



Medical Reservists Utilization Program Management Information System

Technical Specifications Guide

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About this Guide

The MEDRUPMIS Technical Specifications Guide is designed to assist you in using the MEDRUPMIS web application.

The manual is written primarily to assist those users who are already familiar with Reservists requirements matching. It is organized by menu option.

Any corrections or suggestions for this manual can be submitted to MEDRUPMIS Help at lsuber@us.med.navy.mil.

How this Guide is Organized

This document is divided into 11 Chapters and Appendix A..

Chapter	Contents/Description
Chapter 1 - System Overview	Contains overview information about MEDRUPMIS, workflow, and product requirements.
Chapter 2 – Getting Started	Contains information about the MEDRUPMIS internet environment including information about the appearance of the system and the use of commands. It also contains information about obtaining MEDRUPMIS assistance by emailing lsuber@us.med.navy.mil. The section also contains information about logging in and out of MEDRUPMIS.
Chapter 3 – Exercise/Activity	Contains information about creating selecting and editing Exercises/Activities.
Chapter 4 - Requirements	Contains information about creating and matching requirements to reservists, including approving, disapproving, declining and completing.
Chapter 5 - Select Reservist	Contains information about selecting reservist from the Select Reservist page.
Chapter 6 - Create Temp Personnel	Contains information about creating temporary personnel.
Chapter 7 - Maintain Matched Requirements	Contains information about the maintenance of matched reservists including unmatching a reservist, accepting and assignment and completing and assignment.
Chapter 8 - SELRES	Contains information about creating a SELRES drill and selecting existing SELRES drills.
Chapter 9 - Reports	Contains information about the launching Oracle Discover and running standard reports.
Chapter 10 - User Maintenance	Contains information about adding users, modifying user accounts, assigning users to functions and unlocking passwords.
Chapter 11 - Table Maintenance	Contains information about the maintenance of system tables.
Appendix A - Acronyms	Contains an acronym listing.

How the Chapters are Organized

Introductions to Chapters are called What this Chapter Contains. The introduction provides, at a glance, the information contained in the chapter.

Major Functions are then presented with a brief description followed by a picture of the screen, and step by step instructions.

Next Level Functions appear after Major Functions with additional step-by-step instructions. There can be multiple next level functions within a major function section.

What This Chapter Contains

- Bulleted listing of the information contained in the chapter.

Major Function

Description of the major function

Screen

> Numbered steps Instructions

- 1..
- 2.

System Name

12

Next level function

Description of the major function

Screen

> Numbered steps

- 1.
- 2.

System Name

13

Symbols and Conventions

This guide uses the following conventions in a consistent manner to aid in learning.



Points of particular interest and importance are set apart from normal body text like this.

Italics are used to bring emphasis to a particular term or body of text.

Step-by-step instructions that tell you how to use the system are presented with an arrow (➤) in the left margin, as shown in the example below.

- To edit a data file
 1. Choose INSERT ROW from the EDIT menu.
 2. Click the FIND button.
 3. Click SAVE to save the record.

Acronyms

To reduce text and increase readability, acronyms are used throughout this User Guide.

Acronyms are defined in the text the first time they are used. Appendix A - provides definitions of acronyms and terms used in this guide.

Chapter 1 - System Overview

What This Chapter Contains

This chapter contains the following information:

- Frequently Asked Questions
- Workflow Detail
- Workflow Diagram
- Hardware and Software Requirements

Frequently Asked Questions (FAQ's)

What is MEDRUP?

The Medical Reserve Utilization Program (MEDRUP) is Navy Medicine's plan for achieving full integration of Medical Reserve assets into a single, integrated Navy Medical Department.

Why was MEDRUP initiated/implemented?

Prior to the Navy's Total Force Policy (SECNAV 1001.37A, dated 08 April 1997), the Medical Reserve was considered a "Force in Reserve" to be called upon during national emergency. Today, under Navy's Total Force concept the Medical Reserve must be an "Integral Team Member" supporting the mission of Navy Medicine in peace and war. MEDRUP puts the policy of Total Force into practice. On 05 November 2000 a Memorandum of Understanding (MOU) was signed between the Chief, BUMED, the Commander, Naval Reserve Force and the Commander, Naval Surface Reserve Force, formalizing the process to fully integrate Reserve Medical assets as part of the Navy's Medical Force.

What are the expected organizational benefits of MEDRUP?

The most direct benefits will be to:

- Enhance flexibility to respond to fleet commanders and parent command requirements.
- Improve the overall efficiency and effectiveness for utilization of Medical Reserve Forces.
- Maximize medical/dental readiness for the Selected Reserve Force

What benefits can the individual Naval Medical Reservist expect from MEDRUP?

MEDRUP is designed to ensure reservists are integral team members across the full spectrum of operational requirements for Navy Medicine. As a vital, valued member of this team, the individual reservist can expect better quality AT opportunities, more meaningful and varied assignments, improved training/skills development, improved job satisfaction, improved working relations with active duty counterparts and enhanced career development opportunities.

What is the role of the Navy Medical Department (BUMED) in MEDRUP implementation?

The Navy Medical Department plans and funds all costs for active and reserve Naval Hospitals, Fleet Hospitals, and Dental Commands. Under MEDRUP, the Medical Department assumes operational control (OPCON) of Reserve resources assigned to these program, to more effectively meet the Fleet's operational requirements. Operational control includes identification of operational requirements ("billets"), matching personnel to these requirements ("bodies to billets"), directing integration of active and reserve units (via AT, ADT, ADSW), and evaluating outcomes.

What is the role of Commander Naval Reserve Force (CNRF)/Commander Naval Surface Reserve Force (CNSRF) in MEDRUP implementation?

Commander Naval Reserve Force provides administrative control of reserve personnel, through Commander Naval Surface Reserve Force, in support of the MEDRUP. Administrative control includes processing reserve pay, maintaining personnel records, order writing, monitoring physical and dental readiness, and maintaining mobilization support activities.

What is the role of the Naval Reserve Readiness Commands (REDCOMs) in MEDRUP implementation?

REDCOMs, through their Directors of Health Services, identify requirements and monitor effectiveness of medical reserve units in support of Navy Medicine's mission to ensure the medical readiness of all Navy Reserve Forces.

What is the role of the Naval Hospital (NH), Fleet Hospitals (FH), and Naval Dental Commands (NDC) in MEDRUP implementation?

Commanding Officers of these active duty units are responsible for (1) identifying their operational requirements in support of Navy Medicine's mission to the Fleet, and (2) for monitoring performance of all personnel assigned in support of these requirements. This includes submitting requirements for Reserve personnel to support the full spectrum of their unit's operational requirements, and evaluating the performance of reserve personnel assigned to meet

these requirements. The Commanding Officer of the active unit (Naval Hospital, Fleet Hospital, and Dental Command) writes the fitness report of the Commanding Officer of the Naval Reserve unit (Naval Reserve Naval Hospital, Naval Reserve Fleet Hospital, and Naval Reserve Dental Command).

What is the role of Naval Reserve Hospital (NRNH), Naval Reserve Fleet Hospitals (NRFH), Naval Reserve Dental Commands (NRNDC), in MEDRUP implementation?

Commanding Officers of these reserve units are responsible for the training and medical readiness of reserve personnel assigned in their units, ensuring personnel are "ready to deploy" in support of their gaining commands. This requires close communication with the reserve unit's gaining command regarding operational requirements to be filled and coordination of training and medical readiness activities to ensure reserve personnel will be effective when called to support the gaining command.

What is role of Naval and Marine Corps Reserve Centers in MEDRUP implementation?

The Reserve Centers will provide the administrative support functions required for deployment of reserve personnel to Navy Medicine activities. This will include processing all requests for orders, processing drill pay, managing reserve personnel records, and providing facilities support for reserve units training activities when needed.

What is the role of the Reserve Liaison Officer (RLO) in MEDRUP implementation?

The Reserve Liaison Officer (RLO) is the "pivot point" in MEDRUP implementation. The RLO collects requirements from the active component Commanding Officer and inputs these requirements into a management information system that Navy Medicine (BUMED) uses to validate and prioritize these operational requirements. Next, the RLO uses the same management information system to identify reserve personnel trained and ready to fill these requirements. Finally, the RLO communicates a request to the Reserve Unit Commanding Officer for assignment of the specific person for the specific requirement.

What is the role of the individual Naval Medical Reservist in MEDRUP implementation?

The individual Medical Reservist is responsible for maintaining his/her medical and dental readiness and maintaining her/his professional competence to perform activities in support of Navy Medicine. This includes completing all required medical/dental exams, meeting physical fitness standards, maintaining professional license/credentials, as well as participating in all unit-training activities.

Who determines how medical reservists will be employed in support of MEDRUP?

Navy Hospital (NH), Naval Dental Command (NDC), and Fleet Hospital (FH) Commanding Officers identify mission requirements for input into the MEDRUP Management Information System (MEDRUPMIS). BUMED validates these requirements and informs these active components Commanding Officers that reserve personnel can then fill the validated requirements. The Reserve Liaison Officer (RLO) for each Naval Hospital, Naval Dental Command, and Fleet Hospital, searches the MEDRUPMIS database to identify reserve personnel available to fill these requirements. Then, the RLO contacts the Reserve unit Commanding Officer to request assignment of the reserve personnel to the specific requirement.

Who issues orders to a medical reservist to report to MEDRUP activities?

After a reservist is assigned to fill a specific operational requirement by BUMED, the individual submits a request for orders through her/his Reserve Center. BUMED relies upon Commander Naval Surface Reserve Force's established accounting systems for actual travel orders, airline ticketing, reimbursement, and travel claim liquidation, as required. The Reserve Center will prepare orders using the reserve order writing system (RESFMS) and provide all additional administrative support as required for the reservist to execute these orders.

Who evaluates the performance of medical reservists under MEDRUP?

The Commanding Officer of the active unit (Naval Hospital, Fleet Hospital, and Dental Command) writes the fitness report of the Commanding Officer of the Naval Reserve unit (Naval Reserve Naval Hospital, Naval Reserve Fleet Hospital, and Naval Reserve Naval Dental Command). BUMED will have the opportunity to

communicate with CNSRF's senior board member prior to CNSRF's senior officer detailing boards, to achieve community career management objectives. The reserve unit Commanding Officer evaluates the individual reservist's performance, with input from the reservist's active duty counterpart(s). Additionally, BUMED will share responsibility with CNSRF for awards and recognition.

What metrics will be used to evaluate the effectiveness of MEDRUP?

The following Measures of Effectiveness will be used to evaluate MEDRUP:

- Increased Reserve Peacetime Contributory Support
- Improved Reserve Force medical/dental readiness
- Improved billet to body match to mobilization billets
- Improved retention
- Reduced vacant officer and enlisted billets in Naval Reserve Naval Hospitals, Naval Reserve Fleet Hospitals and Naval Reserve Dental Commands

How are requirements for reserve support to Navy Medicine generated?

There are several sources of medical requirements for support of Navy Medicine, including:

- Reserve Liaison Officers from Naval Hospitals, in cooperation with Naval Reserve Naval Hospital units, input requirements from the Naval Hospitals annual planning process that are identified for contributory support.
- Program Managers for Naval Reserve Fleet Hospitals enter requirements that have been identified for their support of Fleet Exercises and any other operations that they have been requested to support.
- The BUMED Assistant Chief for Dentistry (MED-06) Reserve Liaison Officer will provide dental support requirements. Dental currently operates the Dental Directed Contributory Support System (DDCSS).
- BUMED Health Care Operations (MED-31) will input medical Temporary Active Duty (TAD) support from all CONUS and OCONUS Navy Medical Treatment Facilities. This may be a duplication of requests entered into the system by Reserve Liaison Officers (RLOs)/Naval MTF Commanding Officers but will be picked up in the validation process.

- The Office of the Chief of Naval Operations, Director, Medical Resources, Plans & Policy Division (N931) will input operational and exercise medical support requests. Generally, these requirements will come directly from the Fleet Commander-in-Chiefs or other non-medical commands.
- The Readiness Command's Directors of Health Services (DHSs) will provide special medical readiness requirements to BUMED Reserve Force Integration (MED-07) for entry into the MEDRUP system. Coordination within Readiness Commands by DHSs working with MED-07 will identify the need for special or focused efforts to provide medical and/or dental examinations for the Reserve Force.
- Reserve unit Training Officers (TOs) will enter information into the MEDRUP management information system when a reservist is assigned to specific training activity. This conditionally removes the individual from nomination availability for MEDRUP deployment during that training period.

How are requirements for reserve support to Navy Medicine validated?

BUMED Reserve Force Integration (MED-07) collects requirements from the global MEDRUPMIS database and distributes this information for hospital support to BUMED Health Care Operations (MED-31) and for dental support to BUMED Assistant Chief for Dentistry (MED-06). Additionally, information for operational support is distributed to the Office of the Chief of Naval Operations, Director, Medical Resources, Plans & Policy Division (N931). Each BUMED Code will validate all requirements from this database. Requirements that are not approved will be handled as exceptions and a message will be prepared by the validating code back to the originator with a copy to MED-07.

How are requirements for reserve support to Navy Medicine filled?

The requirements matching process will be conducted by the Reserve Liaison Officer (RLO) using the MEDRUP Management Information System (MEDRUPMIS). The system generates a nomination list of available reservists for each validated requirement, and selects the person to fill the requirement. This information will be communicated to the respective Reserve Unit Commanding Officer to coordinate request for orders for the reservists, through the local Reserve Center. If a reservist is unable to accept the assignment, the Reserve unit Commanding Officer will communicate with the Reserve Liaison Officer (RLO) so that the

requirement will be re-matched with other available reservists and the orders process can be initiated.

What happens when requirements for support to Navy Medicine are not filled?

BUMED Reserve Force Integration (MED-07) and its Naval Reserve support staff unit (NR BUMED 106) will review unmet requirements and available manpower on a monthly basis. Working with the Reserve Liaison Officers (RLOs) and Naval Reserve NH/NRDC/Naval Reserve FH Commanding Officers available manpower will be directed by BUMED to high priority unmet requirements. When special circumstances are recognized, BUMED may override the MEDRUPMIS-assignment process and redirect reservists to fill specific requirements.

What is MROAMRS and how does it work?

The Submarine Force Reserve Utilization Program (SUBRUP) began in 1999 and is the model for the Medical Reserve Utilization Program (MEDRUP). To manage this integrated organization, the Submarine Community created a management information system called Reserve Order Assignment Management Reporting System (ROAMRS). BUMED Reserve Force Integration (MED-07), working closely with the Submarine Community, deployed a Medical ROAMRS (MROAMRS) to support the first phase of the Medical Reserve Utilization Program (MEDRUP) in FY2001. This system will be replaced in FY 2002 by the MEDRUP Management Information System (MEDRUPMIS), an enhanced Internet-accessible system.

MROAMRS is a software package that identifies operational requirements of Navy Medicine activities and matches individual reservists for assignment to these requirements, according to the skills of the reservist. It does not match based upon the billet the individual reservist is filling. Rather, it seeks to find the person who has the necessary skills and experience to fill the specific operational requirement, regardless if the person is in a pay-billet, In-Assignment-Processing (IAP), or Voluntary Training Unit (VTU) billet. It interacts with existing Naval Surface Reserve Force management information systems, including the Reserve Training Support System (RTSS), the Inactive Manpower Personnel Management Information System (IMAPMIS) and the Centralized Credentials and Quality Assurance System (CCQUAS). It is a tool for getting the right person, to the right place, at the right time, to accomplish Navy's Medicine Mission to "...promote, protect and maintain the health of those entrusted to our care, anytime, anywhere..."

What is MEDRUPMIS and how does it work?

The Navy Medical Information Management Center (NMIMC) and MED-07 are developing a web-accessible, integrated Medical Reserve Utilization Program Management Information System (MEDRUPMIS) that can be easily adapted to program changes. The MEDRUPMIS will replace MROAMRS (see FAQ: **What is MROAMRS and how does it work**) as Navy Medicine's primary tool for getting the right reservist, with the right skills, to the right place at the right time to meet Navy Medicine's mission requirement. It will be used to record contributory support requirements; integrate reserve manpower resources; provide an automated mechanism for matching requirements to resources and monitor assignment of Medical Department reservists to mobilization billets. This system will be operational in FY 2002.

How is information maintained about an individual reservist's skills and readiness?

Personnel Information for the MEDRUP Management Information System is downloaded by BUMED Reserve Force Integration (MED-07) from existing databases maintained by and downloaded from Commander Naval Surface Reserve Force (CNSRF) Databases. Naval Reserve unit CO's and Reserve Center activities are responsible for submitting updates to CNSRF so these changes can improve the accuracy and effectiveness of the MEDRUP Management Information System. In FY 2002, a new MEDRUP Management Information System will allow individual reservists to review their personnel data via the Internet, allowing the individual to initiate updates through their Reserve chain-of-command as needed.

How is a record of support activities performed by reservists to Navy Medicine maintained?

Reserve Commanding Officers and Reserve Liaison Officers (RLOs) will be responsible for submitting monthly input to BUMED of support provided by their reserve unit. Members of the NR BUMED 106 Unit will manage this information through the MEDRUP Management Information System (MEDRUPMIS). Preprogrammed MEDRUPMIS reports will provide management information to Commanding Officers and Reserve Liaison Officers (RLOs) including reports on validated requirements, manpower, requirements match, Billet Control Number utilization, and contributory support by type and reserve category. There will also be the capability to do "ad hoc" reporting

Who notifies an individual reservist of her/his nomination to support a specific Navy Medicine requirement?

Reserve Liaison Officer (RLO) will communicate with the respective reserve unit Commanding Officer, to coordinate request for orders by the selected reservist through the local Reserve Center. If a reservist is unable to accept the assignment, this information will be communicated to the Commanding Officer of the Naval Reserve Naval Hospital, Naval Reserve Fleet Hospital, or Naval Reserve Dental Command and respective Reserve Liaison Officer (RLO). The requirement will be re-matched with other available reservists, to fill the requirement and initiate the order process.

How are reserve medical training needs addressed in MEDRUP processes?

Under the MEDRUP Memorandum of Understanding (MOU), BUMED will continue exercising responsibility for training and readiness of assigned medical reserve forces, including development and approval of Individual Training Plans (ITPs). BUMED will exercise direct responsibility and control over the planning, prioritization, and approval (location/activity) where training is performed.

The MEDRUP Management Information System (MEDRUPMIS) will contain capabilities that support Naval Reserve Naval Hospital, Naval Reserve Fleet Hospital, and NRDC management including the ability to electronically view reserve unit manning documents and validate that medical reservists are properly assigned to mobilization billets and meet the skill set required for their billets. The Reserve Commanding Officer inputs requirements for specific training needs of the individual reserve member into the unit's training plan. Reserve unit Training Officers (TOs) will enter information into the MEDRUP management information system when a reservist is assigned to specific training activity. This conditionally removes the individual from nomination for MEDRUP deployment during that training period. Reserve Commanding Officers are responsible for submitting information regarding unit member completed training to CNSRF, who will in turn, update the databases for MEDRUPMIS. When operational requirements are unfilled due to training deficiencies among the Reserve Force, BUMED and CNSRF will review such circumstances and direct corrective action as needed.

Who pays for activities in support of MEDRUP?

Commander Naval Surface Reserve Force manages all funding for IDT and IDTT. Navy Medicine is responsible for employment of

medical reservists in support of MEDRUP across the full spectrum of operational requirements. Navy Medicine manages all funding for AT, ADT, and ADSW. BUMED, through Reserve Force Integration is also funding development of the MEDRUP Management Information System (MEDRUPMIS).

How are conflicting requirements for medical reserve support resolved between Navy Medicine and Naval Reserve Force?

Under the Memorandum of Understanding establishing MEDRUP, signed by the Naval Surgeon General, Commander Naval Reserve Force and Commander Naval Surface Reserve Force, BUMED is responsible for operational control of Reserve Medical Units into all Navy Medicine activities. This includes activities in support of medical/dental readiness of the Naval Reserve Force. Requirements to meet the medical/dental readiness of the Reserve Force are filled through the MEDRUP process. Refer to these FAQ's:

How are requirements for reserve support to Navy Medicine generated; How are requirements for reserve support to Navy Medicine validated; How are requirements for reserve support to Navy Medicine filled).

BUMED Reserve Force Integration (MED-07) and the BUMED 106 Unit will review unmet requirements and available manpower on a monthly basis. Working with the Naval Reserve Naval Hospital, Naval Reserve Fleet Hospital, and NRDC Commanding Officers and Reserve Liaison Officers (RLOs), available manpower will be directed to high priority unmet requirements, including those for the Naval Reserve Force.

Why haven't I heard of MEDRUP before now?

Information is being disseminated through BUMED and CNSRF command channels, in various formats including command staff visits, video-teleconferences, and command briefing papers. BUMED Reserve Force Integration (MED-07) is the project manager for MEDRUP and responds to all requests for information.

Hardware and Software Requirements

The Client Workstations are the Personal Computers (PCs) where the MEDRUPMIS users access the MEDRUPMIS program. Microsoft Internet Explorer (Version 5.1 or higher) is loaded on these PCs to allow the users to access the MEDRUPMIS web pages.

MEDRUPMIS is located on a server located at NMIMC. The server is loaded with the MEDRUPMIS specific software and data.

Client Workstation

- The machine used by the client must meet the minimum requirements to support Microsoft Internet Explorer 5.5 and above compatible versions.

Web Server and Database Server

- Dell PowerEdge 2500 Intel Pentium III Dual 1.0GHz Processors with 256K Cache
- Redundant Power Supply
- 1GB SDRAM, 133MHz, 4x256MB DIMMs
- PERC3-DI, 128MB, 2 Internal Channels –Embedded RAID Primary Controller
- 1x6 Hot-Pluggable HDD Backplane
- Four 18GB, U160M, SCSI, 1in, 10K HD
- Network enabled via integrated adapter and connected to the command LAN
- PV110T, DLT1, 40/80G, Internal Tape Backup Drive
- Veritas Standard Tape Backup Software for Dell Power Suite
- 3.5 in, 1.44MB Floppy Drive
- 24X, IDE CD-ROM
- Dell E551, 15in Monitor
- Standard Keyboard and Mouse
- Windows NT 4.0 Running Service Pack 6a
- Access to MS Exchange/SMTP hosted email.

Web Software Environment Standard Technologies

Microsoft Windows NT Options Pack for Windows NT Server
Includes:

- Microsoft Internet Information Server 4.0

- Microsoft Data Access Components 2.5
- Microsoft Transaction Server 2.0
- Microsoft Internet Explorer 5.5
- This software includes the following technologies:
- Microsoft Active Server Pages 2.0
- Microsoft Visual Basic (Visual Studio version 6.0)
- JavaScript (compatible with IE 5.5)
- Dynamic HTML (compatible with IE 5.5)
- HTML (compatible with IE 5.5)
- Browser: Internet Explorer version 5.5 or later compatible versions.
- ActiveX Controls - See the First Time Log In section in Chapter 2 for more information about loading the ActiveX Control

Chapter 2 - Getting Started

What This Chapter Contains

This chapter contains information about:

- Starting MEDRUPMIS
- Web Browser Basics
- First Time Login
- Logging into the system
- MEDRUPMIS Home Page
- The MEDRUPMIS Workplace (web page design conventions)
 - Working with data lists
 - Sorting Lists
 - Using the Find Box
 - Using Filters
- Requirement Modes
- Workflow Overview and Diagram
- Workflow Detail
- Viewing Workflow
- User Assistance
- MEDRUPMIS Support

Starting MEDRUPMIS

The address for the MEDRUPMIS is <http://NMIC-BTMD-MRUP.MED.NAVY.MIL/MEDRUPMIS>. This site address connects to a server located at the Naval Medical Management Information center located in Bethesda, Maryland. The server stores the database and application files that are used by the application.

To access your Internet Explorer Web browser, locate the Internet Explorer icon on your desktop.



Double-click
the Internet
Explore Icon
to connect to
the
MEDRUPMIS

When you type this address into your browsers address field the connection to the system displays the login page for the MEDRUPMIS.



Depending on the set up of your personal workstation, you may not have a shortcut icon to Internet Explorer. In this case, you can access Internet Explorer from your Windows programs menu.

Web Browser Basics

Whether you are brand new to browsing the World Wide Web or you have some experience under your belt, you will want to check out the practical questions and answers and useful browser tips in this section.

What's in a Web Browser?

A Web browser contains the basic software you need in order to find, retrieve, view, and send information over the Internet. This includes software that lets you:

Send and receive electronic mail (e-mail), messages worldwide nearly instantaneously.

Read messages from newsgroups and forums about thousands of topics in which users share information and opinions.

Browse the World Wide Web (Web) where you can find a rich variety of text, graphics, and interactive information.

Browsers such as Microsoft Internet Explorer version 5.1 include additional Internet-related software. For example, Internet Explorer also includes:

- NetShow™ server software
- NetMeeting™ conferencing software
- ActiveX® controls
- Chat
- ActiveMovie™ application programming interface
- Active Channel™ webcast
- Subscriptions
- Dynamic HTML

ActiveX controls

ActiveX technology allows authors to develop innovative, highly interactive Web sites. ActiveX Controls are the software components that run behind the scenes in Internet Explorer so that these sites come alive for you. For more information about loading ActiveX controls for MEDRUPMIS, refer to the First Time Login section later in this chapter.

Dynamic HTML

Internet Explorer 5.1 supports this programming language, which makes enticing, unique, fun, and fast-downloading Web pages possible. The pages download quickly because they are created using lightweight HTML instead of heavy-duty graphics. Round trips to the server are minimized, which means faster browser performance on your desktop computer.

What is a URL?

A URL, or uniform resource locator, is the address of an Internet file. Usually it consists of four parts: protocol, server (or domain), path, and file name. Sometimes there's no path or file name. Here's an example:

`http://www.microsoft.com/magazine/tips/default.htm`

http is the protocol.

www.microsoft.com is the server, or domain.

magazine/tips is the path.

Add a page to your Favorites

To add a page to your collection of favorite pages:

- Go to the page you want to add to your collection of favorite pages.
- On the Favorites menu, click Add to Favorites.
- Type a new name for the page if you want to.
- To open one of your favorite pages, click the **Favorites** button on the toolbar, and then click the page you want to open.
- To keep track of your favorite pages, you can organize them into folders. Click the **Create In** button in the Add to Favorites dialog box.
- When the Personal Computing page has finished loading, on the Favorites menu, click **Add to Favorites**, and click **OK**.

Organize your Favorites into folders

To organize your favorite pages into folders:

- On the Favorites menu, click Organize Favorites.
- Click Create New Folder, type a name for the folder, and then press ENTER.
- Drag the shortcuts in the list to the appropriate folders.

- You might want to organize your pages by topic. For example, you could create a folder named Art for storing information about art exhibits and reviews.
- If the number of shortcuts or folders makes dragging impractical, you can use the Move button instead.

Change your home page

Go to the page you want to appear when you first start Internet Explorer.

- On the View menu, click Internet Options.
- Click the General tab.
- In the Home page area, click **Use Current**.
- To restore your original home page, click **Use Default**.

Create a desktop shortcut to the current page

Right-click in the page, and then click **Create Shortcut**.

If the Internet Explorer window is not maximized, you can also create a shortcut by dragging a link from the Internet Explorer window to the location you want, such as your desktop or a folder.

Browser Toolbar

The Internet Explorer 5.1 toolbar consists of buttons that are shortcuts for menu commands. They make browsing faster and easier. This toolbar is NOT for use with MEDRUPMIS. The pages of MEDRUPMIS provide buttons and menus so that you can return to other pages when necessary.

If you use this toolbar when working with MEDRUPMIS we cannot guarantee the consistent functionality of the system.



What is HTML?

HTML, or hypertext markup language, is a programming language used to build Web sites. It contains standard codes, or tags, that determine how a Web page looks when your browser displays it. HTML tags also make possible the hyperlinks that connect information on the World Wide Web.

First Time Log In

When you first log on to MEDRUPMIS a Security Warning dialogue displays. This Security Warning indicates that the system you are about to use, in your case, MEDRUPMIS, uses ActiveX Controls. ActiveX Controls are the software components that run behind the scenes in Internet Explorer. The ActiveX Controls have been authenticated by VeriSign, a commercial software publishing company. This means that they are virus-free.

Click Yes, when you see this message. After you click Yes, the ActiveX Control gets installed on your workstation and the login process continues.

You can choose to always trust content from Microsoft by checking the checking the box provided. If you do not check this box, you may see this Security Warning on other systems that you access. It does not affect the performance of the MEDRUPMIS.

Once you have loaded this ActiveX Control, you will not see the message again.



If you have used other systems that require the same ActiveX Control, it may have previously been loaded on your system, therefore, you may not ever see the Security Warning Dialogue box.

Logging On

Once you have gained access to the MEDRUPMIS Login page, standard logon security requires you to enter a password. This is necessary each time you want to gain access to the system.

The Login Page provides links to the MEDRUPMIS User Guide, the MEDRUPMIS Workflow and the MEDRUPMIS Home Page. Clicking on these links displays the associated items.

Type in your User Name and then type in your Password. When you click the OK button your User Name and Password are validated and the page that is associated with your privileges displays.



If you enter an invalid User ID or Password, your login is denied, and the system presents the login box again. You are allowed only 3 attempts to log in. If you are not successful, your User ID becomes disabled and will need to be enabled by your system administrator.

WARNING! This is a Department of Defense (DoD) internet computer system. MEDRUPMIS (Medical Reserve Utilization Program MIS) www.medsup.mil (202)8292011
Privacy Act of 1974 - As Amended May Apply This means that certain information which must be protected under DoD 5488.11R and its successor is available only to authorized personnel.
MEDRUPMIS Help Desk: MEDRUPMISHELP@medsup.mil
DINA: 782-3023 C OIA: (202) 763-3823
Go to www.medsup.mil Home Page

- To Log on to the system
 1. Type your User ID. (as set up by your system administrator)
 2. Type your Password. (as set up by your system administrator)
 3. Click the OK button. The icon in the top right-hand corner of the page shows movement, which indicates that the web page is loading. If this is the first time you are logging into the system, refer to the First Time Log In section on the following page.

4. When the connection is complete, the page displays that is associated with your privileges. For example, if you are a SuperUser the Select Requirement page displays.

MEDRUPMIS Home Page

The MEDRUPMIS Home Page provides a wide variety of information about the Medical Reserve Utilization program as well as links to other pertinent sites that may be helpful to you as a reservist. You can access the Home Page in one of two ways:

- Typing in home page address - <http://NMIC-BTMD-MRUP.MED.NAVY.MIL/MEDRUPMIS/STARTPAGE> into your web browser
- or
- Clicking the MEDRUPMIS Home Page Link on the MEDRUPMIS Login page

MEDRUP
One Navy Medicine

Welcome to MEDRUP

The Medical Reserve Utilization Program (MEDRUP) is Navy Medicine's plan for achieving full integration of Medical Reserve assets into a single, integrated Navy Medical Department.

News
[Navy Medicine Reserve Force: More Than a Helping Hand](#)

Contacts
[Do you have a Question or Comment?](#)

• Site Map •

What's new to the MEDRUPMIS system?
Want to know what is new in MEDRUPMIS. Find out here.

How do I use the MEDRUPMIS system?
Here you can learn more about the MEDRUPMIS system and how to use it.

Launch the Application
Click here to begin using the MEDRUPMIS System.

References
[Information Library](#)
[FAQs](#)

Other Resources
[Presentations/Briefs](#)
[Useful Links](#)
[Command Liaison Team](#)
[Marketing Toolkit](#)

MEDRUPMIS Highlights
What is MEDRUPMIS? MEDRUP is Navy Medicine's and Naval Reserve Force's plan for achieving full integration of Medical Reserve into the full spectrum of operational requirements.

WARNING! This is a Department of Defense (DoD) interest computer system.
Data contained herein are subject to Privacy Act of 1974.
Afford protection in accordance with SECNAV Instruction 5211.5.

MEDRUPMIS (Medical Reserve Utilization Program MIS) version A001 (02/20/2001)
MEDRUPMIS Help Desk: medupmishelp@us.med.navy.mil
DSN: 762-3623 COM: (202)762-3623

> To set the MEDRUPMIS Home Page on your browser

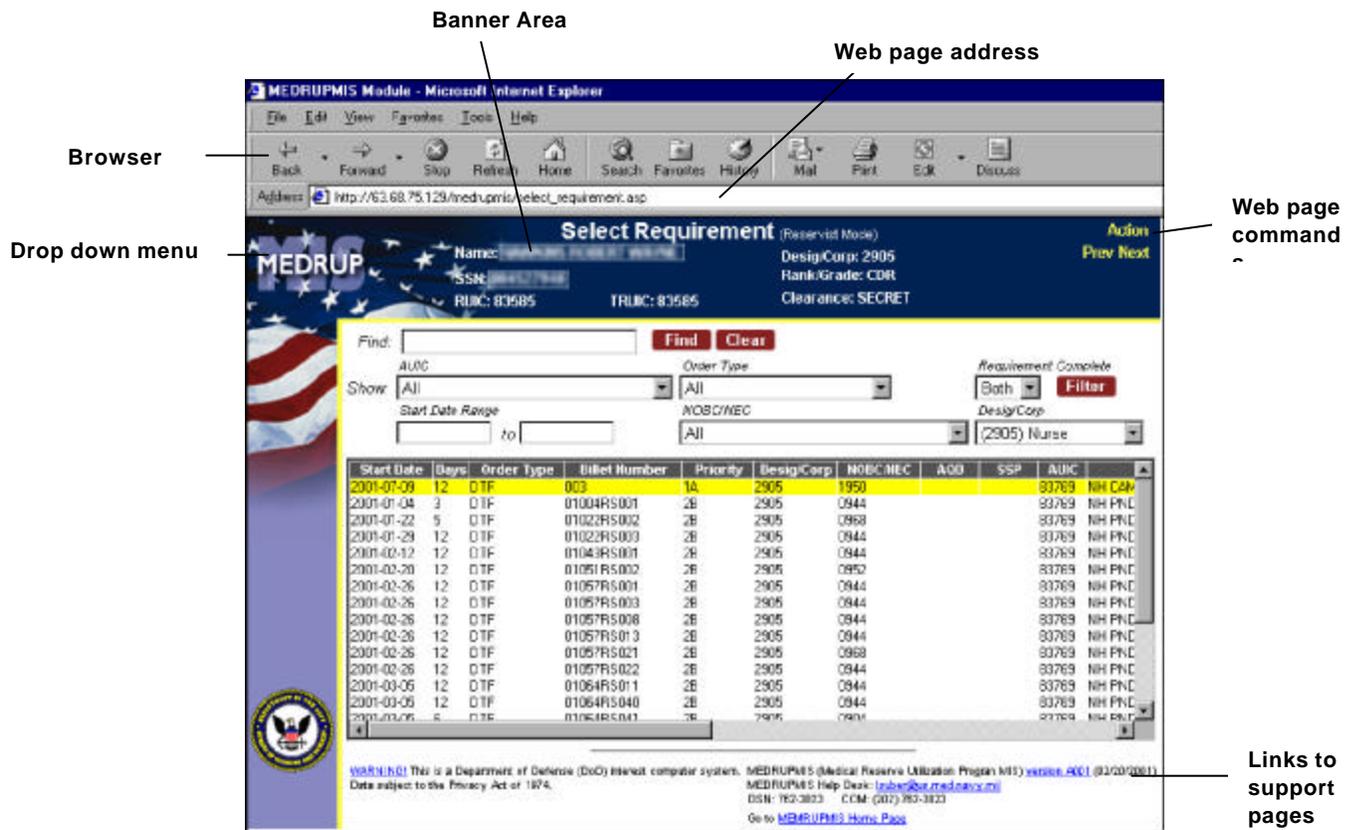
1. Go to the page you want to appear when you first start Internet Explorer.
2. On the View menu, click Internet Options.
3. Click the General tab.
4. In the Home page area, click Use Current.

The MEDRUPMIS Workplace

Each MEDRUPMIS web page (or screen) has the same "look and feel". This means that menus and commands are located in the same area of each page, as well as other standard design features such as the banner and page title that appears on the top of the page.

The first page you see depends on the functions that you have been given access to when your user ID was set up. If you are a SuperUser the first screen you'll see is the Select Requirement (Reservist Mode) page.

For more information on the function access refer to the User Maintenance section in this guide.



Working with the Data Lists

Depending on the page you are working on, columns may be used to display the available data. The column headings change depending on the page. The same functions can be used to work with the data.

Sorting the List

When you click on the heading for each column, the list sorts in descending and ascending order (i.e. last name beginning from A - Z or Z - A)

Find Box

By using the Find and Filter features you can easily locate the records you are looking for, or find many people matching your specified criteria.

The Find box enables you to search for items such as Billet Numbers or Requirement numbers. This Find criteria changes from page to page and the Find box displays a label to indicate the type of criteria you need to enter to carry out the Find. You type in the search criteria and click the Find button. If you need to clear the criteria you can click the clear button and the list returns to what ever results were achieved on your last attempt at filtering the list.

Filters

The pages also provide filters that are relevant to the data you are searching. By using the filters in combinations, you can easily narrow your search down to the exact record or just a few records in the database that match the Find and Filter criteria.

Once you have filtered the list and found the record(s) you want to work with, select a record by double-clicking on it or click the EDIT button in the upper right hand corner of the page.

The Banner

The Banner area of the page displays information about the Reservist you are working on. Information about the Reservist, such as Name, RUIC, TRUIC, Designator/Corp, Rank/Grade and Clearance appear on the banner.

The banner area of the page also gives the title of the page you are currently working on and any applicable command buttons (in the upper right hand corner) for working with that page.

Moving Through the Fields

When entering or viewing data, use the TAB key to move the cursor from one field (input box) to the next. To back up to the previous field, press SHIFT+TAB. In addition, each field can be reached directly by positioning the pointer with the mouse and “clicking” inside the respective field.

MEDRUPMIS pages contain two types of fields:

Optional fields - Optional fields can be left empty or filled in.

Required fields - Required fields are indicated by a **bold** label. Each page may have different fields that are required based on the business rules associated with that part of the system. If any required fields are blank when you attempt to save the data, a message appears on the page alerting you to missing information.

MicroHelp displays in the status bar to give you brief instructions for the current field and changes as you move your cursor to each field within a window.

Using Drop-down Lists

To display the drop-down list of possible data entries for a field, click the down arrow next to the field.

There are several ways to search through the information in the drop-down list box.

- To use the drop-down list press the [↑ or ↓] key to scroll up and down until the desired item is highlighted. Once the desired item is highlighted, press the **ENTER** key to select it.
- Use the scroll bar to move the list. Then use the mouse to point to the desired item. Double click to select it.
- While the drop-down list is displayed, type the first letter or number, and you automatically move to that location in the drop-down list box. Double click to select.

Drop-down lists work the same way in all parts of the system.

Check Boxes

Check Boxes are small square boxes used to set independent options. When they are selected, they display a mark (typically, an X or a check mark). When they are not selected, they are empty. When more than one checkbox is shown, you can select one or more of them as appropriate to your needs. To check or uncheck the box using the mouse, click inside the checkbox.

To select or deselect a checkbox using the keyboard, TAB to the item. Then use the spacebar to select or deselect it.

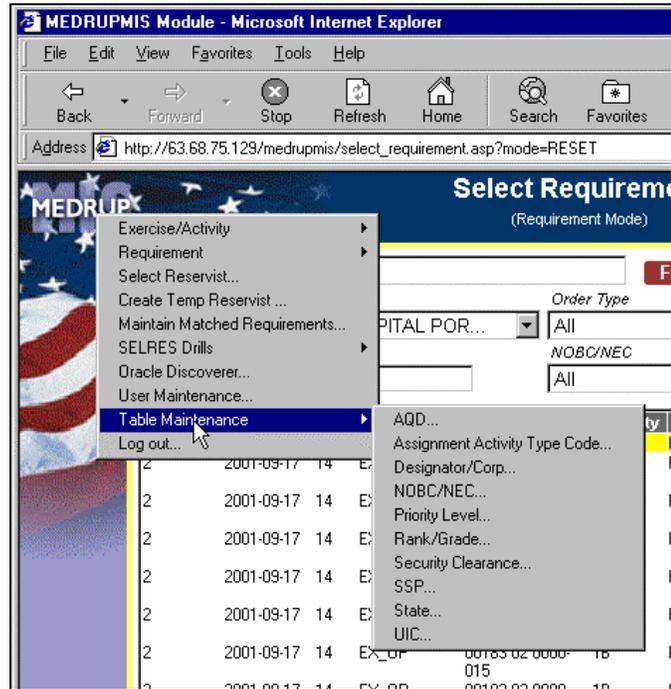
Entering Dates

All dates in MEDRUPMIS are saved in YYYY-MM-DD format. For example, (2001-JAN-31). You need to type in the dashes. If you type a two-digit year the system automatically formats it to 4 digits and checks to make sure that the date is valid.

Returning to the Menu

You can return to the Main Menu by clicking the link at the bottom of the page or by clicking the MEDRUPMIS logo that appears in the upper left-hand corner of all the MEDRUPMIS pages.

Menu available from MEDRUPMIS Logo



Menu Link at the Bottom of the page

WARNING! This is a Department of Defense (DoD) interest computer system. MEDRUPMIS (Medical Reserve Utilization Program MIS) version #001 (02/20/2001)
Privacy Act of 1974 - As Amended May Apply This memo may contain MEDRUPMIS Help Desk: MEDRUPMISHelp@us.med.navy.mil
information which must be protected IAW DoD 5400.11R and it is For DSN: 762-3823 COM: (202) 762-3823
Official Use Only (FOUO) Go to [MEDRUPMIS Home Page](#)

Requirement Mode/Reservist Mode

The system provides you with a way to either match Reservists to Requirements or Match Requirements to Reservists. These two ways of matching are referred to as modes.

- Reservist Mode - while working on a requirement in Reservist mode, you are matching a Reservist to a requirement.
- Requirement Mode - while working on a requirement in Requirement mode, you are matching a requirement to a Reservist.

The mode is indicated in parenthesis directly under the title of the page you are working in.

Select Requirement in Requirement Mode

Workflow	Start Date	Days	Order Type	Billet Number	Priority	Desig/Corp	NOBC/NEC	AOB	SSP	AUC	Recid
2	2001-09-17	14	EX_OP	00183 02 0000-01	1B	HM	0000			00183	00183
2	2001-09-17	14	EX_OP	00183 02 0000-010	1B	HM	0000			00183	00183

Select Requirement in Reservist Mode

Workflow	Start Date	Days	Order Type	Billet Number	Priority	Desig/Corp	NOBC/NEC	AOB	SSP	AUC	Recid
2	2001-09-17	14	EX_OP	00183 02 0000-01	1E	HM	0000			00183	00183
2	2001-09-17	14	EX_OP	00183 02 0000	1E	HM	0000			00183	00183

Work Flow

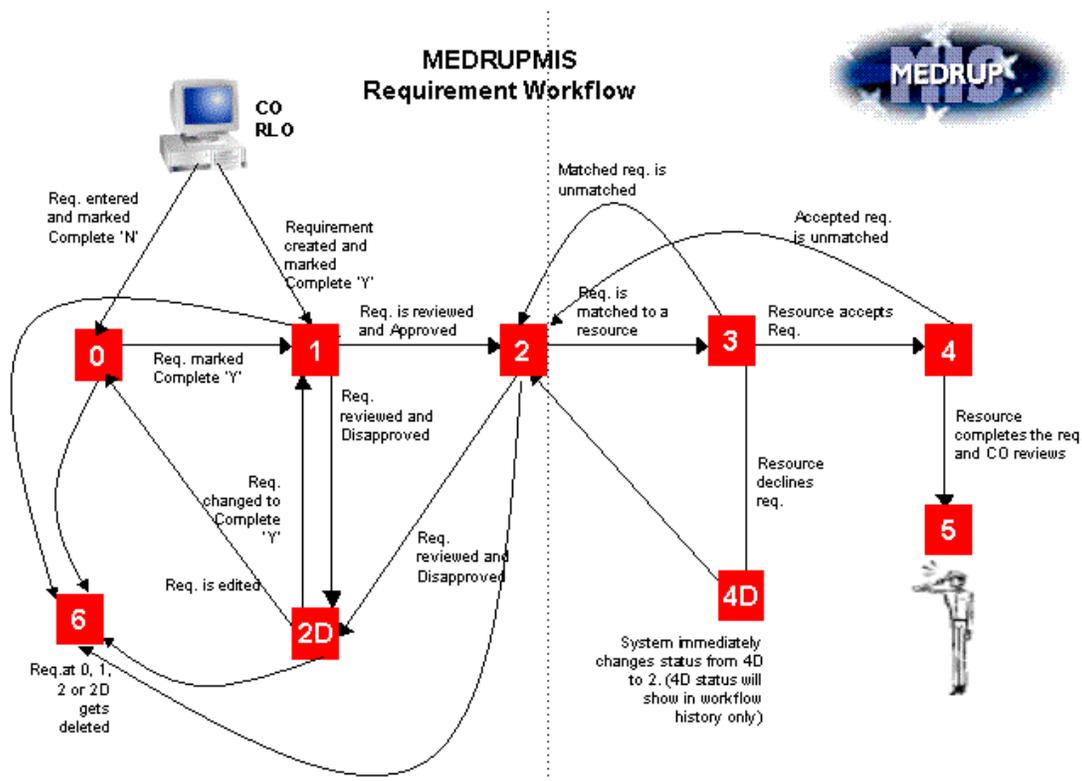
Requirements move through the system following a predetermined workflow that is related to the current status of the requirement. This movement of requirements through the system occurs automatically, enabling you to perform only the work that is applicable to the requirement at its current status.

For example, when a requirement is created by the RLO (Reservist Liaison Officer) the requirements starts out with a status of either 1 or 2. Requirements that are at a status of 1 or 2 cannot be completed because it is not matched to a Reservist.

Requirement Changes

As changes are made to the requirement, such as it becomes matched to a Reservists or is Completed by a Reservists, the workflow for the requirement changes accordingly. These changes of status dictate which menu options are available for a particular requirement because at various workflow status' only certain actions can be carried out. For example, a requirement must be at a status of 3 - indicating Matched, before it can be unmatched. Therefore, the Unmatch option is only available to requirements that are at a status of 3 or 4.

The diagram below depicts the flow and status of requirements matching in MEDRUPMIS.



Workflow Detail

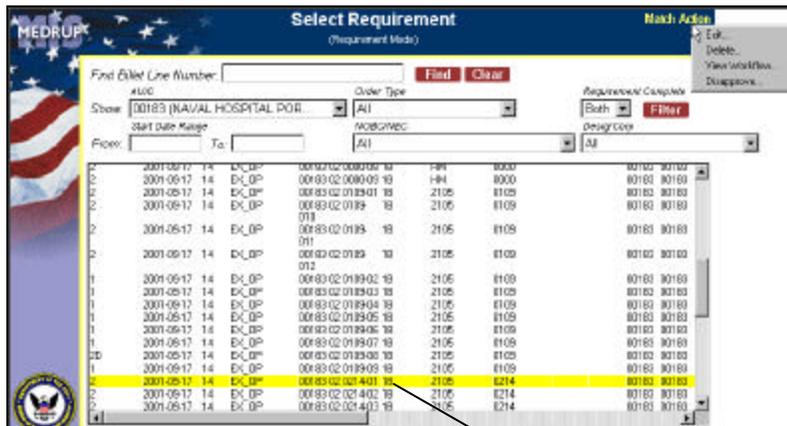
The table below describes in detail the status that a requirement obtains when an action is carried out on the requirement. The information in the table below also corresponds to the Workflow Diagram shown on the previous page.

Status	When....
0	a requirement is created but not marked as complete (not finished being entered).
1	a requirement is created and marked complete (finished being entered)
2	a requirement at a status of 1 is approved it moves to a 2.
2	a requirement at a status of 3 is unmatched, it moves back to a status of 2. If a resource declines a requirement at 3 the requirement changes to a status 4D and immediately moves to a 2. See 4D for description of this automatic movement.
2D	a requirement at a status of 1 is disapproved or a requirement at a status of 2 is disapproved it moves to a 2D.
3	a requirement at a status of 2 is matched to a resource it moves to a status of 3.
4	a requirement at a status of 3 is accepted by a resource it moves to a status of 4.
4D	a resource declines a requirements that is at a status of 3. The system automatically moves a requirement from 4D to a 2 so that is available for matching to a resource. Because the requirement does not "sit" at a status of 4D you will not see this status in the select requirement workflow status column. The change of this status will, however, be reflected in the workflow history for the requirement.
5	a requirement is completed by a Reservist. The Reservist goes back into the pool of available of available reservists and the requirement can be viewed using Oracle Discoverer.
6	a requirement at 0, 1, 2 or 2D gets deleted.

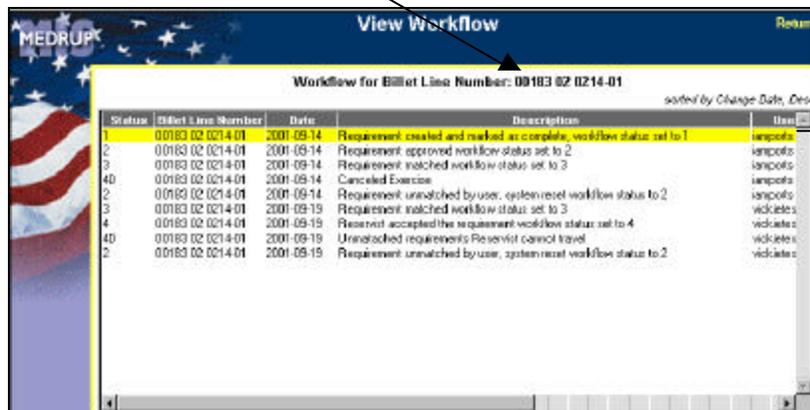
Viewing Workflow for a Requirement

The system enables you to view historical workflow for a requirement. This helps you to see not only the current status for the requirement, but where it has been since its creation. In order to view the workflow for a requirement, you must be on the Select Requirement page either in Reservist or Requirement Mode.

To view the workflow for a requirement, highlight the desired requirement on the list and click the Action menu. Choose the View Workflow option. The View Workflow displays page displays the current status of a requirement, as well as a historical description of the workflow for the requirement. Other information such as BLN, User and date appear on the listing. The listing can be sorted in a variety of ways, such as by User or Date by clicking the heading column on the list.



The Action menu gives you the View Workflow option



The View Workflow displays the status and other information about the BLN you selected

User Assistance

There are various forms of assistance available to you while working with MEDRUPMIS. These include system-generated messages, this printed User's Guide and technical support via email at MEDRUPMISHelp@us.med.navy.mil.

MEDRUPMIS Messages

While working with MEDRUPMIS messages appear on the screen to assist you with completing your work. Depending on the message you receive you may be required to take additional action.

Messages

A message displays when you have not accessed the system for longer than 20 minutes.

You will need to log back into the system in order to continue working.

Information Messages

Some operations present an information message to let you know the operation performed is complete. For example: When the Synchronize process is complete a message displays on the screen to inform you about the status of the process.

User's Guide

The MEDRUPMIS User's Guide provides detailed information about using the system. It is set up functionally (task oriented) so that you can locate information based on the task that you want to carry out.

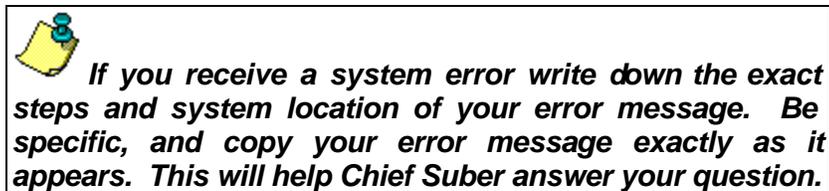
MEDRUPMIS Support

Daily MEDRUPMIS support is available from Chief Larry Suber
BUMED 731, (202) 762-3823.

You can also send an email message directly from the
MEDRUPMIS Web Page by clicking the link on the bottom of the
page.
(email: MEDRUPMISHelp@us.med.navy.mil)



Links to email
support



Chapter 3 - Exercise/Activity

What this Chapter Contains

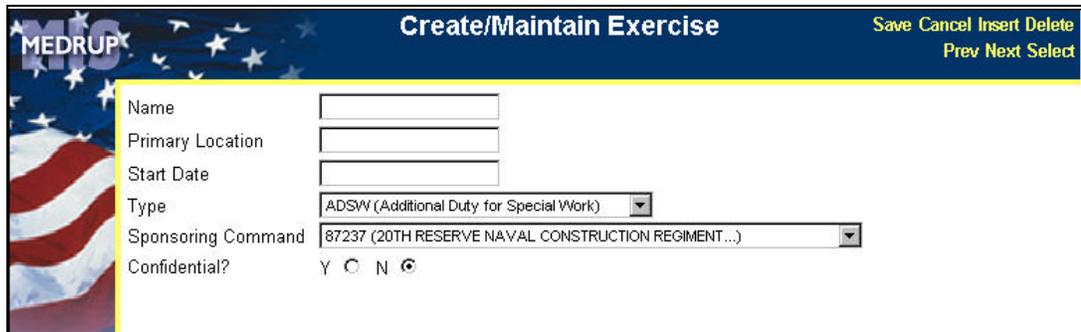
- Creating an Exercise/Activity
- Selecting an Exercise/Activity
- Matching an Exercise/Activity
- Modifying and Deleting an Exercise/Activity

Create Exercise/Activity

The Create Exercise/Activity menu option provides you with access to the Create/Maintain Exercise page. The purpose of this page is to:

- create a new exercise/activity
or
- modify an existing exercise/activity

The buttons in the upper right hand corner of the page provide you commands for working with the page.



The screenshot shows a web form titled "Create/Maintain Exercise" with a "MEDRUP" logo on the left. The form contains the following fields and controls:

- Name:
- Primary Location:
- Start Date:
- Type:
- Sponsoring Command:
- Confidential?: Y N

Navigation buttons in the top right corner include: Save, Cancel, Insert, Delete, Prev, Next, and Select.

Select Exercise/Activity

The purpose of the Select Exercise/Activity page is to enable you to match exercises to requirements.

To access the Select Exercise/Activity page choose the Select Option. A listing displays with all the Exercises/Activities that are associated with the filters. The Exercises/Activities are available for matching to one or more requirements.

There are three functions you can carry out on the Select Exercise/Activity Page:

- Match a Requirement to an Exercise - when you Match the Select Requirement page displays
- Delete an Activity
- Edit an Activity

You can use the Find box to search for an exercise by name, as well as use the filters in various combinations to narrow your search and find the exercise/activity you are looking for.

Exercise/Activity Name	Location	Start Date	Exercise/Activity Type	Sponso
Activation of Comfort Sep	New York	2001-09-12	ANY	00168
Portsmouth Comfort 2002	Comfort Support	2001-09-17	AT	00183
RYAN TEST1	TEST	2001-09-17	AT/DTT	89884
RYAN TEST2	TEST	2001-09-17	AT/DTT	89887
Test 2	Myrtle Beach	2000-09-11	AT	00168
ryan test3	test	2001-09-17	IDTT	89886

Requirements that match the highlighted Exercise/Activity. Note that although the data for the Requirements is a match for the Exercise/Activity, the status for the requirement is 0 indicating Not Complete

Workflow	Start Date	Days	Order Type	Billet Number	Priority	Desig/Corp	NOBC/NEC	AOD	SSP	AUIC	Recid
0	2001-09-09	35	DTF	1234561	1A	STGS	9580	6YD	1960	00183	89889
0	2001-09-09	35	DTF	1234562	1A	STGS	9580	6YD	1960	00183	89889



You are always in requirement mode when using the Select Exercise/Activity page, this is because you are matching a Requirement to a Requirement. You will never match a Reservist to an Activity/Exercise.

Matching an Exercise/Activity to a Requirement

When you click the Match button, the Select Activity/Exercise page the Select Requirement page displays. The Banner of the page displays the Activity/Exercise information.

The first screenshot shows the 'Select Exercise/Activity' page. The 'Match Action' button is highlighted. A table lists exercises, with 'Action of Comfort Sep' selected.

Exercise/Activity Name	Location	Start Date	Exercise/Activity Type	Spouse
Action of Comfort Sep	New York	2001-09-12	AW	00168
New Exercise	Mo Location	2003-09-02	ACSW	0100
Potomouth Comfort 2002		2002-09-12		
RYAN TEST1				
RYAN TEST2				
TEST 524				
Test 2				
990				
can test3				
test				

The second screenshot shows the 'Select Requirement' page. The 'Match Action' button is highlighted. A table lists requirements, with '00168 00168' selected.

Worksheet	Start Date	Days	Order Type	Billet Number	Priority	Design/Corp	NOBC/NEC	ADD	SSP	AUC	Reserv
2	2001-09-12	14	EX_OP	00168 00168	1B	HM	0000	0VE	1950	00168	00168
2	2001-09-17	14	EX_OP	00168 00168	1B	HM	0000	0VE	1950	00168	00168
2	2001-09-18	12	EX_OP	00168 01 0000 51	1B	HM	0000	0VE	1954	00168	00168

The third screenshot shows the 'Select Reservist' page. A table lists reservists, with '00183' selected.

SSN	Full Name	AUC	BUC	TRAC	Design/Corp	Rank/Grade	Alt
00183	00183	00183	00183	00183	HM	HM3	01400
00183	00183	00183	00183	00183	HM	HM2	01401
00183	00183	00183	00183	00183	HM	HM3	01404
00183	00183	00183	00183	00183	HM	HM3	01404
00183	00183	00183	00183	00183	HM	HM3	01404
00183	00183	00183	00183	00183	HM	HM2	01404
00183	00183	00183	00183	00183	HM	HM2	01400
00183	00183	00183	00183	00183	HM	HM2	01401
00183	00183	00183	00183	00183	HM	HM2	06403

 **You can also, double click the requirement to carry out the Match instead of using the button.**

From the Select Requirement page you can review the probable requirements to match to the Exercise/Activity, or you can change the filters and locate a different requirements for to match to the Activity/Exercise.

In order to match a requirement to an Exercise/Activity, the workflow status for the requirement must be at a status of 2.

Getting the Best Match

To ensure that you get the best reservist match possible for the requirement the first filter you change is the Match on AQD & SSP Checkbox. When you uncheck the box and click the Filter button you see a new listing of probable matches. If there are no matches based on the unchecking of the AQD & SSP box than you can uncheck the AT & BO box. Next, proceed to changing the remaining filters on the page until your changes results in a listing of probable reservists to fit the needs of the requirement.

Actions and Matching based on Workflow Status

The buttons and menu option change, based on the workflow status for the requirement. The table below describes the actions and matching capability for each workflow status of a requirement.

Workflow Status	Action	Match
0, 2D	Edit Delete View Workflow	Disabled
1	Edit Delete View Workflow Approve Disapprove	Disabled
2	Edit Delete View Workflow Disapprove	Enabled

Working with the Select Requirements Page

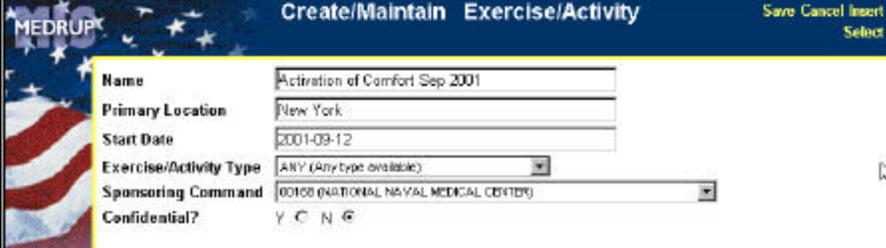
When working with the Select Requirement Page (Requirement Mode) you can use the various filters to narrow down the listing of requirements based on the criteria available.



Depending on your role, you may not be able to see requirements in other AUICs.

Editing or Deleting an Exercise/Activity to a Requirement

You can also Edit or Delete an Exercise/Activity from the Select Exercise/Activity page by clicking the Action → Edit or Action → Delete.



The screenshot shows a web application interface for MEDRUP. The title bar reads "MEDRUP Create/Maintain Exercise/Activity". In the top right corner, there are buttons for "Save", "Cancel", "Insert", and "Select". The main form area contains the following fields:

Name	Activation of Comfort Sep 2001
Primary Location	New York
Start Date	2001-09-12
Exercise/Activity Type	ANY (Any type available)
Sponsoring Command	00108 (NATIONAL NAVAL MEDICAL CENTER)
Confidential?	Y C N G

When you select a record to be edited the data appears on the page. When your changes are complete, click the Save button. You can also insert a new requirement by clicking the Insert button. If you want to return to the Select Requirements page, click the Select button.

Chapter 4 - Requirements

What this Chapter Contains

This chapter contains information about:

- Creating a Requirement
- Select Requirement Page
- Approving a Requirement
- Disapproving a Requirement
- Matching a Requirement
- Unmatching a Requirement
- Editing Requirements
- Editing Reservists
- Accepting a Requirement
- Declining a Requirement
- Adding and Editing a Billet Control Number
- Completing a Requirement

Creating a Requirement

The purpose of the Create Requirements page is to create requirements that will be matched to available Reservists. To access the Create Requirements page select Requirements → Create from the Main menu. The CO and RLO are typically responsible for creating requirements.

When a requirement is created but not yet finished being entered it gets marked as Not Complete. In other words, the 'N' radio button is selected on the page. When the unfinished requirement is saved, the workflow status for that requirement is set to 0.

When a requirement is finished being entered it gets marked Complete. In other words, the 'Y' radio button is selected on the page. When the finished requirement is saved, the workflow status for that requirement is set to 1.

Creating Multiple requirements

If you want to create multiple requirements you can type in the number of desired requirement in the #of Reqs field. When you Save the requirement, the system automatically generates that number of requirements using the same BLN (Billet Line Number) incremented by 1. For example: If you create a requirement with a BLN (Billet Line Number of 8989 and the # of Reqs 5 the system will create 5 requirements with the following BLNs, 89891, 89892, 898893, 89894, 89895.

After you create a requirement, it displays on the Select Requirement Page with a status of 1 or 0. From that point you can continue to work with the requirement.

Type in the number of requirements for multiple BLNs.

If Complete 'N' then the status for the requirement is 0.
If Complete 'Y' then the status for the requirement is 1.

The screenshot shows the 'Create/Maintain Requirement' form in the MEDRUP system. The form is titled 'MEDRUP Create/Maintain Requirement' and includes a 'Save' button in the top right corner. The form fields are as follows:

- Start Date: [Text Field]
- Length in Days: [Text Field]
- # of Reqs: [Text Field]
- Min Rank: [Dropdown Menu]
- Max Rank: [Dropdown Menu]
- Security Clearance: [Dropdown Menu]
- Actual Location: [Text Field]
- Order Type: [Dropdown Menu]
- Exercise: [Text Field]
- Billet Line Number: [Text Field]
- Design/Corps: [Dropdown Menu]
- NOBQ/NEC: [Text Field]
- SSP: [Text Field]
- ADD: [Text Field]
- Priority Code: [Text Field]
- Receiving Command: [Text Field]
- Justification: [Text Area]
- Complete: Y N

At the bottom of the form, there is a footer with the following text:

MEDRUPMIS: This is a Department of Defense (DoD) Internet computer system. MEDRUPMIS (Medical Reserve Utilization Program) version 2001 (03/00/081)
Privacy Act of 1974 - An individual may apply for review of any records
information which must be protected under DoD 5400.11R and is it. For
Official Use Only (FOUO) DSN: 782-2622 COM: (202) 782-2622
Go to: [MEDRUPMIS Home Page](#)

Select Requirement Page

This Select Requirement page is used to:

- Match requirements to eligible reservists
- Edit requirements
- Delete requirements
- View the workflow for a requirement
- Approve Requirements
- Disapprove Requirements

When you first access the Select Requirement page, a listing of requirements that are at a workflow status of either 0,1,2 or 2D display.

The initial listing you defaults to the AUIC that is associated with your User ID. If you are a SuperUser, you will also be able to change the AUIC filter to see requirements for All UICS. By using the various filters, you can easily narrow the listing of requirements to meet specific criteria.

The buttons and menu options change in relation to the workflow status for the

The listing of requirements defaults to the AUIC associated with your user role.

Select Requirement
(Requirement Mode)

Find Billet Line Number: **Find** **Clear**

Show: Order Type: Requirement Complete: **Filter**

Start Date Range: From: To: WDBC/MED: Design/Corp:

Workflow	Start Date	Days	Order Type	Billet Number	Priority	Design/Corp	WDBC/MED	DOB	SSP	AUIC
2	2002-05-01	12	EX_OP	00123A121	2A	SK	0000			00168 01
2D	2002-05-01	12	EX_OP	00123A122	2A	SK	0000			00168 01
1	2002-05-01	12	EX_OP	00123A124	2A	SK	0000			00168 01
1	2002-05-01	12	EX_OP	00123A125	2A	SK	0000			00168 01
1	2002-05-01	12	EX_OP	00123A126	2A	SK	0000			00168 01
1	2002-05-01	12	EX_OP	002002011	2A	SK	0000	1901		00168 01
1	2002-05-01	15	EX_OP	010101011	2A	HM	0000			00168 01
1	2002-05-01	15	EX_OP	010101012	2A	HM	0000			00168 01
1	2002-05-01	15	EX_OP	010101013	2A	HM	0000			00168 01
1	2002-05-01	15	EX_OP	010101014	2A	HM	0000			00168 01



The Select Requirement Page is in Requirement Mode because you are matching a requirement to a Reservist.

Working with the Select Requirements Page

When working with the Select Requirement Page (Requirement Mode) you can use the various filters to narrow down the listing of requirements based on the criteria available.



Depending on your role, you may not be able to see requirements in other AUICs.

Matching a Requirement

To Match a Requirement, it must be at a workflow status of 2. When you click the Match button, or double click the requirement from the list, the Select Reservist page displays in Requirement Mode. The Select Reservist page, lists those reservists who are probable matches for the requirement you are working with.

If there are no probable matches, the Select Reservist page presents you with a blank listing. You can, however, force a match by changing the filters on the Select Reservist page.

Click Match to display probable Reservists

Click Match to continue with the matching process. A listing of all matched requirements displays.

 **You can also, double click the requirement to carry out the Match instead of using the button.**

Getting the Best Match

To ensure that you get the best reservist match possible for the requirement the first filter you change is the Match on AQD & SSP Checkbox. When you uncheck the box and click the Filter button you see a new listing of probable matches. If there are no matches based on the unchecking of the AQD & SSP box than you can proceed to changing the other filters on the page until your changes results in a listing of probable reservists to fit the needs of the requirement.

After you have found the desired reservist, click the Match button or select Match from the Action menu.

Actions and Matching based on Workflow Status

The buttons and menu option change, based on the workflow status for the requirement. The table below describes the actions and matching capability for each workflow status of a requirement.

Workflow Status	Action	Match
0, 2D	Edit Delete View Workflow	Disabled
1	Edit Delete View Workflow Approve Disapprove	Disabled
2	Edit Delete View Workflow Disapprove	Enabled

Matched Requirements List

When you match the Reservist to the Requirement, the Matched Requirements List automatically displays. This page lists the by Reservists all the requirements that are currently matched, at a status of 3 or 4. The purpose of this page is to enable you to continue to work on the requirement by carrying out one of the following actions:

- Unmatch
- Reservists Accepts - Status 3 only
- Reservist Declines - Status 3 only
- Edit Requirement
- Add/Edit Billet Control Number - Status 4 only
- Complete the Requirement - Status 4 only



Workflow	SSN	Full Name	RUC	Billet Line Number	AUC
3	000000	JOHN MICHAEL SMITH	03500	00168 02 0904-0010	00168
3	000000	DAVID JOHN SMITH	03555	00183 02 0000-01	00183
3	000000	SARAH ELIZABETH SMITH	03589	00183 02 0000-010	00183
3	000000	DAVID MICHAEL SMITH	03588	00168 02 0403-08	00168
3	000000	JOHN MICHAEL SMITH	03576	00168 02 0904-0011	00168
3	000000	JOHN MICHAEL SMITH	03673	00168 02 0932-03	00168
3	000000	JOHN MICHAEL SMITH	03709	00168 02 0000-52	00168
3	000000	JOHN MICHAEL SMITH	03586	00168 02 0905-08	00168
3	000000	JOHN MICHAEL SMITH	03569	00168 02 0000-019	00168
3	000000	JOHN MICHAEL SMITH	03590	00168 0000 912	00168

Multiple Matches

You may see the same Reservist matched to multiple requirements. This is because the length of time for the requirements may be different, therefore, allowing the reservist to be matched to two different requirements. From this point you can carry out various actions, based on the workflow status for the requirement, that each reservist is matched to.



You can also access the Match Requirements list from the Maintain Matched Requirement option on the Main menu.

Actions Based On Workflow Table

The table below shows the actions based on workflow.

Workflow Status	Action
3	Unmatch Reservist Accepts Reservist Declines View Workflow Edit Requirements Edit Reservists
4	Unmatch Add/Edit Billet Control Number Requirement Completed (available if BCN has been entered) View Workflow Edit Requirements Edit Reservists



To quickly match requirements to reservists, click the Next and Previous buttons in the banner. This scrolls you through the Status 2 requirements from the Select Requirements page that you had been on previously so you can easily see reservists that are probable matches for each of the status 2 requirements.

Disapproving a Requirement

There may be times when it is necessary for you to Disapprove a requirement. In order to do this, the requirement must be either Complete and at a status of 1 or Approved, and at a status of 2.

Choose Disapprove from the Action menu in the banner. A Justification box displays so you can enter a reason that you have chosen to disapprove the requirement.

When you enter comments and click save, the status for the requirement changes to a 2D. From this point you would make edits to the requirement which automatically marks the Complete indicator to an 'N' from a 'Y' and changes the status to an 0.

The screenshot shows a web browser window displaying the MEDRUPMIS application. A dialog box titled "Please enter justification." is open, containing a text area with the text "This requirement does not have correct information." and "Save" and "Cancel" buttons. An arrow points from the text "Type in a justification and click the Save button" to the "Save" button. In the background, a table of requirements is visible, with one row highlighted in yellow:

Work	NOBC/NEC	AQD	SSP	AUIC	Recic
0	0861		0089	00183	00183
2	0110			00183	00183
2	0020			00183	00183
2D	0020			00183	00183
1	0020			00183	00183
1	0020			00183	99999
1	0020			00183	99999
1	0020			00183	99999
0	0000			00183	99999

Requirement Modification Table

The table below shows the beginning status of a requirement and the ending status based on certain modifications to the requirement.

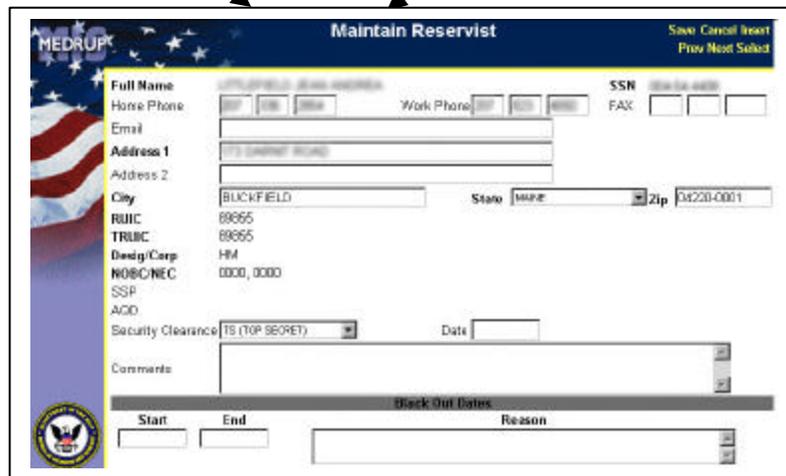
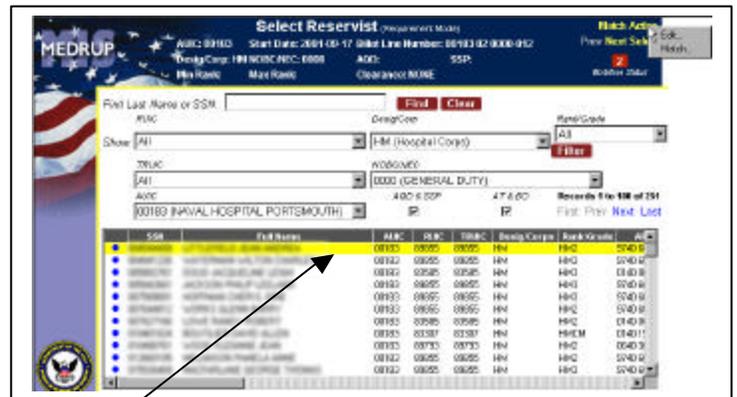
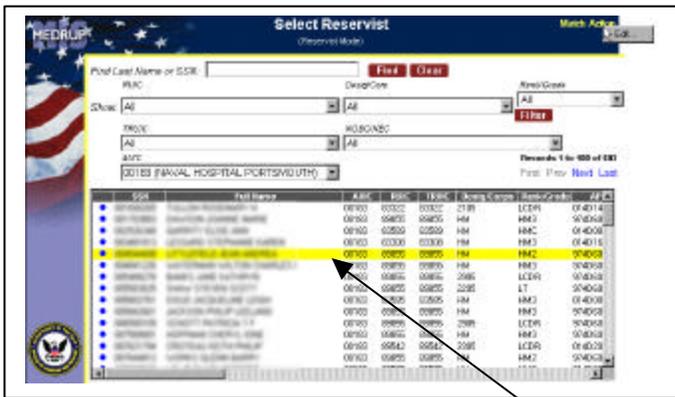
Beginning Status	Modification Made	Ending Status
3	Change any editable field	3
4	Change any editable field	4
2D	Change any editable field	0
	Change Complete to 'Y'	1
	Change Complete to 'N'	0
2	Change any editable field	2
	Change Complete to 'N'	0
1	Change any editable field	1
	Change Complete to 'N'	0

Maintaining Reservists

The purpose of the Maintain Reservist page is to enable you to make changes to certain existing information or add certain information that doesn't already exist as part of the Reservists record.

There are several ways to access the Maintain Reservist:

- From the Main Menu Select Select Reservist → Action → Edit
- or
- From the Select Reservist Page while matching a requirement select Action → Edit



 **Fields that are grayed out cannot be changed.**

Inserting a Reservist

You can create a Temporary Reservist from the Maintain Reservist page by clicking the Insert button. When you click the insert button, the Create Temp Reservist page displays. For more information on this feature, refer to Chapter 6 - Create Temp Reservist.

Accepting a Requirement

Once a Reservist has been matched to a requirement they can accept or decline the assignment. To accept the match, select Accept from the Action menu.

After the assignment has been accepted, the status changes to a 4 and you can now add a Billet Control Number to the requirement at which point it the requirement can be completed by a Reservist.

When you select the Add/Edit a Billet Control Number option the Enter Billet Control Number dialog box displays. Type in a unique Billet Control Number and click the Save button.

After you click the Save button, the Billet Control Number appears on the data showing on the Matched Reservist List.



You will need to scroll to the right to view the Billet Control Number you just entered.

Declining a Requirement

When a Reservist declines a requirement, the status changes from a 3 to a 4D and then automatically moves to a status of 2. Since the change from a 4D to a 2 is done automatically by the system, you will not see the requirement 'sitting' at a workflow status of 4D.

To view this change of workflow status for the requirement, you can select the View Workflow option from the Action menu for the requirement.



Because the status for the declined requirement was changed to a 2, you will need to view its workflow from the Select Requirement page because status 2's do not appear on the Matched Requirements list.

From the Select Requirement page you can begin the matching process again for this requirement that was just declined.

Adding and Editing a Billet Control Number

On the Matched Requirements List, the Add/Edit Billet Control Number option becomes available when a requirement is at a status of 4. A requirement must have a BCN in order for it to be able to be completed by a Reservist.

If the requirement does not have a BCN associated with it the Requirement Completed option will not be available from the Action menu.

When you click the Add/Edit Billet Control Number from the Action menu in the banner the Enter Billet Control Number box displays. The box provides you with information the Billet Line Number and the SSN for the matched Reservist. The Billet Control Number you enter must contain the following format:

- AUIC
- Fiscal Year (YY)
- Julian Date

The system will automatically add a three incremented number. Example: 00018-01-001.

Once a BCN had been added to a requirement, it can be edited as necessary by selecting the Add/Edit Billet Control Number option from the Action menu. The Enter Billet Control Number box displays with the existing BCN. You can edit this existing number as necessary and click the Save button to commit your changes to the database.

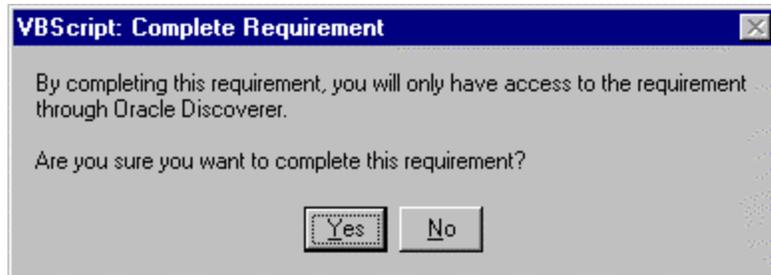
Completing a Requirement

When a requirement is at a status of 4, you can add a Billet Control number to it by selecting the Add/Edit Billet Control Number option from the Action menu. After you have saved the Billet Control Number the Complete Requirement option becomes available on the Action menu.

Completing a requirement changes the status to a 5 and moves the record to data storage, ie. no longer directly from within the MEDRUPMIS.

When you select the Complete Requirement option, a message displays informing you that once the requirement is complete it will only be accessible via Oracle Discoverer. When you click Yes, the requirement is complete and the status changes to 5.

You will not see this status from the MEDRUPMIS web pages. The record is not available via Oracle Discoverer. For more information about Oracle Discoverer see the Reports chapter.



Chapter 5 - Select Reservist

What this Chapter Contains

This chapter contains information about:

- Selecting Reservists
- Editing Reservists

Selecting Reservists

The Select Reservists menu presents a listing of those reservists who are available for matching to a requirement. The list that displays is based on the UIC associated with your User ID. To locate other Reservists, you can enter the last name or SSN in the Find box or information in the Find

You can change the filters to view other Reservists.

You access the Edit Reservists page from this page by selecting Action → Edit. For more information about editing Reservists refer to the Editing Reservists section in Chapter 4.

To view all the data about the reservist without scrolling to the end of the row, you can rest your mouse pointer on the blue dot in the first column on the left or the last column on the right. When you do this, a pop up box displays with data relevant to the reservist.

SSN	Full Name	AUC	RUC	TRUC	Design/Corp	Rank/Grade	Action
00259	DANIEL JIN	89875	89875	HM	HM3	764D9	
21024		89757	89757	SN	SN	224D3	
00183		83308	83308	HM	HM3	014D1	
84023		89594	89594	2905	LT	094D0	
62753	RAH AMN	89093	89093	DT	DT3	064D2	
00259	DANIEL JIN	87077	87077	HM	HM3	194D9	
00100		89072	89072	HM	HM3	094D9	
68093	DAWN	88305	88305	HM	HM3	084D3	
00183		SRO01	SRO01	FCC			



The Select Reservist Page is in Reservist Mode because you are matching a Reservist to a Requirement.

Edit Reservists

You can Edit Reservists from the Select Reservist Page. For more information about this feature, refer to the Editing Reservist section in Chapter 4.

Chapter 6 - Create Temp Reservist

What this Chapter Contains

This chapter contains information about:

- Creating Temporary Reservists
- Inserting Temporary Reservists

Creating Temp Reservist

The purpose of the Create Temp Reservist page is to enable you to create a temporary reservist record for immediate matching purposes. The need for this feature exists because the demographic data that appears in MEDRUPMIS for each reservist comes from other external systems. Therefore, there may be times when you need to match a reservist to a requirement, but the demographic data for the reservist has not yet been imported from the external system.

In creating a Temporary Reservist record you can complete the requirement match. The temporary reservist data will be overwritten with the demographic record for the reservist when the next import occurs from the external systems.

There are two ways to access the Create Temp Reservist page:

- Select Create Temp Reservist from the main menu
or
- From the Maintain Reservist page click the Insert button

The screenshot shows the 'Create Temp Reservist' form in the MEDRUPMIS system. The form is titled 'Create Temp Reservist' and has a blue header with the MEDRUP logo and navigation buttons: 'Save', 'Cancel', 'Insert', 'Prev', 'Next', and 'Select'. The form is divided into several sections:

- Full Name:** A text field with the value 'JAMES EARL RAYBOLD' and an SSN field with the value '123 45 67890'.
- Home Phone:** A text field with the value '555 555 5555' and a 'Work Places' field with the value '555 555 5555'.
- Email:** A text field with the value 'JAMES.EARL.RAYBOLD@EXAMPLE.COM'.
- Address 1:** A text field with the value '12345 MAIN STREET'.
- Address 2:** A text field with the value 'APT 100'.
- City:** A text field with the value 'MAIN TOWN' and a 'State' dropdown menu with the value 'ARKANSAS' and a 'Zip' field with the value '21075'.
- RIIC:** A dropdown menu with the value '89889 (NR 4TH FORCE SERVICE SUPPORT GROUP 4 DENTAL COMPANY DET 3...)'.
- TRUIC:** A dropdown menu with the value '89887 (NR NAVAL DENTAL CENTER CAMP LEJUNE 307...)'.
- Design/Corp:** A dropdown menu with the value 'STG2 (Unknown)' and a 'NOBC/NEC' dropdown menu with the value '8680 (CND MASTER CHIEF)'.
- SSP:** A dropdown menu with the value '1980 (Critical Care Nursing)'.
- AOD:** A dropdown menu with the value 'EYE (Diagnostic Intervention Radiology)'.
- Security Clearance:** A dropdown menu with the value 'NONE (NO CLEARANCE)' and a 'Clearance Date' field with the value '1/1/2001'.
- Comments:** A text area with the value 'This is a temporary record for immediate matching purposes.'

Chapter 7 - Maintain Matched Requirements

What this Chapter Contains

This chapter contains information about:

- Maintaining Matched Requirements

Maintaining Matched Requirements

When you Select Maintain Matched Requirements the Matched Requirements List displays. For information about Maintaining Matched Requirements, refer to Chapter 4.



RMC	ALAC	Matched Requirements	Value
3	016	001 68 02 0504-001	00168 2
3	021	001 68 02 45-021	00168 2
3	05	001 68 02 8482-05	00168 2
3	110000-03	001 68 02 110000-03	00168 2
3	022	001 68 02 FN-02	00168 2
4	022	001 68 02 45-022	00168 2
4	05	001 68 0000-92	00168 2
3	05	001 68 02 01 13-05	00168 2
4	01	001 68 02 01 01-01	00168 2
3	01	001 68 02 8541-01	00168 2

Chapter 8 SELRES

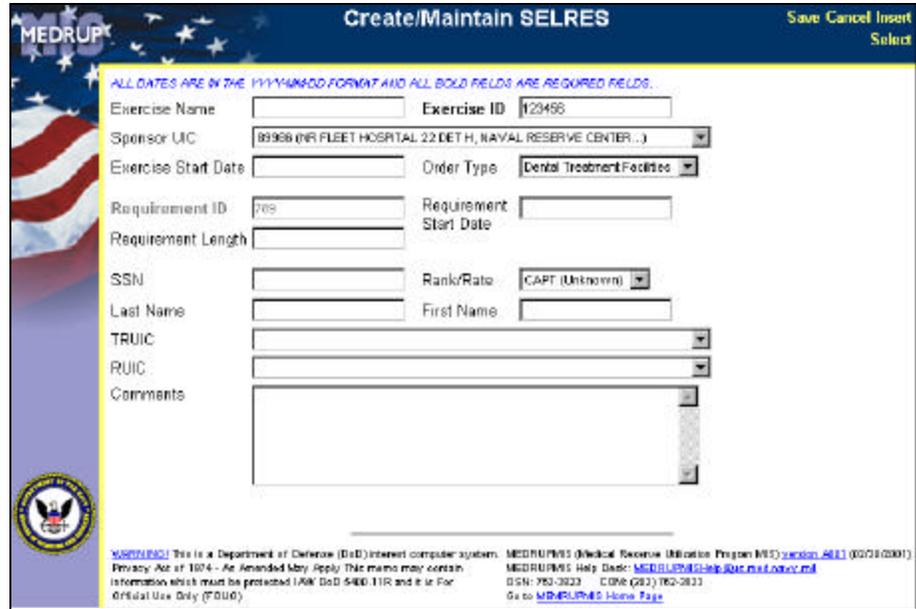
What this Chapter Contains

This chapter contains information about:

- Creating SELRES Drills

Create SELRES

This part of the MEDRUPMIS is not fully functional.



MEDRUP **Create/Maintain SELRES** Save Cancel Insert Select

ALL DATES ARE IN THE YYYYMMDD FORMAT AND ALL BOLD FIELDS ARE REQUIRED FIELDS.

Exercise Name **Exercise ID**

Sponsor UIC

Exercise Start Date **Order Type**

Requirement ID **Requirement Start Date**

Requirement Length

SSN **Rank/Rate**

Last Name **First Name**

TRUIC

RUC

Comments

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Select SELRES

This part of the system is not yet fully functional.

The screenshot shows the 'Select SELRES Record' window in the MEDRUPMIS system. The window has a blue header with the MEDRUP logo and the title 'Select SELRES Record'. Below the header, there is a search section with a text input field for 'Find Last Name or SSN', a 'Find' button, and a 'Clear' button. Below this, there are three dropdown menus: 'TRUIC' (set to 'All'), 'Show' (set to 'All'), and 'RUIC' (set to 'All'). A 'Filter' button is located to the right of the 'Show' dropdown. Below the search section is a table with the following data:

Ex ID	Exercise Name	Sponsor UIC	Ex Start Date	Order Type	Req ID
1234	Test 1234	89941	2001-10-10	Dental Treatment Facilities	12345

Chapter 9 - Reports

What this Chapter Contains

This chapter contains information about:

- Oracle Discoverer
- Ad Hoc Reporting
- Custom Reports

Oracle Discoverer

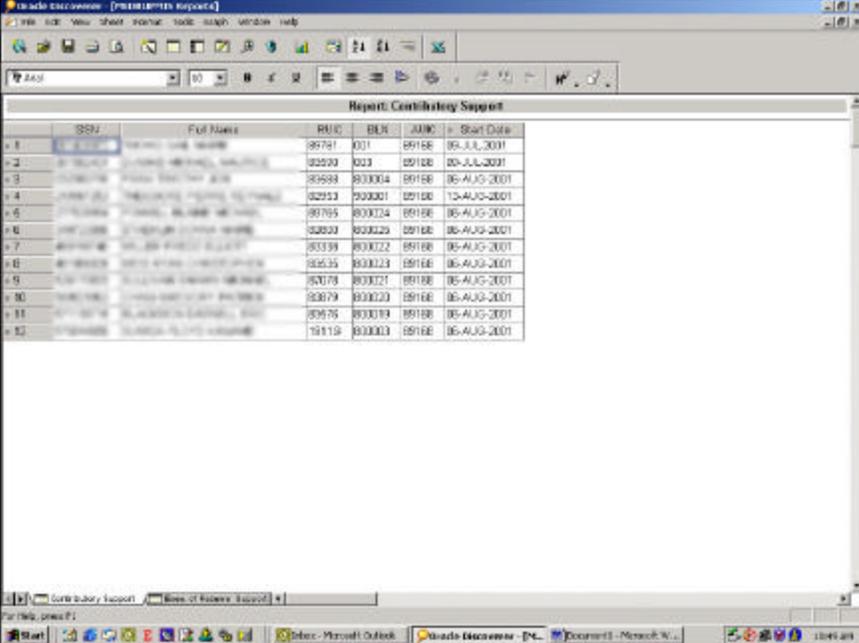
Oracle Discoverer is a database reporting tool connected to the MEDRUPMIS. The purpose of the tool is to enable you to run custom reports and to also generate your own reports (ad hoc).



- To launch Oracle Discoverer
 1. Select Oracle Discoverer from the Main Menu. The Oracle Discoverer installation page displays.
 2. Follow the prompts on the page. Information messages will display as different parts of the web site are installed. Answer Yes and OK to questions as they display. The next time you run Oracle Discoverer the question boxes will not display.

Custom Reports

The MEDRUPMIS provides several different custom reports. Custom reports are reports that have already been created and stored for your convenience. These reports are accessible using tabs at the bottom of the screen.



ID#	Exp Name	RUIC	BLR	AUM	Start Date
1	...	89791	001	89188	06-JUL-2001
2	...	89993	003	89188	06-JUL-2001
3	...	89993	893004	89188	06-AUG-2001
4	...	89993	893001	89188	12-AUG-2001
5	...	89795	893024	89188	06-AUG-2001
6	...	89993	893023	89188	06-AUG-2001
7	...	89399	893022	89188	06-AUG-2001
8	...	89535	893023	89188	06-AUG-2001
9	...	89078	893021	89188	06-AUG-2001
10	...	89679	893023	89188	06-AUG-2001
11	...	89676	893019	89188	06-AUG-2001
12	...	18119	893003	89188	06-AUG-2001

The following custom reports are available for use:

Contributory

Enter description and usage text here.

Execution of Reserve Support

Enter description and usage text here.

Requirements Discrepancy Report

Enter description and usage text here.

Resource Discrepancy Report

Enter description and usage text here.

Billet Control Number Discrepancy Report

Enter description and usage text here.

Reserve Unit Manning Documents

Enter discription and usage text here.

Analysis Details

Enter discription and usage text here.

Incoming Reservist

Enter discription and usage text here.

Ad Hoc Reporting

Ad Hoc reports can be generated using the Oracle Discoverer reporting tool. For more information about the use of this tool launch Oracle Discoverer from the MEDRUPMIS menu and follow the directions that are available.

Chapter 10 - User Maintenance

What this Chapter Contains

This chapter contains information about:

- Overview of User Maintenance
- Maintaining Users
- User Functions
- Unlocking Users

Maintaining Users

The purpose of User Maintenance is to enable you to do the following:

- Add and modify users of MEDRUPMIS
- Unlock locked user accounts
- Create and change passwords
- Assign User Roles (functions)
- Grant users the ability to change their password

By making selections in the boxes next to the functions of the system you give a particular user access to those functions. If you give a user the role of SuperUser, they will have access to all functions.

If a user is not a SuperUser they will only have access to Reservists in the UIC that is designated as part of their User ID. When they see the select pages, they will not be able to make a different selection from the UIC dropdown.

MEDRUP Edit a MEDRUPMIS User Save Cancel Insert Delete Prev Next Select

User Name: wicketest
Full Name: wilde
Password: wicketest
UIC: 89168 (NR 4TH FORCE SERVICE SUPPORT GROUP 24 DENTAL COMPANY DET 2, ...)
E-mail: test
Phone: test

Disable Account
 Force User to Change Password

User Roles

<input type="checkbox"/> Super User	<input type="checkbox"/> Maintain Users
<input checked="" type="checkbox"/> Maintain Exercises	<input type="checkbox"/> Maintain MTF Requirements
<input type="checkbox"/> Maintain Dental Requirements	<input type="checkbox"/> Maintain DTF Requirements
<input type="checkbox"/> Maintain Non Claimency 18 Requirements	<input type="checkbox"/> Maintain Exercise or Operations Requirements
<input type="checkbox"/> Maintain Training Requirements	<input type="checkbox"/> Maintain Personnel
<input type="checkbox"/> Maintain Temp Personnel	<input type="checkbox"/> Maintain Match Reservist
<input type="checkbox"/> Maintain Unmatch/Delete Reservist	<input type="checkbox"/> Maintain SELRES
<input type="checkbox"/> User Discovery/Reports	<input type="checkbox"/> Maintain Tables
<input checked="" type="checkbox"/> View all Requirements	<input checked="" type="checkbox"/> View all Reservists

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MEDRUPMIS Help Desk: MEDRUPMIShelp@mc.manuska.mil
DSN: 762-3823 COM: (202) 762-3823
Go to [MEDRUPMIS Home Page](#)



When a user logs in, the first page they see will change depending on the functions and UIC to which they have access.

Unlocking Users

When there are three unsuccessful logon attempt for a specific User ID the system locks out the User ID. The system administrator can unlock the ID by using the User Maintenance page.

From the User List click the Edit button. The user record displays with the Disable Account checkbox checked. Uncheck the Disable Account checkbox and click the Save button.

The user can now log into the system using his existing User ID and Password.

Forcing a User to Change Password

If you have privilege to Maintain Users you can force individuals to change their password at logon.

When you edit a user record, click the Force User to Change Password checkbox.

The next time the user logs in the Change Password for User box displays. The user types in a new password and confirms the new password. When they click the Save button they are given access to the system based on their User Role.

MEDRUPMIS Edit a MEDRUPMIS User Save Cancel Insert Defaults Prev Next Select

User Name: vicSuper
Full Name: vicSuper
Password:
LIC: 83789 (Unknown)
E-mail: jst
Phone:

Disable Account
 Force User to Change Password

User Roles

<input checked="" type="checkbox"/> Super User	<input type="checkbox"/> Maintain Users
<input type="checkbox"/> Maintain Exercises	<input type="checkbox"/> Maintain MTF Requirements
<input type="checkbox"/> Maintain Dental Requirements	<input type="checkbox"/> Maintain DTF Requirements
<input type="checkbox"/> Maintain Non-Claimancy 18 Requirements	<input type="checkbox"/> Maintain Exercise or Operations Requirements
<input type="checkbox"/> Maintain Training Requirements	<input type="checkbox"/> Maintain Personnel
<input type="checkbox"/> Maintain Temp Personnel	<input type="checkbox"/> Maintain Match Reservist
<input type="checkbox"/> Maintain Unmatch/Delete Reservist	<input type="checkbox"/> Maintain SELRES
<input type="checkbox"/> User Discovery/Reports	<input type="checkbox"/> Maintain Tables
<input type="checkbox"/> View all Requirements	<input type="checkbox"/> View all Reservists

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MEDRUPMIS Help Desk: MEDRUPMIS@medrupmis.com
DODN 702-0822 COME (202) 702-0822
Go to MEDRUPMIS Home Page

MEDRUPMIS Module -- Web Page Dialog

Change password for user: VicSuper

Either your password has expired or the Administrator is requesting you change your password. Please enter and confirm a new password.

Passwords must consist of at least three of the following four categories: upper case, lower case, numeric or special characters. Also the new password may not be the same as your last three previous passwords.

New Password:

Confirm Password:

Save Cancel

http://63.68.75.129/medrupmis/pop Internet

Chapter 11 - Table Maintenance

What this Chapter Contains

This chapter contains information about:

- Maintaining Tables
- Modifying Tables

Maintaining Tables

The Tables in MEDRUPMIS provide the valid entries that appear on the drop down lists for fields on the various pages throughout the system.

The following tables are available for editing:

- UIC
- Assignment Activity Type Code
- Priority Level
- Security
- Rank/Grade
- State
- Designator
- AQD
- SSP
- NOBC/NEC

Modifying Tables

To modify the tables select a table from the TABLE MAINTENANCE menu, the maintenance page for the selected table displays.

To add a new record, click the Insert command in the upper right hand corner. A blank form displays for you can type in new information for the item. Click the Save button.

To modify an existing record, locate the record on the table and click the Edit command in the upper right hand corner. Make the changes on the existing record. Click the Save button.

You can sort each column in the table by moving your point to the column heading. When the pointer changes to a hand click to sort the list in ascending or descending order.



Required fields display with bold field labels. You cannot save the table record if required fields are incomplete.

Code	Description
ADSW	Additional Duty for Special Work
ADT	Additional Duty for Training
AT	Annual Training
ANY	Any type available
ATADTT	Combined training (AT and IDTT)
IDTT	Individual Duty for Training with Travel

MEDRUPMIS Activity Type Code

Code: ADSW
Description: Additional Duty for Special Work

MEDRUPMIS Activity Type Code

Code:
Description:

Appendix A - Acronyms

Acronym Table

ADCON	Administrative Control
ADSW	Active Duty for Special Work
ADT	Active Duty Training
AQD	Additional Qualification Designator
AT	Annual Training
BARTS	BUMED Automated Request Tracking System
BCN	Billet Control Number
BUMED	Bureau of Medicine and Surgery
BUMIS	BUMED Management Information System
CCQAS	Centralized Credentials and Quality Assurance System
CME	Continuing Medical Education
CNSRF	Commander Naval Surfaced Reserve Force
CO	Commanding Officer
DEPMEDS	Deployable Medical Systems
DHS	Director of Health Services
DTF	Dental Treatment Facility
IDT	Inactive Duty Training
IDTT	Inactive Duty Training with Travel
IMAPMIS	Inactive Manpower Personnel Management Information System
MEDRUP	Medical Reserve Utilization Program
MEDRUPMIS	Medical Reserve Utilization Program Management Information System
MROAMRS	Medical Reserve Order Assignment Management Reporting System
MTF	Medical Treatment Facility
NMIMC	Naval Medical Information Management Center
NRFH	Naval Reserve Fleet Hospital
NRHU	Naval Reserve Hospital Units
OPCON	Operation Control
POMI	Plans, Operations and Medical Intelligence
RCO	Reserve Commanding Officer
RESFMS	Reserve Financial Management System
RLO	Reserve Liaison Officer
RPHPSS	Reserve Prioritized Healthcare Peacetime Support System
RTSS	Reserve Training Support System
SELRES	Selected Reserves
SPMS	Standard Personnel Management System
SUBRUP	Submarine Reserve Utilization Program
TFMMS	Total Force Manpower Management System
TO	Training Officer
UIC	Unit Identification Code