



# ***AIMS-PC***



**Prepared by: Training Systems Support Branch  
Department of Academic Support and Quality**

## AIMS-PC QUICK REFERENCE GUIDE

To obtain the AIMS-PC application on your computer, call the ITBC help desk at 221-6600 and request it. It will be pushed through *Tivoli* (be sure to leave your computer on).

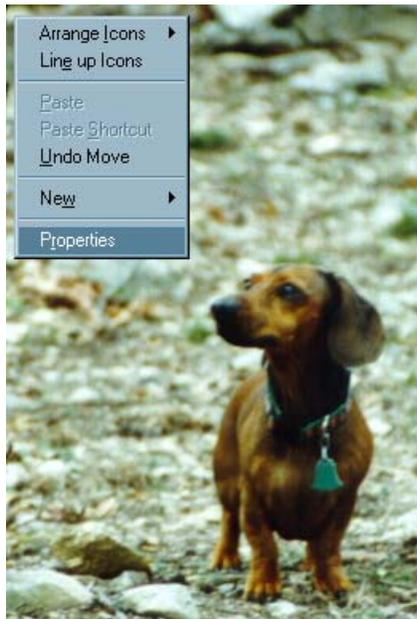
**NOTE:** If this option is unavailable to you, or you are unclear as to the procedures, call Mr. Robert Hewitt at 221-8886 (DSN 471).

Training is required before a password and user group will be assigned. To receive training, contact Ms Sherri Emerich at 221-8222 to schedule training.

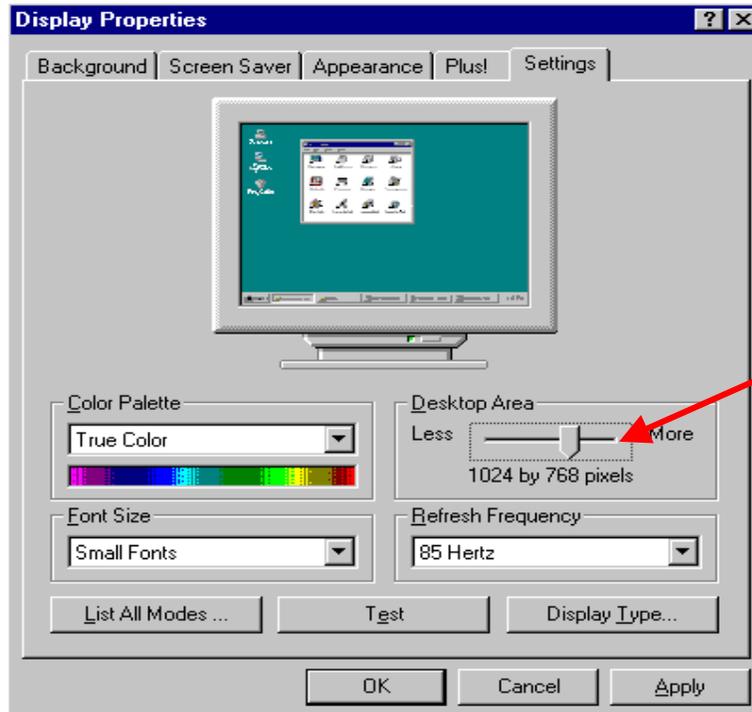
### SCREEN RESOLUTION

If at anytime, you are unable to see the entire tab on your monitor, you may need to increase the resolution on your monitor display.

Do this by placing the mouse on your blank screen or wallpaper. Right click and select **Properties**.

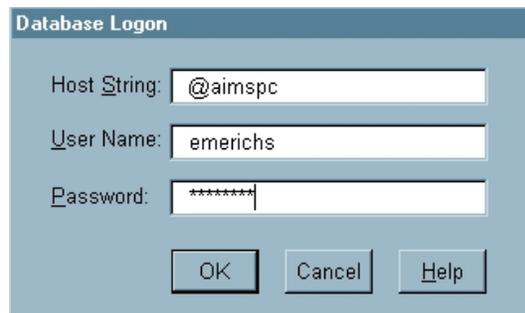
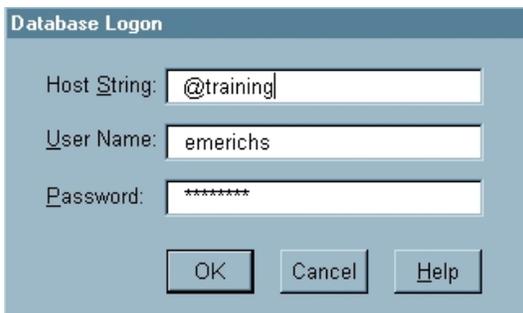


Select the **Settings** tab. Change the **Desktop Area** to a higher number of pixels. A setting of 1024 X 768 is usually sufficient. A higher number of pixels make the characters smaller on your screen, allowing you to see more. Once you have tested it (note the **Test** button key), press the **Apply** button.



**LOG ON**

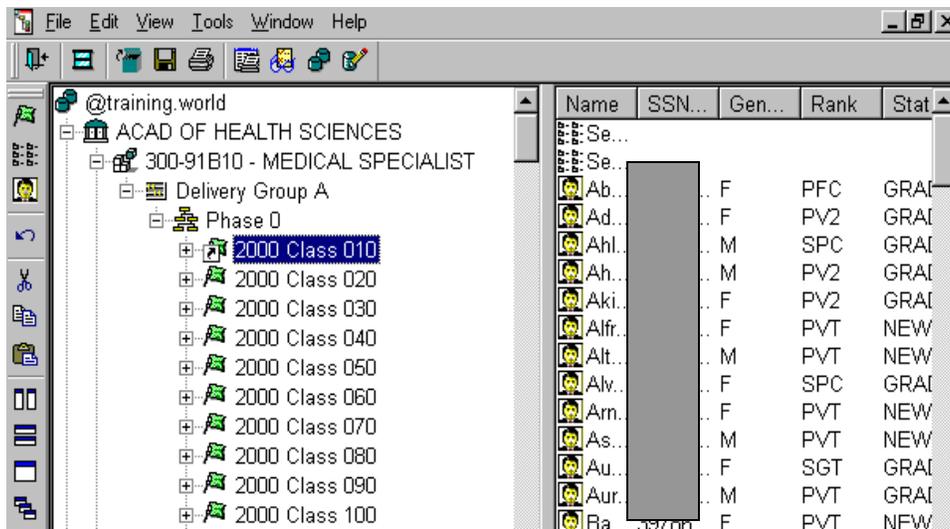
Now you are ready to log on to AIMS-PC. Select the correct database (training or live), User Name, and Password. Select **OK**. Please use the training database to practice.



If AIMS-PC does not open in the Class Management window, then close the current window and click on the class management icon.



Click on the course and continue to click "+" until you highlight the desired class number.



**NOTE:** Names should appear on the right half of the screen.

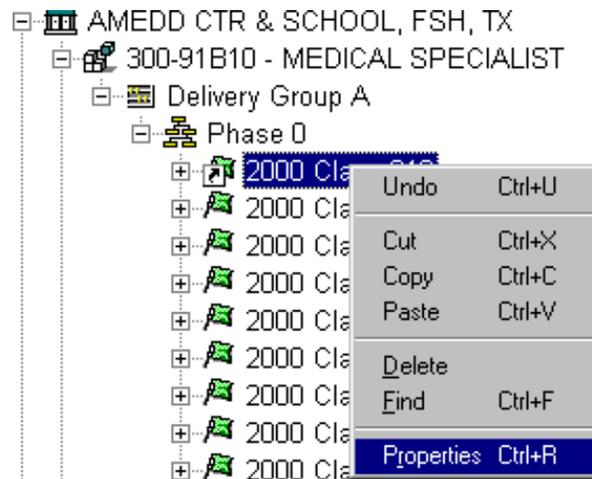
**SECTION MIX WIZARD**

If desired, use the Section Mix Wizard to make separate sections for a class. Click on **Tools**, then **Section Mix Wizard** and follow the directions. A random mix is performed but can also be manually altered.



**CLASS PROPERTIES**

Right click on the selected class number and click on **Properties**.



Five tabs will appear (**General, Gradesheet, Student Status, Marksmanship and Fitness Test**)

**General** tab provides the user with general information about a class.

**Gradesheet** tab provides the user with information on the different tests taken by students within a specific class (i.e., dates and scores.)

**Student Status** tab is used to modify the status of one or more of the students in the class.

**Marksmanship** tab is used to enter and modify student marksmanship test information.

**Fitness Test** is used to enter and modify student fitness test information

The screenshot shows a dialog box titled "Properties for 2003 Class 013" with a tabbed interface. The "General" tab is selected. The fields are as follows:

Version:	1
Delivery Group:	A
Phase:	1
<hr/>	
Start Date:	2002 OCT 07
End Date:	2003 APR 15
Status:	Scheduled
<hr/>	
Projected Enrollment QTY:	37

At the bottom right, there are three buttons: "OK", "Cancel", and "Apply".

**STUDENT STATUS TAB**

Properties for 2001 Class 011

General | Gradesheet | **Student Status** | Marksmanship

**Status**

**Effective Date:** 2001-SEP-06

**Status:** HOLD (SHOWED, DID NOT START, DID NOT GR...

**Reason:** OTHER

**Description:** AWAITING SCHOOL START

Student Name	Student ID	Effct. Date	Status
		8/28/2001	RECYCLE OUT TO
		8/28/2001	HOLD (SHOWED,
		8/28/2001	HOLD (SHOWED,
		8/23/2001	GRADUATE,SUCC
		8/23/2001	GRADUATE,SUCC
		8/28/2001	HOLD (SHOWED,
		8/23/2001	GRADUATE,SUCC

Select All    Inverse

OK    Cancel    Apply

A Student's Status can be changed in either Class or Student Properties. To change roster status for many students (i.e., class start roster, graduation roster), go to Class Properties.

Set the **Effective Date** by using arrows (default is current date)

Select **Status** from drop down arrow

To apply a status to the whole class, use the **Select All** button. Then **Apply** the status.

To change the status for one individual, select the student and apply the status change.

To change the status for multiple individuals, hold down the **Shift** key (block) or **Ctrl** key (random selection) while selecting the students for a status change.

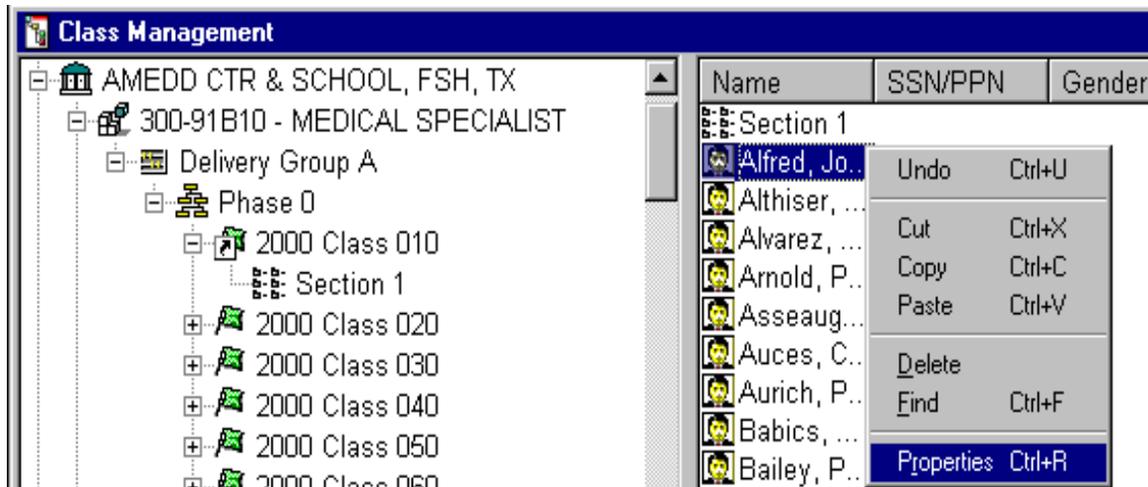
Once the **Status** is selected, **Reason** and **Description** will either default to **None** or be left blank. If these two fields are blank, then a reason and a description MUST be selected. When the two fields default to **None**, a reason and a description are not mandatory, but still may be required. Consult the **Student Status Selection Guide** or call your Training Management Branch (TMB) POC if you are uncertain as to the correct selection.

For example, when a student arrives for a school, he should be given a status of **Hold**. Even though the other two fields will default to **None**, they are required. In this example, the **Reason** should be **Other** and the **Description** should be **Awaiting School Start**.

**NOTE: The AIMS-PC interfaces with the ATRRS bi-directionally, therefore it is important that the applied student status be correct. Contact your TMB POC for clarification as needed. Reminder: Student status changes must be in posted in ATRRS within 2 working days.**

**STUDENT PROPERTIES**

To **add, update or edit a student record**, move to the right half of the screen that lists the student names. Right click on the student name and select **Properties**.



A series of tab folders for that student will appear. Each time information is changed in a tab, you must click on **Apply** at the bottom right of the box. Note that a history is maintained in the individual student record.

Current Status

Effective Date: 2002-MAR-26

Status: GRADUATE,SUCCESSFULLY COMPLET

Reason: NONE

Description: NONE

History

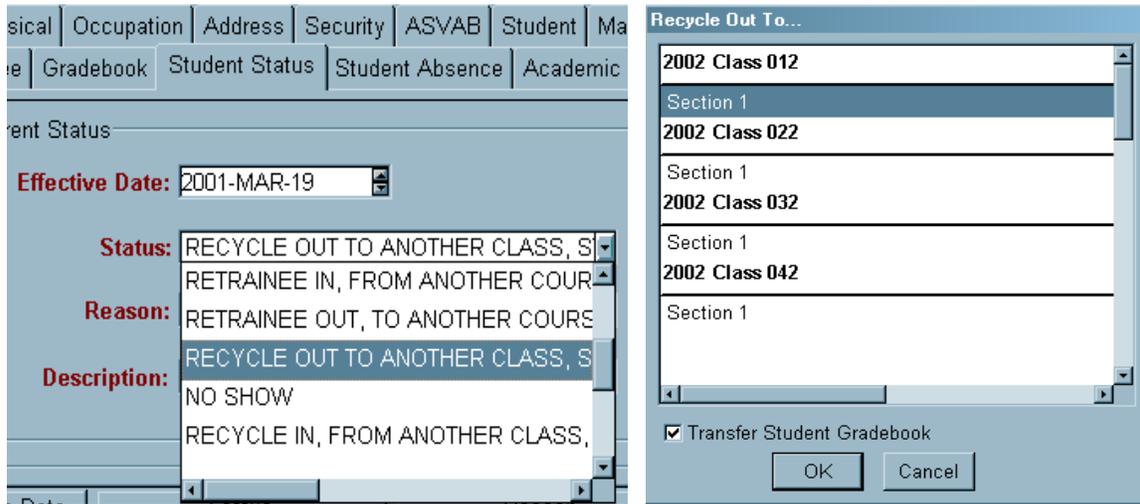
Effective Date	Status	Reason	Description
2002-Mar-26	GRADUATE,SUCCESSFULL	NONE	NONE
2001-Dec-05	NEW INPUT	NONE	NONE
2001-Nov-11	HOLD (SHOWED, DID NOT S	OTHER	AWAITING SCH
2001-Jul-17	VALID RESERVATION	NONE	NONE

OK Cancel Apply

Student Status can be changed in Student Properties as well as in Class Properties. Class start and Graduation rosters are more quickly done through Class Properties. Other specific individual status changes can be done through Student Properties. Recycles must be completed in Student Properties.

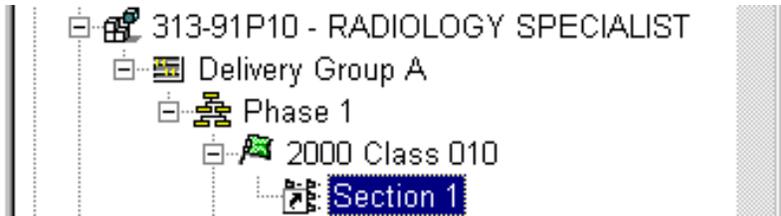
For Recycles, select **RECYCLE OUT TO ANOTHER CLASS, SAME COURSE**. Then select the Section of the Class in which to recycle. This will give the student the correct status of **Recycle Out** in the current class as well as a status of **Recycle In** in the new class. You must also select a *Reason* and *Description* before applying the status change.

There is also an option for transferring the student gradebook. The AMEDDC&S Form Letter 29 is still required.



**ADD NEW STUDENT**

To **add a new student**, highlight the section number under the class name to which the new student will be added.



Click on the **New Student** icon .

Select the **General** tab. Before entering student data, first do a student search to determine if the student is already in the database. Student Search is located at the bottom of the tab window. Enter the social security number in the **Person ID** block at the bottom of the **General** tab. **NO DASHES IN SSN.** Select **Search**. A prompt will open informing you as to whether or not the student already exists in the database. If student already exists, select **OK** and student information will appear in the open record. **Apply** to add student to the class. If student does not already exist, select **OK** and **Person ID** will move to the

appropriate box allowing you to begin a new student record. **Apply** to add student to the class.

**Properties for: New Student**

Class Attendee | Gradebook | **Student Status** | Student Absence | Academic Evaluation

General | Physical | Occupation | Address | Security | ASVAB | Student | Marksmanship | Fitness Test

Name

**First:**

**Last:**

Middle:  Suffix:

Name Use:

Details

**Person Id:**

**Gender:**  Date of Birth:

Education:

Citizenship:

Language:

Religion:

Person Type:

Serv. Comp:

Marital Status:

Student Search

Person ID:

Enter and apply all student information available. At a minimum, the mandatory, required fields (in red) must be completed. Don't forget to click on the **Apply** button.

**IMPORTANT: DO NOT PUT DASHES IN THE SOCIAL SECURITY NUMBER!**

Required Fields (in red)

**General Tab**

- **First Name**
- **Last Name**
- **Person Id**
- **Gender**

**Class Attendee Tab**

- **Quota Source Code**
- **ATRRS Component Code**

**Contact Training Management Branch (ATRRS POC) to obtain the correct codes if this information has not been provided to you!**

Class Attendee | Gradebook | Student Status | Student Absence | Academic Evaluation |  
General | **Physical** | Occupation | Address | Security | ASVAB | Student | Marksmanship

Characteristics

Race:

Blood Type:

RH Factor:

**Physical Restrictions:**

Body Measurements

ABDOMEN :	0000- -00	.00
FOREARM :	0000- -00	.00
HEIGHT :	0000- -00	.00
HIP :	0000- -00	.00
NECK :	0000- -00	.00
WEIGHT :	0000- -00	.00
WRIST :	0000- -00	.00

Maximum Allowable Weight:  Calculate Fail

Maximum Body Fat:  Calculate Fail

**Physical Tab**

- **Physical Restrictions**

Class Attendee | Gradebook | Student Status | Student Absence | Academic Evaluation |  
General | Physical | **Occupation** | Address | Security | ASVAB | Student | Marksmanship

Rank

**Rank:**

Date of Rank:

Occupation

Primary:  Effective Date:

Secondary:  Effective Date:

Officer Branch

Basic:

Controlling:

Functional Area

Func. Area:

**Occupation Tab**

- **Rank**

General | Physical | Occupation | Address | Security | ASVAB | Student | Marksmanship | Fitness Test  
 Class Attendee | Gradebook | Student Status | Student Absence | Academic Evaluation

Current Status

Effective Date: 2000-SEP-05

Status: NEW INPUT

Reason: NONE

Description: NONE

History

Effective Date	Status	Reason	Description
2000-Sep-05	NEW INPUT	NONE	NONE
2000-Jun-27	NEW INPUT	NONE	NONE

### Student Status Tab

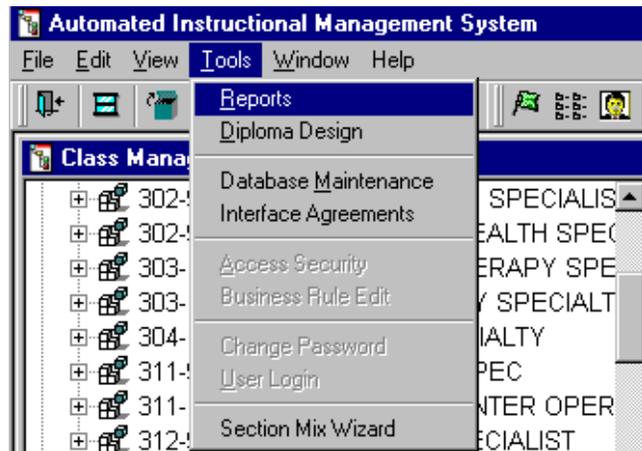
- Effective Date
- Status
- Reason
- Description

Once the students have been given a status placing them in the class, such as **Hold** or **New Input**, a class roster report may be created.

### REPORTS

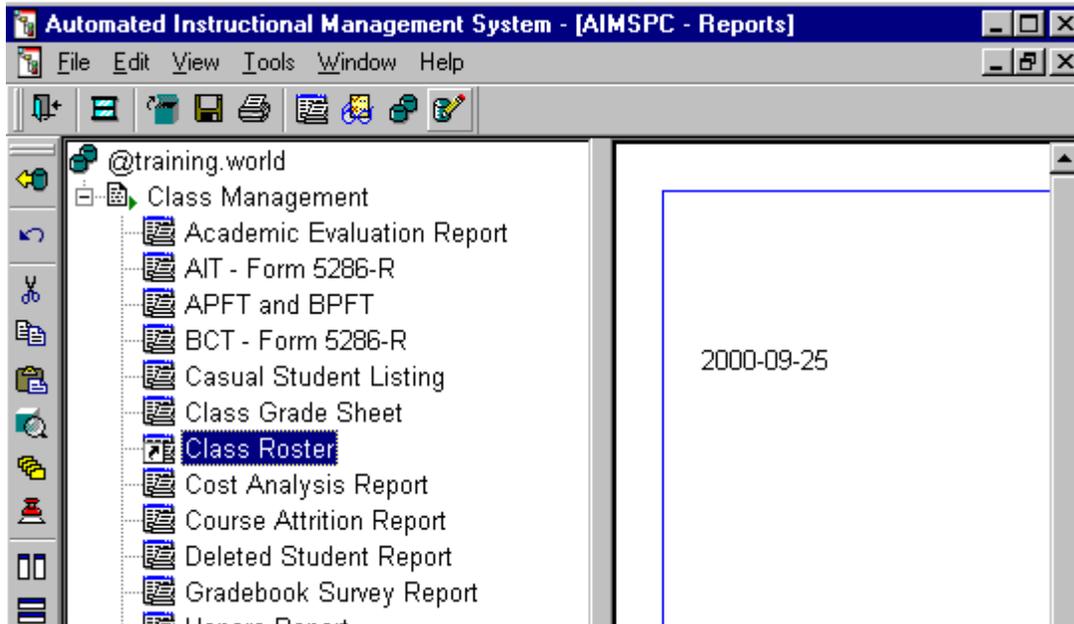


Click on the Report icon or go to the top tool bar, select **Tools** and then click on **Reports**. A new window box will open.



Under **Reports**, select **Class Management**; then click on the report you wish to create. Select **Class Roster** for a report listing all the students in a particular class.

Note: Students that do not have a status that places them in the class will not show on a Class Roster report (i.e., No Show, Recycle Out, Valid Reservation, Showed).



A screen similar to the figure below will appear. Fill in the correct criteria. Verify class name, class number, etc. Checking **Show all students** will include students with a *Valid Reservation* or *Showed* status in the report. Click on the **OK** button.

**Report Criteria**

School Name: AMEDD CTR & SCHOOL, FSH, TX

Retrieve Type: By Class  Show all students

Course Name: 300-91W10 - HEALTH CARE SPECIALIST

Delivery Grp: A Phase: 0

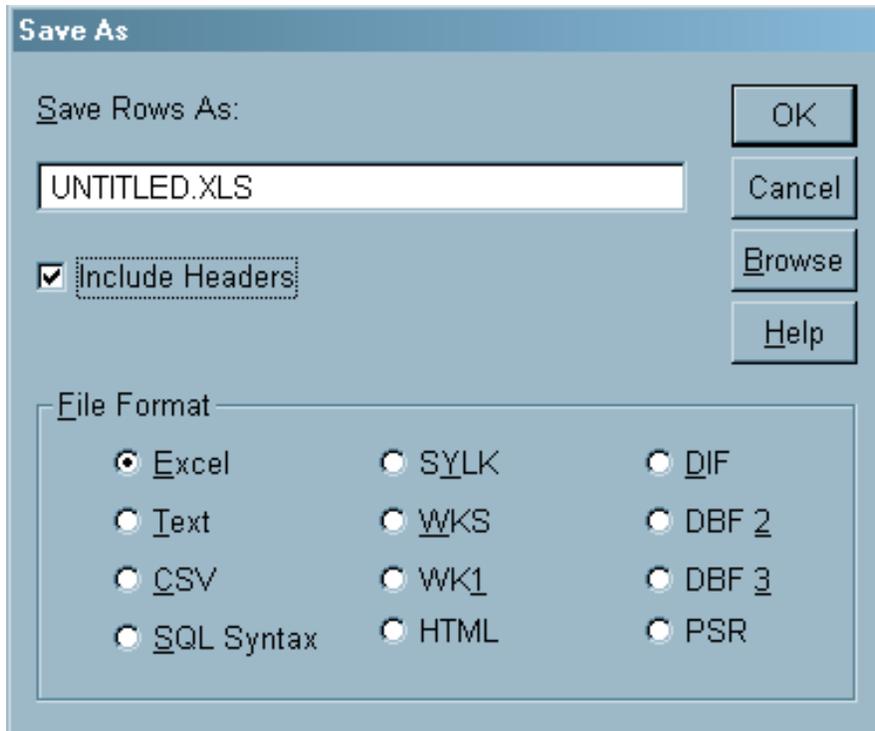
Class Name: 2002 Class 032

OK Cancel Help

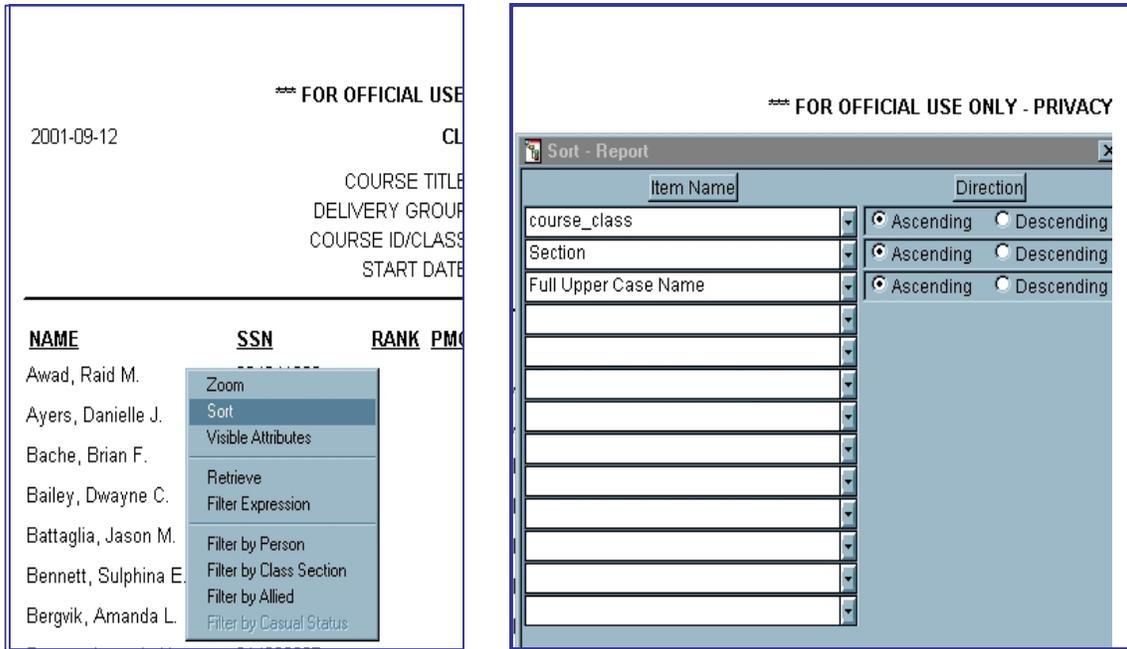
Return to the top menu bar, select **File** and then **Print**. A roster with the following fields will print out on your printer. (Data left off because of the privacy act.) Student information cannot be edited in the **Reports** window.



Reports can be saved in Text or Excel format. Save as you would any Microsoft Office document by selecting **File**, then **Save As**. Then select a title and location for your report and the format in which you wish to save it.



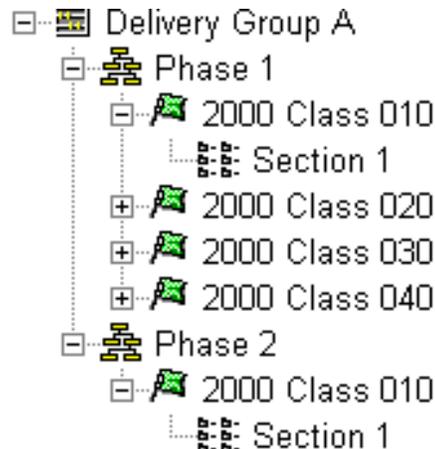
Reports can also be sorted or filtered. The visible attributes (columns with data visible on the report) can be changed. Right click on the report to do this.



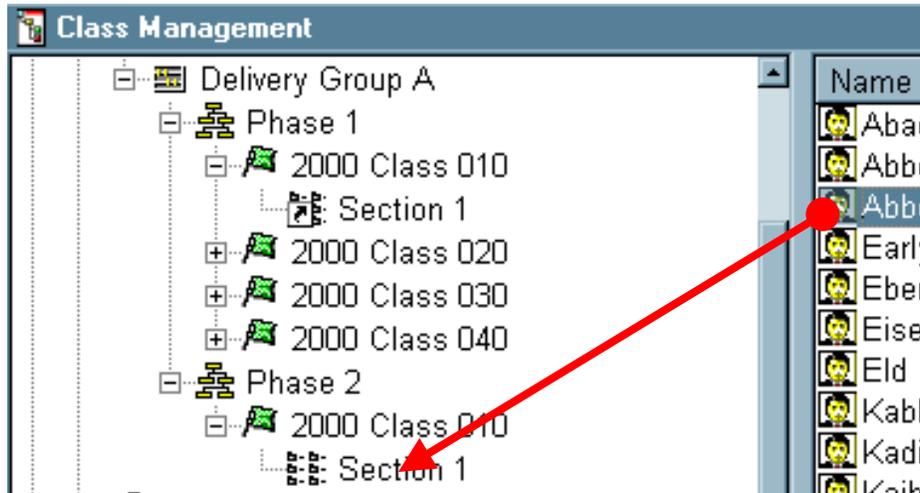
### MOVING STUDENT RECORDS

Moving student records is occasionally required, especially if the course has a Phase 2. Moving a student record is a simple "click and drag" process. Remember, adding or moving students must be done at the **Section** level.

To move a student record from class to class, open up both classes down to the **Section** level.



Select the student record to be moved. Left click on the student record and hold the button down to move a *copy* of the record. Include the **Ctrl** key to completely move the record. Drag the record to the section of the gaining class.



**NOTE:** A copy of the student record is moved through this process. Contact your TMB POC or Ms Emerich to delete a student record.

**IMPORTANT:** When/if a mistake is made, first correct the error. Second, contact the appropriate person to delete incorrect statuses, records, etc. Please do not allow incorrect data to remain in the AIMS-PC database.

#### **REFERENCES**

**POC:** Technical - Mr. Robert Hewitt  
[robert.hewitt@amedd.army.mil](mailto:robert.hewitt@amedd.army.mil)  
 DSN 471-8886  
 COM (210) 221-8886

**POC:** Functional - Ms. Sherri Emerich  
[sherri.emerich@amedd.army.mil](mailto:sherri.emerich@amedd.army.mil)  
 DSN 471-8222  
 COM (210) 221-8222

**User's Manual** - <http://www.aims-r.army.mil>