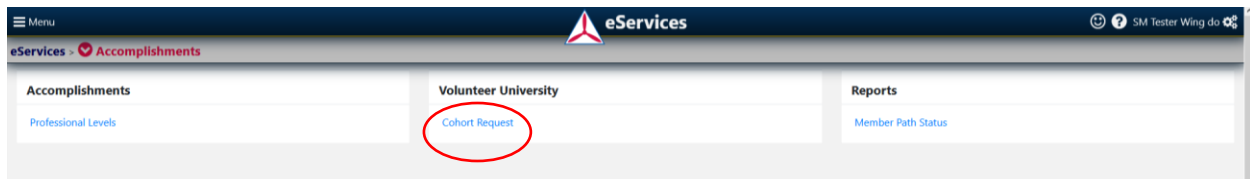
1. Go to <https://www.caphq.gov> and log into eServices.



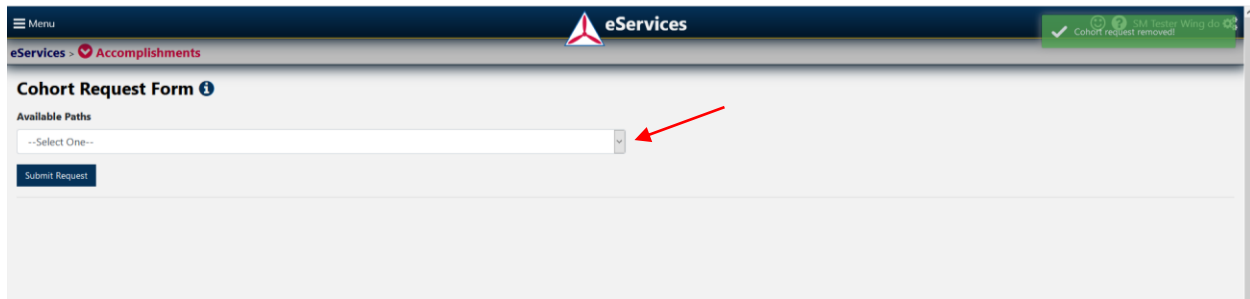
2. Activate the drop-down **Menu** on the top left by clicking the “hamburger” icon.



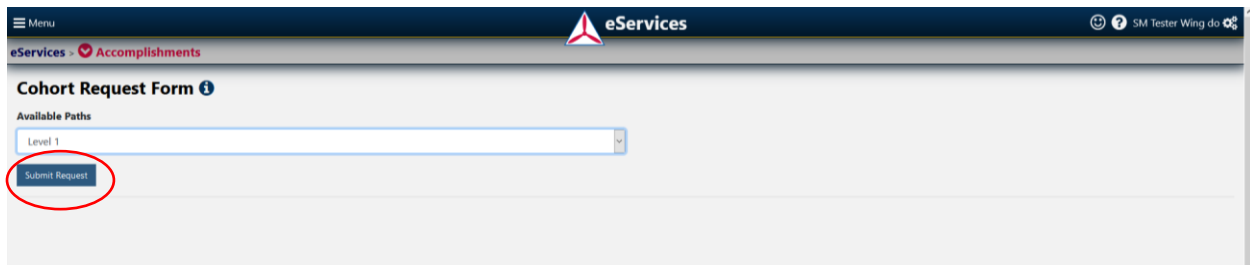
3. Activate the menu for Professional Development by clicking on the caret.
4. Choose the **Professional Levels** link from the menu.



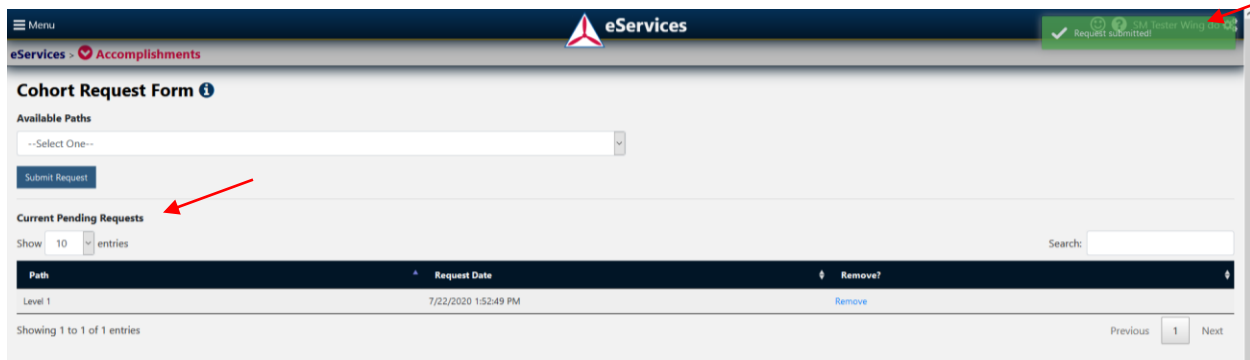
5. Click on the **Cohort Request** link in the **Volunteer University** box.



6. From the **Available Paths** menu, activate the drop-down menu.



7. Select the training from the menu that you wish to join a cohort to complete. In this example, I chose Level 1. Please note cohorts are only utilized for online modules. Click the **Submit Request** button to be added to the list for cohort assignment.



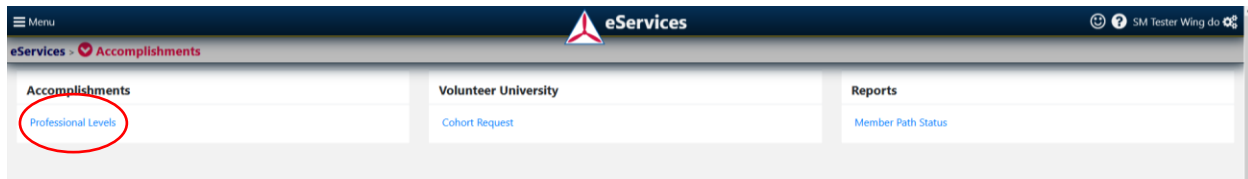
8. You should see a confirmation message in the top right corner and the request will appear on the **Current Pending Requests** list below the **Cohort Request Form** title.

9. Volunteer University will contact you with information for the next available cohort. Cohorts generally begin on the first Tuesday of each month.

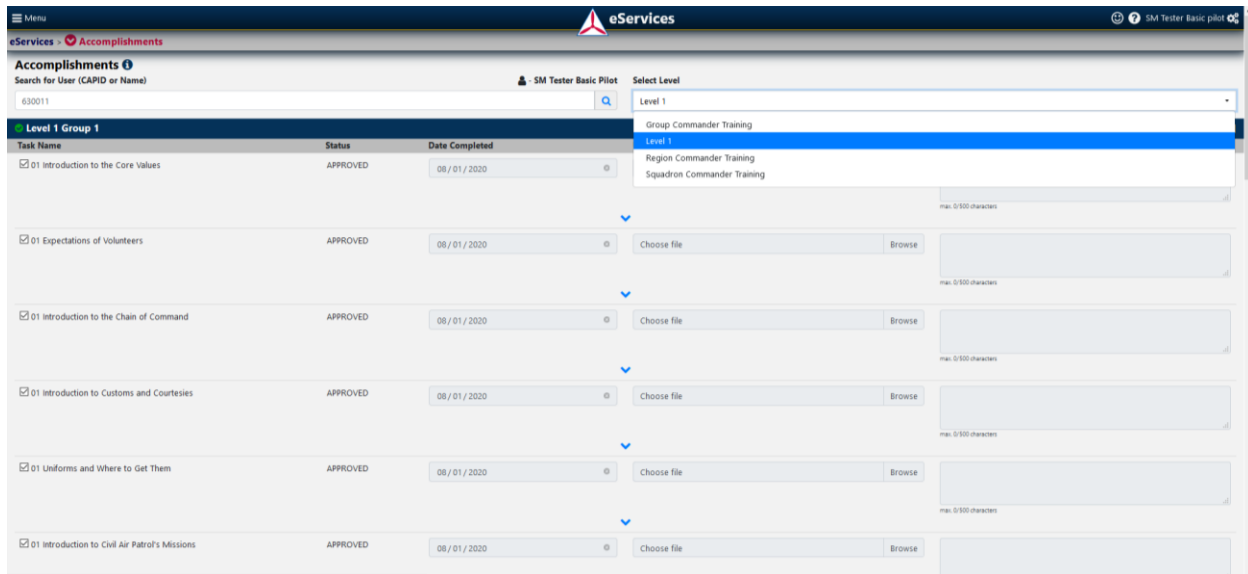
Notes:

- For Level 2, there are two options (Level 2, Part 1 and Level 2, Part 2). To help us manage the sign ups more effectively, please sign up for Level 2 Part 1 for access to all modules in Level 2.
- You will automatically get access to the command electives in any level when you are enrolled in the corresponding level (Level 3-Squadron or Flight Command, Level 4-Group Command, Level 5-Region Command). You only need to sign up for a command elective path if you wish to take it before or after the corresponding level. For example, you are a squadron commander and working on completing Level 2. You would need to sign up for the Squadron Commander path to get access to the commander training. Similarly, if you are in Level 5 and want to complete the Group Commander electives which are connected to Level 4, you would need to sign up for the GCC Path.
- Your name will disappear from the list when we assign you to a cohort. There is no need to put your name on the list again.
- Please do not “test the tools” by signing up for a cohort you do not intend to take. Your name populates our lists and has to be reviewed and managed like all other names. This impacts our workflow and our instructor pool. Signing up for “test” cohorts you do not need may block you from signing up from the cohort you need.
- Entry Validators can add and validate/approve tasks in one step. Use these staff positions to enter credit for big events like conference, encampment staff service, etc. This manages the workload efficiently. Entry Validators cannot approve tasks entered by others.
 - Entry Validators: Commanders, Vice Commanders, Chiefs of Staff, Deputy Commanders, Deputy Commanders for Seniors, Administrative Officers, DCS PD (Education and Training), Director of Administration, Director of Professional Development (Education and Training), Personnel Officers, Professional Development Officers (Education and Training Officers).
- An Approval Authority can approve fully completed levels as well as validate/approve tasks.
 - Approval Authority: Commanders, Vice Commanders, Chiefs of Staff, Deputy Commanders, Deputy Commanders for Seniors.

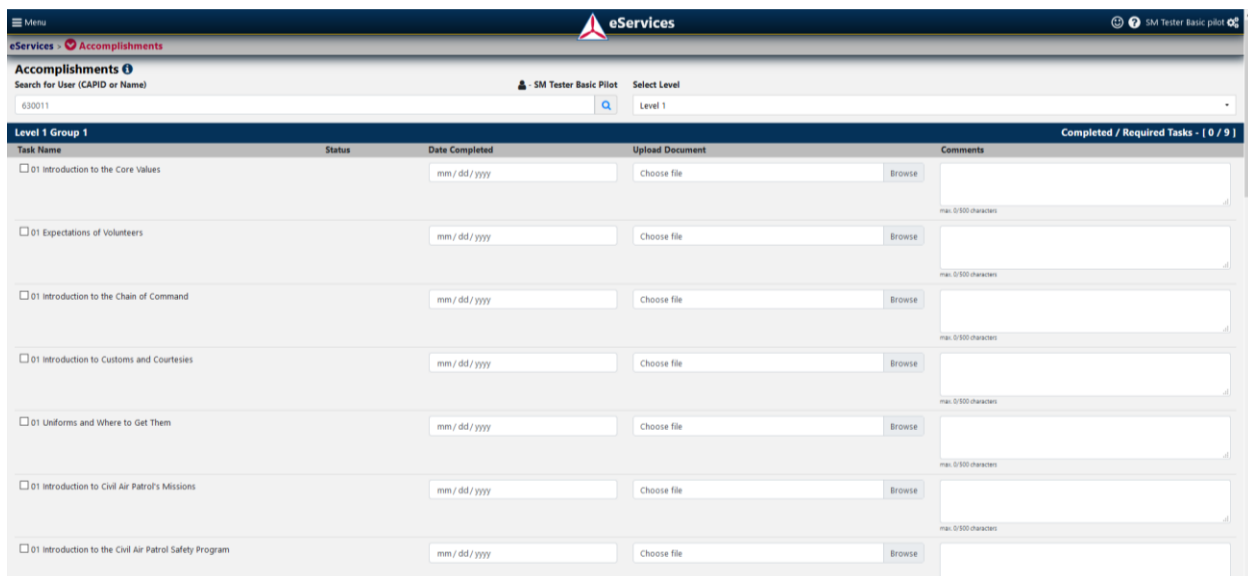
How do I enter Summary Conversation completion in my Accomplishments?



1. Click on the **Professional Levels** link in the **Accomplishments** box.



2. Select a level from the **Select Level** drop-down menu on the right.



3. Scroll down on the **Accomplishments** page until you see the "Summary Conversation" task.

Level 1 Group 2				Completed / Required Tasks - [0 / 2]
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 Cadet Protection Basic Course		mm / dd / yyyy	Choose file	
<input checked="" type="checkbox"/> 01 Summary Conversation		08 / 01 / 2020	Choose file	Summary Conversation conducted by 137313

- Click to check box to the left of the "Summary Conversation" task.
- Enter the date the Summary Conversation was completed.
- In the **Comments** box, enter the ID number or name of the person who conducted the Summary Conversation.

Level 1 Group 5				Completed / Required Tasks - [0 / 1]
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 Diversity, Equal Opportunity, and Nondiscrimination		mm / dd / yyyy	Choose file	

Level 1 Group 6 Choosing Your Path for Level 2				Completed / Required Tasks - [0 / 1]
Task Name	Status	Date Completed	Upload Document	Comments
<input checked="" type="checkbox"/> Progression to Path for Level 2 - CADET		mm / dd / yyyy	Choose file	
<input type="checkbox"/> Progression to Path for Level 2 - MILITARY		mm / dd / yyyy	Choose file	
<input type="checkbox"/> Progression to Path for Level 2 - NEW		mm / dd / yyyy	Choose file	
<input type="checkbox"/> Progression to Path for Level 2 - PROFESSIONAL		mm / dd / yyyy	Choose file	

- Scroll to the bottom of the page and click the **Submit** button on the lower left.

<input checked="" type="checkbox"/> 01 Summary Conversation	PENDING	08 / 01 / 2020	Browse... No file selected.	
---	---------	----------------	-----------------------------	--

- In the **Status** column, the task will appear as PENDING until an Approval Authority has approved it. If an Entry Validator enters the task, it will automatically approve it.

Level 1 Group 2				Completed / Required Tasks - [1 / 2]
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 Cadet Protection Basic Course		mm / dd / yyyy	Choose file	
<input checked="" type="checkbox"/> 01 Summary Conversation	APPROVED	08 / 01 / 2020	Choose file	Summary Conversation conducted by 137313

- Once an Approval Authority approves the task, it will show APPROVED in the **Status** column.

How do I enter conference credit in my Accomplishments?

The screenshot shows the eServices interface with the 'Accomplishments' tab selected. Under the 'Accomplishments' section, the 'Professional Levels' link is circled in red. Other sections visible include 'Volunteer University' with a 'Cohort Request' link, and 'Reports' with a 'Member Path Status' link.

1. Click on the **Professional Levels** link in the **Accomplishments** box.

The screenshot shows the 'Accomplishments' page for user 'SM Tester Basic Pilot'. The 'Level 3 Group 1' section is active, displaying a table with tasks like 'Advanced Civil Air Patrol Communications' and 'Squadrons and the Missions'. The 'Select Level' drop-down menu is open, showing options: 'Level 3', 'Group Commander Training', 'Level 1', 'Level 2 Part 1', 'Level 2 Part 2', 'Region Commander Training', and 'Squadron Commander Training'. 'Level 3' is highlighted in blue.

2. Select Level 3 from the **Select Level** drop-down menu on the right.

The screenshot shows the 'Conference Attendance' section. It contains a table with columns: 'Task Name', 'Status', 'Date Completed', 'Upload Document', and 'Comments'. The first task, 'Attend Wing, Region, or National Conference 1', is selected with a checkbox. The 'Date Completed' field is set to '07 / 31 / 2020'. The 'Upload Document' section has a 'Choose file' button and a 'Browse' button. The 'Comments' field is empty.

3. Scroll down on the **Accomplishments** page until you see the “Attend Wing, Region or National Conference 1” task.

The screenshot shows the 'Conference Attendance' section. The first task, 'Attend Wing, Region, or National Conference 1', is selected with a checkbox. The 'Date Completed' field is set to '07 / 31 / 2020' and is circled in red. The 'Upload Document' section has a 'Choose file' button and a 'Browse' button. The 'Comments' field is empty.

4. Click to check box to the left of the “Attend Wing, Region or National Conference 1” task.
5. Enter the date of the conference in the **Date Completed** box.
6. In the **Comments** box, enter the date and location of the conference.

Conference Attendance Completed / Required Tasks - [0 / 2]

Task Name	Status	Date Completed	Upload Document	Comments
<input checked="" type="checkbox"/> Attend Wing, Region, or National Conference 1		07 / 31 / 2020	Choose file Browse	
<input type="checkbox"/> Attend Wing, Region, or National Conference 2		mm / dd / yyyy	Choose file Browse	

Submit Delete

File Upload

Organize New folder

Name	Date modified	Type	Size
Template for IG	6/13/2020 8:43 AM	Microsoft Word D...	21 KB
Template for SG	6/13/2020 8:43 AM	Microsoft Word D...	20 KB
Test File for EServices	5/19/2020 11:28 PM	Microsoft Word D...	12 KB
The trans	6/31/2020 9:22 AM	Microsoft Word D...	15 KB
Vol U Co	6/26/2020 9:17 AM	Microsoft Excel W...	51 KB
Vol U Co	5/19/2020 11:28 PM	Microsoft Word D...	11.5 KB

File name: All Files Open Cancel

7. Click the **Browse** button to upload proof of attendance.
8. Choose the file you wish to upload. This can be a certificate, participation letter, etc.
9. Click the **Open** button.

Conference Attendance Completed / Required Tasks - [0 / 2]

Task Name	Status	Date Completed	Upload Document	Comments
<input checked="" type="checkbox"/> Attend Wing, Region, or National Conference 1		07 / 31 / 2020	Test File for EServices.docx Browse	PL is attached for attending the XY WG Conference.
<input type="checkbox"/> Attend Wing, Region, or National Conference 2		mm / dd / yyyy	Choose file Browse	

Submit Delete

10. Click the **Submit** button.

Conference Attendance Completed / Required Tasks - [1 / 2]

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Attend Wing, Region, or National Conference 1	PENDING	07 / 31 / 2020	Choose file View Uploaded File Browse	PL is attached for attending the XY WG Conference.
<input type="checkbox"/> Attend Wing, Region, or National Conference 2		mm / dd / yyyy	Choose file Browse	

Submit Delete

11. In the **Status** column, the task will appear as PENDING until an Approval Authority has approved it.

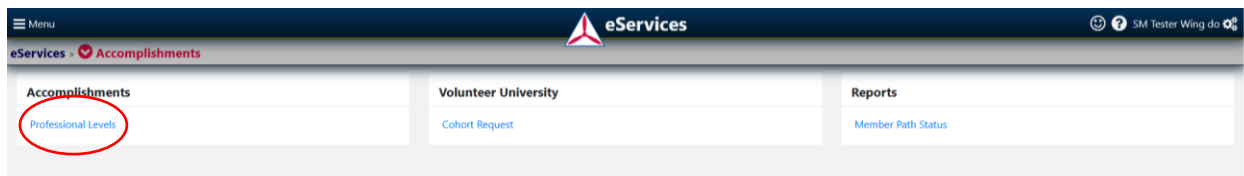
Conference Attendance Completed / Required Tasks - [1 / 2]

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Attend Wing, Region, or National Conference 1	APPROVED	07 / 31 / 2020	Choose file View Uploaded File Browse	PL is attached for attending the XY WG Conference.
<input type="checkbox"/> Attend Wing, Region, or National Conference 2		mm / dd / yyyy	Choose file Browse	

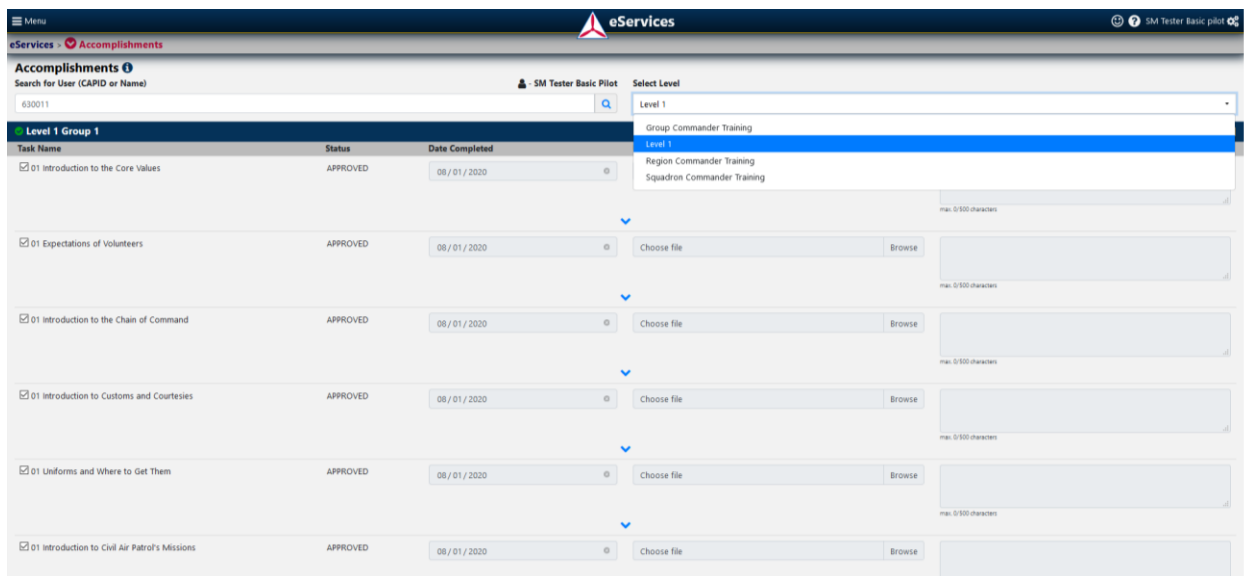
Submit Delete

12. Once an Approval Authority approves the task, it will show APPROVED in the **Status** column.

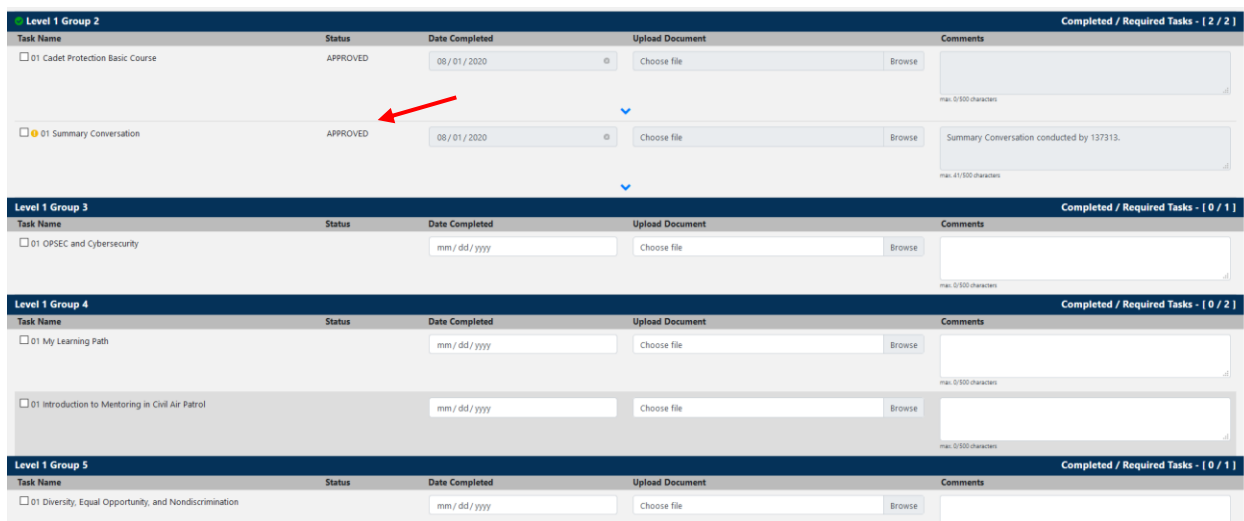
How do I see what I have completed and what remains to be completed in a level?



1. Click on the **Professional Levels** link in the **Accomplishments** box.



2. Select a level from the **Select Level** drop-down menu on the right.



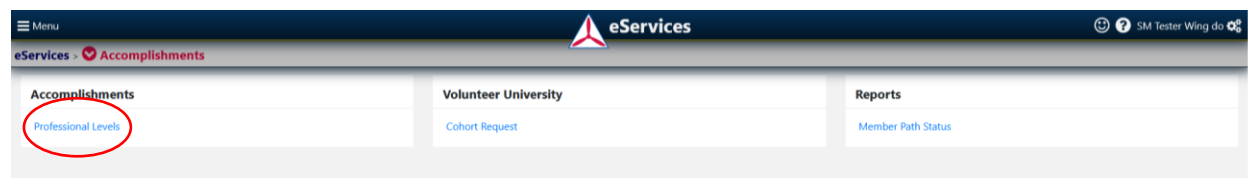
3. Scroll through the tasks. Completed tasks will have the word **APPROVED** in the **Status** column and a date in the **Date Completed** column like the two tasks in the **Level 1 Group 2** section above.

Level 1 Group 3				Completed / Required Tasks - [0 / 1]
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 OPSEC and Cybersecurity		mm / dd / yyyy	Choose file <input type="button" value="Browse"/>	<div>max. 5120 characters</div>

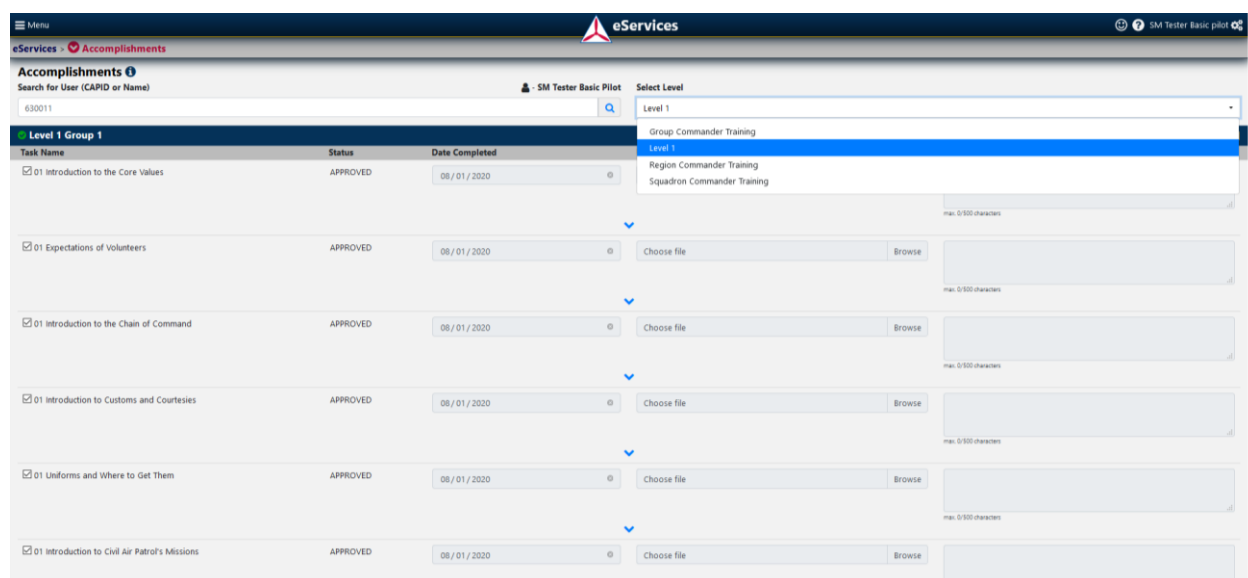
Level 1 Group 4				Completed / Required Tasks - [0 / 2]
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 My Learning Path		mm / dd / yyyy	Choose file <input type="button" value="Browse"/>	<div>max. 5120 characters</div>
<input type="checkbox"/> 01 Introduction to Mentoring in Civil Air Patrol		mm / dd / yyyy	Choose file <input type="button" value="Browse"/>	<div>max. 5120 characters</div>

4. Tasks that need to be completed will not have a date or a status. The “OPSEC and Cybersecurity” task in **Level 1 Group 3** section is incomplete. The tasks in **Level 1 Group 4** section (“My Learning Path” and “Introduction to Mentoring in Civil Air Patrol”) above are incomplete.

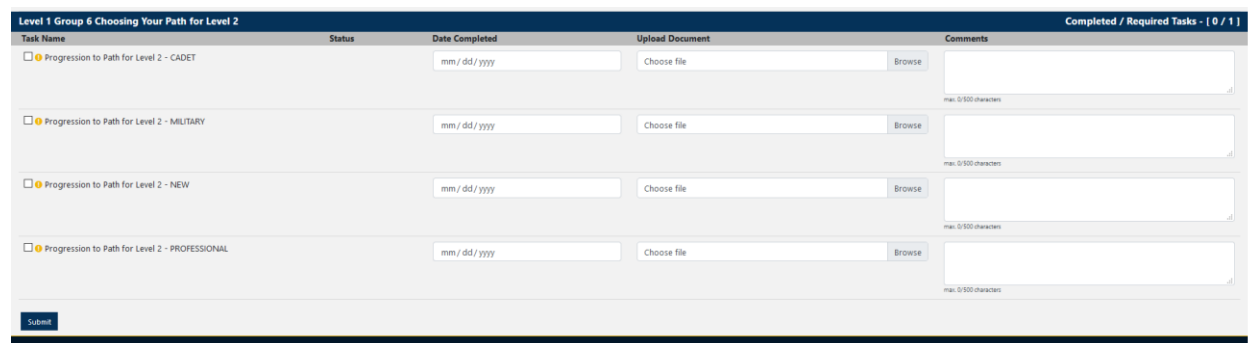
As a member or Entry Validator, how do I enter the Path to Progression in Level 1 so a member is enrolled in the correct path for Level 2?



1. Click on the **Professional Levels** link in the **Accomplishments** box.



2. Select Level 1 in the **Select Level** drop-down menu on the right. Scroll to the bottom of the page.



3. Choose the Progression to Path task most suited to the member. Members may qualify for more than one path and will need to choose the most appropriate option. This choice impacts the modules a member sees in Level 2.
 - a. Progression to Path for Level 2- CADET: This path is tailored for members who recently served as cadets because it focuses on transitioning from cadet to senior. Members who were cadets several years ago will be more satisfied by the new member path.

- b. Progression to Path for Level 2- MILITARY: This path is tailored for members who are currently serving in or formerly served in the military.
 - c. Progression to Path for Level 2-NEW: This path is tailored for new members with no experience in Civil Air Patrol, who have not been in the military, and who will not receive advanced grade based on professional qualifications.
 - d. Progression to Path for Level 2-PROFESSIONAL: This path is tailored for members who will receive a promotion to advanced grade based on their professional qualifications (educators, health personnel, lawyers, chaplains, CFIs, etc.).
4. Scroll down to the bottom of the page.

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Progression to Path for Level 2 - CADET		mm / dd / yyyy	Choose file <input type="button" value="Browse"/>	<div>max. 5120 characters</div>
<input checked="" type="checkbox"/> Progression to Path for Level 2 - MILITARY		mm / dd / yyyy	Choose file <input type="button" value="Browse"/>	<div>max. 5120 characters</div>
<input type="checkbox"/> Progression to Path for Level 2 - NEW		mm / dd / yyyy	Choose file <input type="button" value="Browse"/>	<div>max. 5120 characters</div>
<input type="checkbox"/> Progression to Path for Level 2 - PROFESSIONAL		mm / dd / yyyy	Choose file <input type="button" value="Browse"/>	<div>max. 5120 characters</div>

5. Choose the appropriate Path to Progression task by clicking the box next to it.
6. Enter the date.
7. Click the **Submit** button.
8. If you are an Entry Validator, the task will automatically be entered and validated in one step. If you are a member, the task will show as PENDING until approved by an Approval Authority.

As a member, how do I submit a level that has been completed so that I might advance to the next level?

The screenshot shows the 'eServices Accomplishments' page for user 595057. The current status is 'READY FOR APPROVAL'. A blue bar at the top of the task list contains a 'Submit Path for Approval' button, which is circled in red. Below this bar, there are two sections of tasks:

- Level 2 Part 1 Accountability** (Completed / Required Tasks - [1 / 1])

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Accountability and Responsibility of the Adult Leader	APPROVED	07 / 31 / 2020	Choose file Browse	<div></div> <small>max. 0/500 characters</small>
- Level 2 Part 1 Customs and Courtesies** (Completed / Required Tasks - [2 / 1])

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Civil Air Patrol Customs and Courtesies	APPROVED	07 / 31 / 2020	Choose file Browse	<div></div> <small>max. 0/500 characters</small>
<input type="checkbox"/> Customs and Courtesies	APPROVED	07 / 31 / 2020	Choose file Browse	<div></div> <small>max. 0/500 characters</small>

1. When a member completes all requirements for a level, a blue bar appears at the top of the page with a **Submit Path for Approval** button. The member can click the **Submit Path for Approval** button to begin the approval process.

This screenshot shows the same 'eServices Accomplishments' page, but with a 'Submit Path' modal dialog box open in the center. The dialog contains the following information:

- Submit Path** (Title)
- MEMBER: 595057 - SM Sheri J. Lammi
- PATH: Level 2 Part 1
- Buttons: **Submit Path** (circled in red) and **Cancel**

The background page shows the status has changed to 'READY FOR APPROVAL' and the 'Submit Path for Approval' button is still visible in the blue bar.

2. The member confirms that he or she wishes to submit the path for approval by clicking the **Submit Path** button.

The screenshot shows the 'eServices Accomplishments' page after the submission. The current status is now 'PENDING', indicated by a red arrow pointing to the text. The blue bar at the top of the task list is no longer present. The task list now shows:

- Level 2 Part 2 Core Values** (Completed / Required Tasks - [1 / 1])

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> The Core Values and Ethical Decision Making	APPROVED	07 / 31 / 2020	Choose file Browse	<div></div> <small>max. 0/500 characters</small>
- Level 2 Part 2 Mentoring** (Completed / Required Tasks - [1 / 1])

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> The Core Values and Ethical Decision Making	APPROVED	07 / 31 / 2020	Choose file Browse	<div></div> <small>max. 0/500 characters</small>

Additional information at the top of the page includes: 'UNIT Approval: PENDING', 'Created by: Regina M Aye on 01 Aug 2020 22:29', and 'Last modified by: Regina M Aye on 01 Aug 2020 22:29'.

Note the blue bar at the top of the **Accomplishments** page now indicates that this member has a path pending approval.

As an Approval Authority, how do I approve a task for a member?

The screenshot shows the 'eServices Accomplishments' page for user 595057. At the top, a blue bar indicates the user's current status is 'PENDING'. Below this, a table lists tasks for 'Level 2 Part 2 Core Values' and 'Level 2 Part 2 Mentoring'. Both tasks are marked as 'APPROVED' and have a completion date of '07/31/2020'. A red arrow points to the 'PENDING' status at the top of the page.

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> The Core Values and Ethical Decision Making	APPROVED	07/31/2020	Choose file Browse	
<input type="checkbox"/> Mentoring	APPROVED	07/31/2020	Choose file Browse	

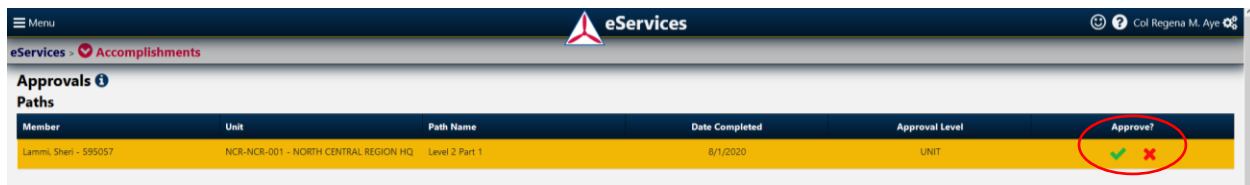
Note the blue bar at the top of the **Accomplishments** page that indicates this member has an item pending approval.

The screenshot shows the 'eServices Professional Levels' page. A blue bar at the top indicates 'Approvals Paths/Tasks (1)'. Below this, there are three main sections: 'Accomplishments', 'Volunteer University', and 'Reports'. A red arrow points to the 'Approvals Paths/Tasks (1)' button.

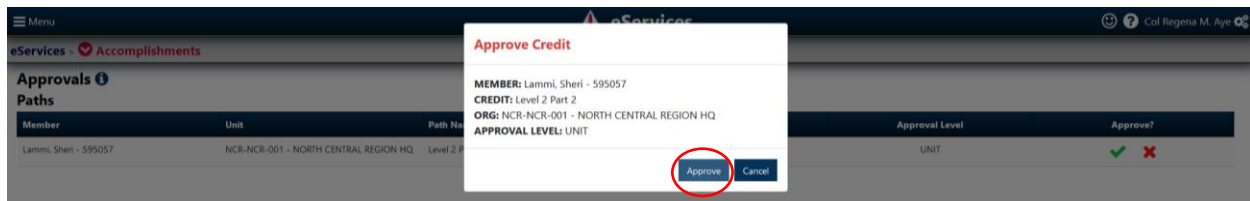
If you are an Approval Authority, you will see a blue **Approvals Path/Tasks** button on the **Professional Levels** page in eServices. In the screenshot above, the Approval Authority has one item to approve.

This screenshot is identical to the previous one, but the 'Approvals Paths/Tasks (1)' button is circled in red to highlight it.

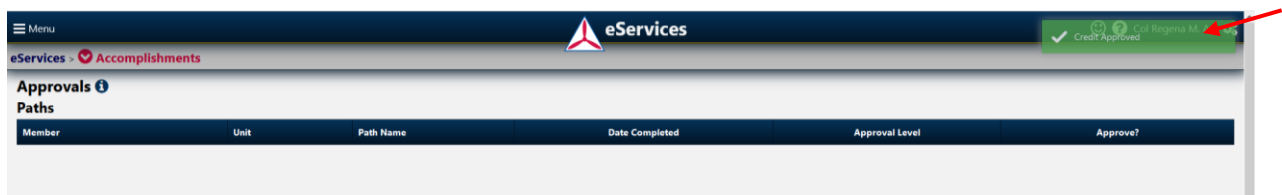
1. Click the blue **Approvals Paths/Tasks** button above the **Accomplishments** box to see any tasks or levels pending approval



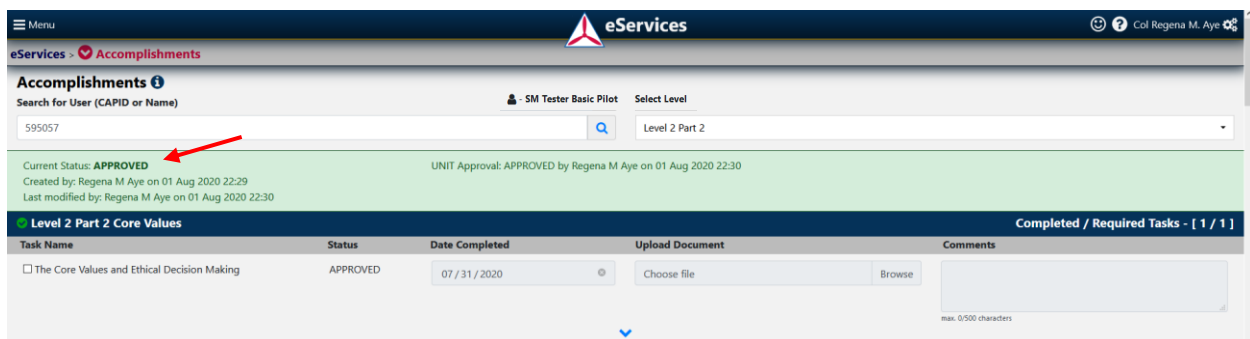
2. A list of Paths (Levels) or Tasks requiring approval will appear. Click the **green Check Mark** to approve a path or task. Click the **red X** to disapprove a path or task.



3. Click the **Approve** button.



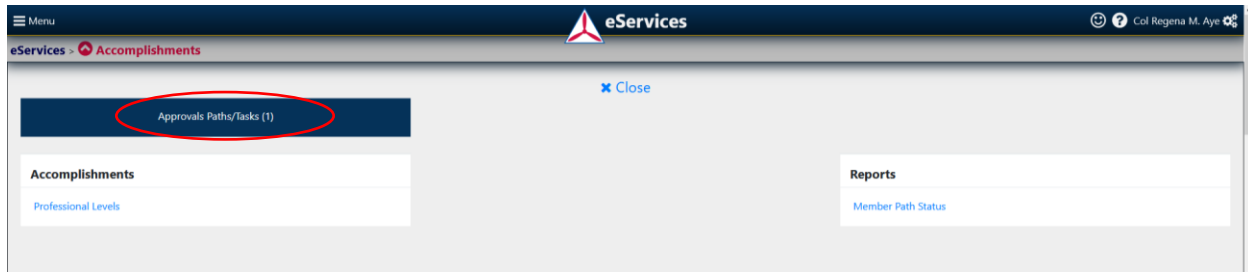
A green box will appear in the top right corner indicating Credit Approved.



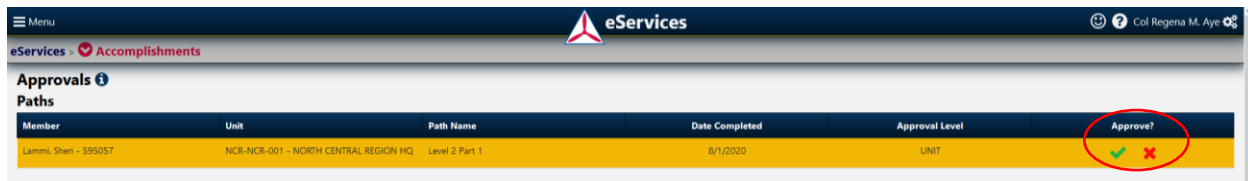
Once an item is approved, the blue bar turns green on the member's **Accomplishments** page.

As an Approval Authority, how do I approve a level so that a member can advance to the next level?

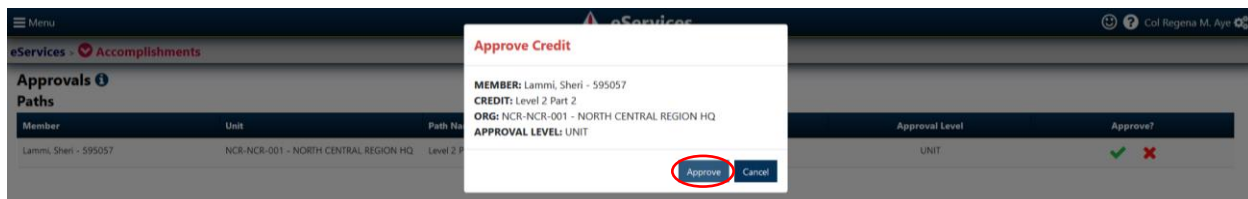
If you are an Approval Authority with approvals pending, you will see a blue **Approvals Path/Tasks** button on the **Professional Levels** page in eServices. In the screenshot below, the Approval Authority has one item to approve.



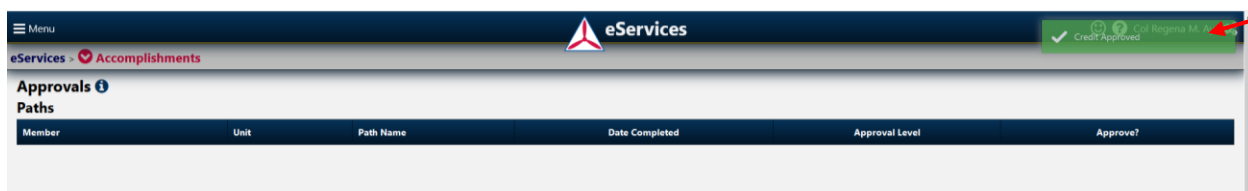
1. Click the blue **Approvals Paths/Tasks** button to see what tasks or paths are pending approval.



2. Choose the **green Check Mark** to approve and the **red X** to disapprove a path or task.



3. Click the **Approve** button.



A green box will appear in the top right corner indicating Credit Approved.

Menu
eServices
Col Regina M. Aye

eServices - Accomplishments

Accomplishments

Search for User (CAPID or Name)
SM Tester Basic Pilot
Select Level

595057
Level 2 Part 2

Current Status: **APPROVED**

Created by: Regina M Aye on 01 Aug 2020 22:29

Last modified by: Regina M Aye on 01 Aug 2020 22:30

UNIT Approval: APPROVED by Regina M Aye on 01 Aug 2020 22:30

Level 2 Part 2 Core Values

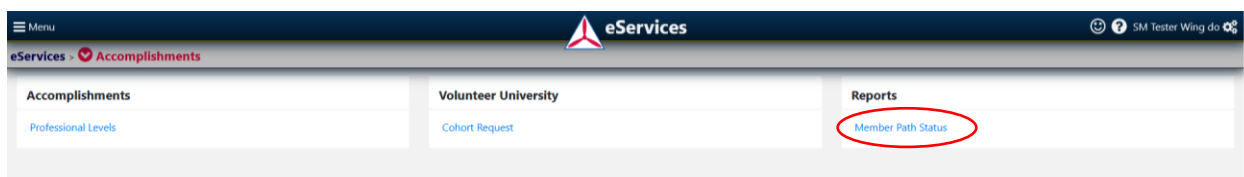
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> The Core Values and Ethical Decision Making	APPROVED	07 / 31 / 2020	<input type="button" value="Choose file"/> <input type="button" value="Browse"/>	<div></div> <div>max. 0/500 characters</div>

If you are the final approving authority the blue bar will turn green, the member will see credit in eServices, and the member will be able to start the next level of training.

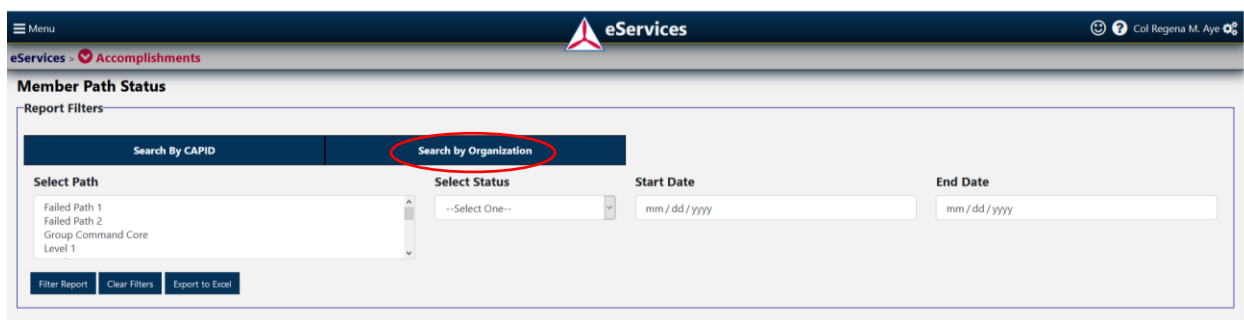
If you are not the final approving authority, the request will escalate in the system until all required approvals have been obtained.

How do I use the Member Path Status Report to find out what members in a unit need to complete or have completed?

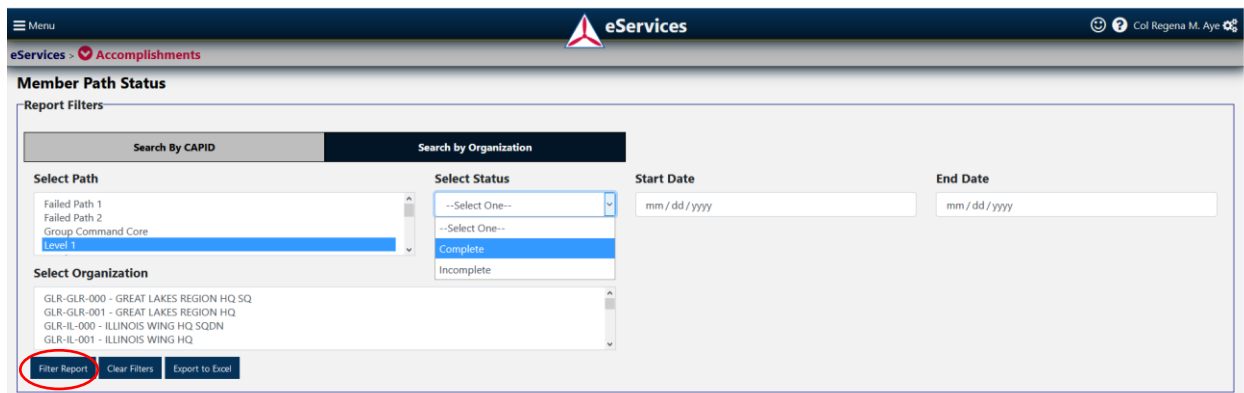
Member Path Status is a report used to determine what a member or a series of members or a unit has complete or incomplete for a Path (Level) in the Senior Member Education and Training Program. Education and Training personnel at all levels, leaders, and mentors can use this tool to plan training or to help members progress. The tool allows a search by CAPID(s) or by organization.



1. Click the **Member Path Status** link in the **Reports** box.



2. Click the **Search by Organization** button.



3. Select a Level from the **Select Path** drop-down menu.
4. Select Complete or Incomplete from the **Select Status** drop-down menu.
5. Select a unit from the **Select Organization** drop-down menu.
6. Click the **Filter Report** button.

Level 1				
Showing 1 to 33 of 33 entries				
Member	Date Path Completed	Level 2 Path	Required Tasks	Level 1 Equivalency Credit Group
105123 - Gary Mayo		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
113133 - Douglas Jessmer		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
121166 - Jay Burrell		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
121476 - Kenneth Dixon		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
121680 - Rickey Oeth		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
121839 - Robert Karton		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
122299 - Jeffrey Lustick		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
123221 - Leo Burke		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
123223 - Monica Burke		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
123475 - Michael Saille		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
123874 - Edmond Verville		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
124703 - Donald Haffner		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
125975 - Edward Mueller		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]

The report generated by the tool shows all members in the unit who have not completed the path (level). For each grouping of tasks, one can see how many are completed. This information can be used to plan which groupings of modules should be offered for the selected unit.

Level 1				
Showing 1 to 3 of 3 entries				
Member	Date Path Completed	Level 2 Path	Required Tasks	Level 1 Equivalency Credit Group
102348 - John O'Neill		Tasks Completed - [1 / 1]	Tasks Completed - [6 / 6]	Tasks Completed - [9 / 9]
122382 - Daniel Ranson		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
135105 - Gene Rugh		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]

In this screenshot, the first member has some tasks completed and the other members do not.

Menu eServices Col Regina M. Aye

eServices Accomplishments

Search By CAPID Search by Organization

Select Path
 Failed Path 1
 Failed Path 2
 Group Command Core
 Level 1

Select Status
 Incomplete

Start Date
 mm / dd / yyyy

End Date
 mm / dd / yyyy

Select Organization
 NCR-MN-135 - ALEXANDRIA COMPOSITE SQUADRON
 NCR-MN-136 - STANTON COMPOSITE SQUADRON 136
 NCR-MN-999 - MINNESOTA STATE LEGISLATIVE SQUADRON
 NCR-MO-000 - MISSOURI WING HQ SQDN
 NCR-MO-001 - MISSOURI WING HQ

Filter Report Clear Filters Export to Excel

Level 1

Show 100 entries Search:

Member	Date Path Completed	Level 2 Path	Required Tasks	Level 1 Equivalency Credit Group
102348 - John O'Neill		Tasks Completed - [1 / 1]	Tasks Completed - [6 / 6]	Tasks Completed - [9 / 9]
122382 - Daniel Ranson		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]
135105 - Gene Rugh		Tasks Completed - [0 / 1]	Tasks Completed - [0 / 6]	Tasks Completed - [0 / 9]

If more detail is desired, click the **Export to Excel** button.

AutoSave Member_Path_Status_Report_6_16_2020 - Excel Regina Aye

A1	A	B	C	D	E	F	G	H	I	J	K
	CAPID	NameLast	NameFirst	PathName	TaskName	TaskDescription	TaskStatus	GroupName	NumberOfRequiredTasks	PathCompleted	DatePathCompleted
2	102348	O'Neill	John	Level 1	Progression to Path for Level 2 - CADET	Choice of what path in Level 2	COMPLETE	Level 2 Path	1	No	
3	102348	O'Neill	John	Level 1	Progression to Path for Level 2 - MILITARY	Choice for Path of Level 2	INCOMPLETE	Level 2 Path	1	No	
4	102348	O'Neill	John	Level 1	Progression to Path for Level 2 - NEW	Choice of Path for Level 2	INCOMPLETE	Level 2 Path	1	No	
5	102348	O'Neill	John	Level 1	Progression to Path for Level 2 - PROFESSIONAL	Choice of path to level 2	INCOMPLETE	Level 2 Path	1	No	
6	102348	O'Neill	John	Level 1	01 Cadet Protection Basic	This is a Level 1 task and is the initial Cadet Protection Program rating task.	COMPLETE	Required Tasks	6	No	
7	102348	O'Neill	John	Level 1	01 Core Values and Who We Are	This is a Level 1 task that introduces the concept of the Core Values to new members.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
8	102348	O'Neill	John	Level 1	01 Diversity, Equal Opportunity, and Nondiscrimination	The Level 1 diversity module task.	COMPLETE	Required Tasks	6	No	
9	102348	O'Neill	John	Level 1	01 Expectations of Volunteers	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
10	102348	O'Neill	John	Level 1	01 My Learning Path/Plan	Level 1 module task.	COMPLETE	Required Tasks	6	No	
11	102348	O'Neill	John	Level 1	01 Introduction to the Chain of Command	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
12	102348	O'Neill	John	Level 1	01 My Mentor	Level 1 module task.	COMPLETE	Required Tasks	6	No	
13	102348	O'Neill	John	Level 1	01 Introduction to Customs and Courtesies	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
14	102348	O'Neill	John	Level 1	01 Summary Conversation	Level 1 task.	COMPLETE	Required Tasks	6	No	
15	102348	O'Neill	John	Level 1	01 Uniforms and Where to Get Them	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
16	102348	O'Neill	John	Level 1	01 Missions Overview	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
17	102348	O'Neill	John	Level 1	01 OPSEC and Cybersecurity	Level 1 module task.	COMPLETE	Required Tasks	6	No	
18	102348	O'Neill	John	Level 1	01 Introduction to the CAP Safety Program	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
19	102348	O'Neill	John	Level 1	01 The Squadron Meeting	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
20	102348	O'Neill	John	Level 1	01 Introduction to eServices	Level 1 module task.	COMPLETE	Level 1 Equivalency Credit Group	9	No	
21	122382	Ranson	Daniel	Level 1	Progression to Path for Level 2 - CADET	Choice of what path in Level 2	INCOMPLETE	Level 2 Path	1	No	
22	122382	Ranson	Daniel	Level 1	Progression to Path for Level 2 - MILITARY	Choice for Path of Level 2	INCOMPLETE	Level 2 Path	1	No	
23	122382	Ranson	Daniel	Level 1	Progression to Path for Level 2 - NEW	Choice of Path for Level 2	INCOMPLETE	Level 2 Path	1	No	
24	122382	Ranson	Daniel	Level 1	Progression to Path for Level 2 - PROFESSIONAL	Choice of path to level 2	INCOMPLETE	Level 2 Path	1	No	
25	122382	Ranson	Daniel	Level 1	01 Cadet Protection Basic	This is a Level 1 task and is the initial Cadet Protection Program rating task.	INCOMPLETE	Required Tasks	6	No	
26	122382	Ranson	Daniel	Level 1	01 Core Values and Who We Are	This is a Level 1 task that introduces the concept of the Core Values to new members.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
27	122382	Ranson	Daniel	Level 1	01 Diversity, Equal Opportunity, and Nondiscrimination	The Level 1 diversity module task.	INCOMPLETE	Required Tasks	6	No	
28	122382	Ranson	Daniel	Level 1	01 Expectations of Volunteers	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
29	122382	Ranson	Daniel	Level 1	01 My Learning Path/Plan	Level 1 module task.	INCOMPLETE	Required Tasks	6	No	
30	122382	Ranson	Daniel	Level 1	01 Introduction to the Chain of Command	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
31	122382	Ranson	Daniel	Level 1	01 My Mentor	Level 1 module task.	INCOMPLETE	Required Tasks	6	No	
32	122382	Ranson	Daniel	Level 1	01 Introduction to Customs and Courtesies	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
33	122382	Ranson	Daniel	Level 1	01 Summary Conversation	Level 1 task.	INCOMPLETE	Required Tasks	6	No	
34	122382	Ranson	Daniel	Level 1	01 Uniforms and Where to Get Them	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
35	122382	Ranson	Daniel	Level 1	01 Missions Overview	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
36	122382	Ranson	Daniel	Level 1	01 OPSEC and Cybersecurity	Level 1 module task.	INCOMPLETE	Required Tasks	6	No	
37	122382	Ranson	Daniel	Level 1	01 Introduction to the CAP Safety Program	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	
38	122382	Ranson	Daniel	Level 1	01 The Squadron Meeting	Level 1 module task.	INCOMPLETE	Level 1 Equivalency Credit Group	9	No	

Member Path Status

In the Excel export, we can see the break down by module of the training these members need.

How do I use the Member Path Status Report with a series of CAPIDs to find out what members need to complete or have completed?

The screenshot shows the 'Member Path Status' report filter page in the eServices system. The 'Search By CAPID' button is highlighted with a red circle. The page includes fields for 'Select Path', 'Select Status', 'Start Date', and 'End Date'. The 'Enter CAPIDs' field is also visible, with a magnifying glass icon next to it.

1. Click the **Search By CAPID** button.

The screenshot shows the 'Member Path Status' report filter page with the 'Select Path' dropdown menu open, showing 'Level 1' selected. The 'Enter CAPIDs' field is highlighted with a red circle. The 'Select Status' dropdown menu is also open, showing 'Complete' and 'Incomplete' options.

2. Select a level from the **Select Path** drop-down menu.
3. Select Complete or Incomplete from the **Select Status** drop-down menu.
4. Enter a series of ID numbers in the **Enter CAPIDs** box. Separate the IDs with commas.

The screenshot shows the 'Member Path Status' report filter page with the 'Enter CAPIDs' field containing the text '137313, 121802, 59505'. The magnifying glass icon next to the field is highlighted with a red circle.

5. Click the **Magnifying Glass** to ensure all the IDs you entered are valid.

Menu eServices Accomplishments

Member Path Status

Report Filters

Search By CAPID Search by Organization

Select Path
Group Commander Training
Level 1
Level 2 Part 1
Level 2 Part 2

Select Status
--Select One--

Start Date
mm / dd / yyyy

End Date
mm / dd / yyyy

Enter CAPIDs
137313, 121802, 995057

Filter Report Clear Filters Export to Excel

6. The Magnifying Glass will turn green and a message in the upper right corner will confirm that all IDs are valid.
7. Click the **Filter Report** button.

Menu eServices Accomplishments

Member Path Status

Report Filters

Search By CAPID Search by Organization

Select Path
Group Commander Training
Level 1
Level 2 Part 1
Level 2 Part 2

Select Status
Incomplete

Start Date
mm / dd / yyyy

End Date
mm / dd / yyyy

Enter CAPIDs
137313, 121802, 995057

Filter Report Clear Filters Export to Excel

Level 1

Show 100 entries

Member	Date Path Completed	Level 1 Group 4	Level 1 Group 1	Level 1 Group 6 Choosing Your Path for Level 2	Level 1 Group 2	Level 1 Group 3	Level 1 Group 5
121802 - Kathleen Morris		Tasks Completed - [0 / 2]	Tasks Completed - [0 / 0]	Tasks Completed - [0 / 1]	Tasks Completed - [2 / 2]	Tasks Completed - [1 / 1]	Tasks Completed - [0 / 1]
137313 - Regina Aye		Tasks Completed - [0 / 2]	Tasks Completed - [0 / 0]	Tasks Completed - [0 / 1]	Tasks Completed - [2 / 2]	Tasks Completed - [1 / 1]	Tasks Completed - [1 / 1]
995057 - Sheri Lammi		Tasks Completed - [0 / 2]	Tasks Completed - [0 / 0]	Tasks Completed - [0 / 1]	Tasks Completed - [2 / 2]	Tasks Completed - [1 / 1]	Tasks Completed - [1 / 1]

Showing 1 to 3 of 3 entries

Previous 1 Next

We can now see what these members need to complete for the level we selected.