Child and Youth Programs
Child & Youth Education Services
(CYES) v2.4.1 Tool User Guide

Child and Youth Programs

CYES v2.4.1 Tool User Guide

Version: 1.3

VERSION HISTORY

Version	Authored By	Completion Date	Approved By	Approval Date	Release Rationale
1.0	W. St. John	04 May 2018	C. Cameron	05 May 2018	Initial Release for v2.2.0
1.1	W. St. John	27 June 2018	C. Cameron	28 June 2018	Updated Release for v2.2.1
1.2	C. Cameron	03 March 2020	M. Sherwood	31 March 2020	Updated Release for v2.3.1 and v2.3.2
1.3	R. Fairbee	03 March 2021	C. Cameron	14 April 2021	Updated for release 2.4.1

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1   Introduction

The CYP CYES Tool provides CYP business managers with tools for supporting the process of defining, recording, and measuring the enrollment, accreditation, and inspection metrics across regions, installations, and program levels. The Software is an existing web-based client-server software application that continues to be improved and expanded to meet the business needs of CYP.

The CYP CYES Tool System is part of a larger set of applications called the CYP Business Management System. This system includes CYP Enterprise Management System (EMS) and Child and Youth Education Services System (CYES). There is a connection between CYP CYES and EMS in that it gains its organizational information from EMS. This information consists of Region, Installation, Program, and Component data.

This User Guide describes the *CYES Tool's* functions and features that support CYP processes.

1.1   Guide Organization

This Guide is designed to provide a reference for using and understanding the *CYES Tool* software application. It is organized into six sections:
- Introduction
- Getting Started
- Installation View
- Region View
- Scheduler View
- Reports.

1.2   Document Conventions

The following conventions are used in this Guide to communicate the specific meaning for various names, objects, entities, and titles.

Example	Description
Update	Reference to a specific name of a control on user interface pages, such as an update button.
Tip	Throughout the User Guide, you will see notes and tips that can help you understand how features can be used.
CYES Tool	Name of a software application or tool

Table 1: Convention Examples

2   Getting Started

The Getting Started section describes the prerequisites that need to be completed prior to working with the *CYES Tool* scenarios and baselines. It covers the following areas:

- Accessing the CYES Tool
- Requesting an Account
- Managing your Password
- CYES Tool Home Page

2.1   Accessing the CYES Tool

The CYES Tool requires users to log into an application server through the Internet in order to use the application's features. This means that you will need to have an account set up on the *CYES Tool* server.

To access the login page, open a browser window, such as Microsoft Internet Explorer, and type the *CYES Tool* URL into the address bar. The Login page shown in Figure 1 will be displayed.
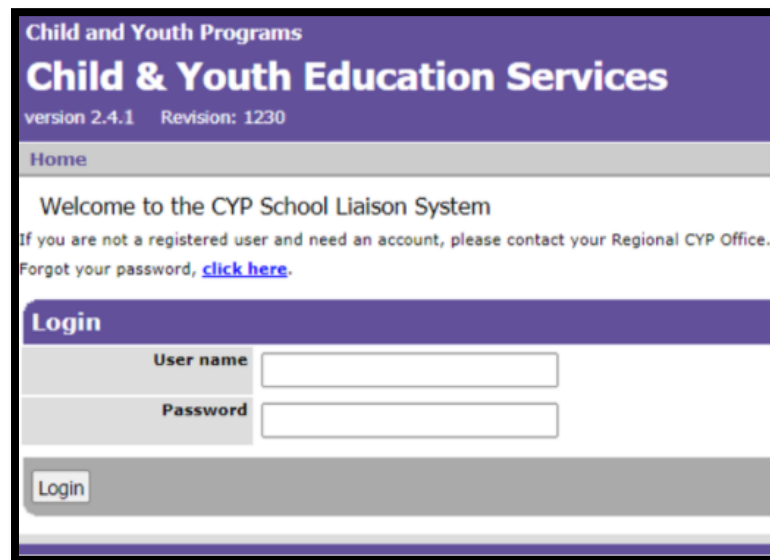

Figure 1: CYP CYES Tool Software Application Login

2.2   Requesting an Account

If you are not a registered user and need an account, contact your Regional CYP office.
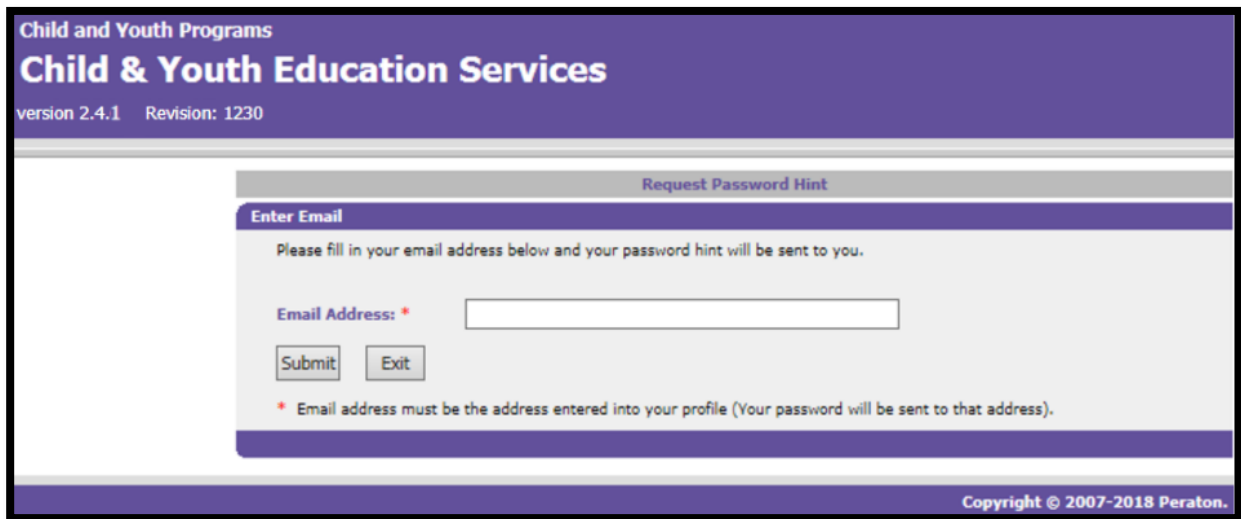
2.3   Changing Your Password

Users can change their password by clicking on Change Password in the User Options once logged into the application. To successfully change your password, select the Change button.

Figure 2: Change Password

- Old password: Enter current password (required)
- New Password: Enter new password (required)
- Confirm new Password: Re-enter new password (required)
- Password Hint: Enter a password hint (optional)

2.4   Forgot Your Password

Selecting "click here" on the login screen will allow you to enter your email address and have your password hint for your account to be sent to you, as shown in Figure 3.

Figure 3: Forgot Password

2.5   Managing Your Profile

You can access your profile by clicking "My Profile" in the User Options menu.
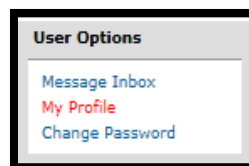
Figure 4: My Profile Option

Once selecting the "My Profile" option followed by the Edit button, you can edit data in the fields shown in Figure 5. Selecting the Update button shown in Figure 6 will save your changes.

Figure 5: User Profile

Figure 6: User Profile: Edit

2.6   Home Page

This section of the User Guide describes the basic features of the *CYES Tool* software user interface and provides helpful guidance on how to use the application's features and functions. It also provides a description of the *CYES Tool* user interface.

Once logged in to the *CYES Tool*, your browser will display a home page similar to that shown in Figure 7. The *CYES Tool* application is organized into three primary areas: the Header Bar, the Navigation Bar, and the Application Working Area. The Header Bar is located across the top of the browser page and includes the application name, version, and user name. Your username will be displayed at the top right side of the Header Bar, along with a link to log out of the *CYES Tool* (callout 4). The name of the default CYES Year will be displayed in the Header area as well (callout 5).

> Tip: When a user logs into the *CYES Tool*, they will be presented with a display that corresponds to their user level. For example, installation-level users will have access to the data related to the installation they are mapped to. Similarly, region-level users and installation program-level users will have access to their respective mappings.

The Navigation Bar is a vertical bar displayed along the left side of the page beneath the Header Bar (callout 1). It provides links to all application options available to the logged-in user through menu options. Menu options (callouts 2 and 3) include Session and User Menu options.
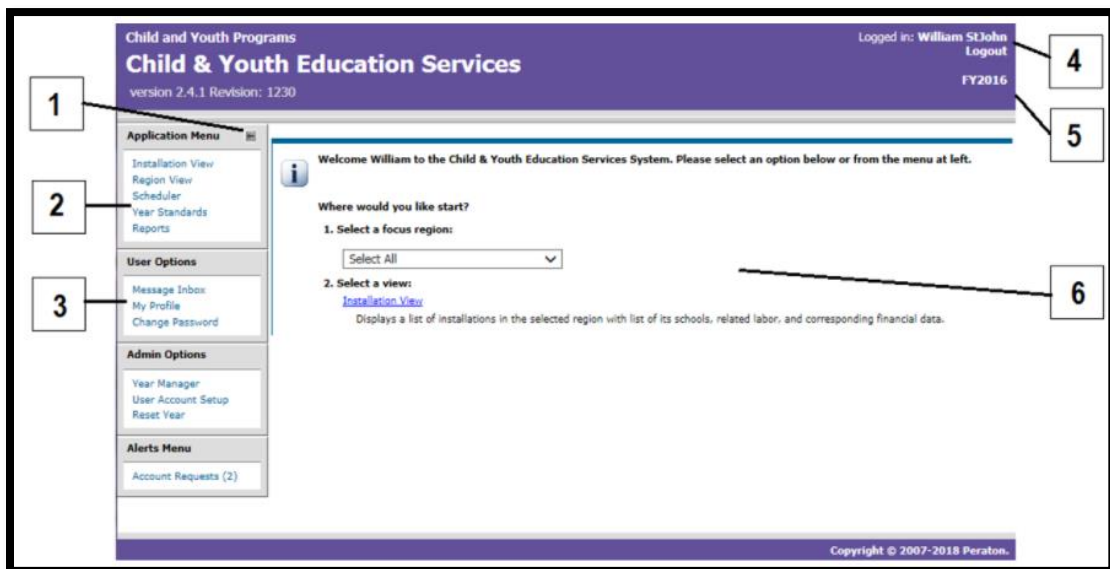

Figure 7: CYES Tool Home Page

The CYES Tool application working area (callout 6) is where you will perform most of your work. When you select an option in the menu, the data related to the option will be displayed in this working area. This information will be displayed in one or more

common display formats such as lists, summary, or detail panes. Each display feature is described in the following paragraph.

2.7   Common Display Features

The *CYES Tool* uses several common features for displaying scenario information such as display panes, pane management icons, list and detail views and tabs.

Panes: The *CYES Tool* includes numerous display components, called panes, which present information to users. Panes can be recognized by the encapsulating header and footer bars as shown in the below example for Installation List (callout 1). In most panes, utility icons are provided in the pane header, such as those shown below for minimizing, restoring and closing the pane.

List Pane: In a list pane, information is presented in a list of records (callout 1) organized in columns for fields with field headings (callout 2) that identify the data in the column. In most cases, these headings can be used to sort data, in ascending or descending order by clicking on the heading. Once a record has been selected, it becomes highlighted (callout 3).

> Tip: Clicking a record in a list view will result in displays of information related to the record.
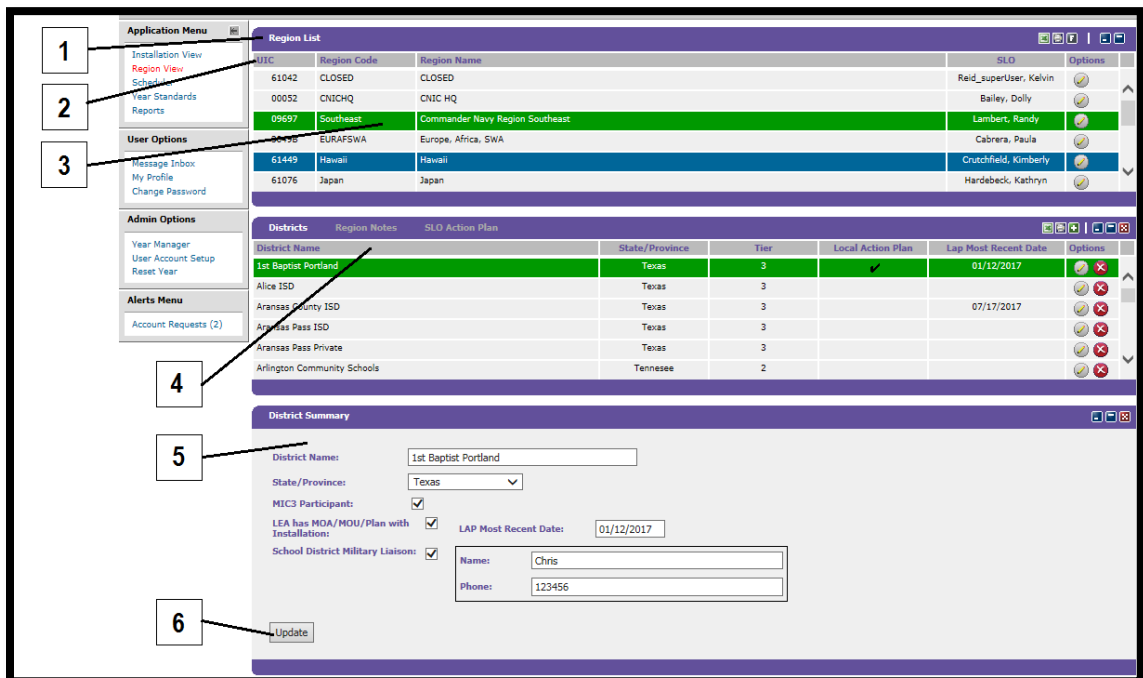

Figure 8: List Pane Properties Pane Example

List Panes can also contain certain icons that allow you to access additional functionality within the list, provided that the user has the correct permissions to access the desired function. Examples of these include:

- Add Icons ⊞ : this icon will appear as a green square with a white plus sign in the middle. It's typically located in the header of the List Pane, next to the Minimize, Maximize, and Close icons. Clicking on this icon will open an Add pane for the List.

- Edit Icons ⊘ : this icon will appear as a grey circle with a yellow pencil in the middle. It's located below the Options column in the selected Pane's grid, and will open an Edit Pane when selected.

- Delete Icons ⊗ : this icon will appear as a red circle with a while X in the middle. It's located below the Options column in the selected Pane's grid, and will open a Delete confirmation pop-up when selected.

- Filter Icons ▣ : this icon will appear as a black box with a white F in the middle. It's located in the header of the List Pane, next to the Minimize, Maximize, and Close icons. Clicking on this icon will open a sub-pane with a set of filter options for the List Pane.

- Print Icons ▣ : this icon will appear as a grey box with a printer in the center. It's located in the header of the List Pane, next to the Minimize, Maximize, and Close icons. Clicking on this icon will allow you to print the contents of the pane using your web-browser's print functionality.

- Export to Excel Icons ▣ : this icon will appear as a green box with the Microsoft Excel logo in the middle. It's located in the header of the List Pane, next to the Minimize, Maximize, and Close icons. Clicking on this icon will allow you to export the contents of the List Pane into an Excel document and save it to your computer or device.

- Minimize, Maximize, and Close Icons ▣▣▣ : these icons will appear as a blue box with a line on the bottom, and blue box with a line on the top, and a red box with a white X in it, respectively. Selecting them will allow you to shrink, expand, or remove the selected Pane from your working area. Please take note that top level List Panes cannot be closed.

Properties Pane: Most list pane entries will include properties that provide data about the item in the list. This information can be viewed by clicking the desired record. A pane similar to the example shown above will be displayed below the list pane (callouts 4 and 5).

> Tip: Once you have updated data in a properties pane, make sure to save the data by clicking the Update button (callout 6) in the pane that you are adding data too.

3   Installation View

Once logged in, users can start working in the Installation List by selecting an Installation.

Figure 9: Installation List View

The Installation View will display all the Installations based on the selected filters (explained in section 3.1) in a grid, sorted alphabetically based on Installation name.

The grid will display columns with the following Installation information:
- Installation Name
- Type
- Region
- SLO (School Liaison Officer)
- Districts
- Schools
- # of Military Children
- # of PIE Initiatives
- Q-Rating
- Options (contains additional functions for each row in the grid)

You can click on any of the headers of the row to sort each by ascending or descending values.

After selecting an Installation, the schools associated to the Installation will display in the pane beneath the Installation List.

3.1   Installation View – Installation List

The Installation List has the following features:

Fiscal Year Filter: The header bar contains a fiscal year filter (callout 1) which allows you to change the fiscal year displayed in the pane.

Region Filter: The header bar contains a region filter (callout 2) which allows you to change the region so only the installations associated to the region will be displayed in the pane.
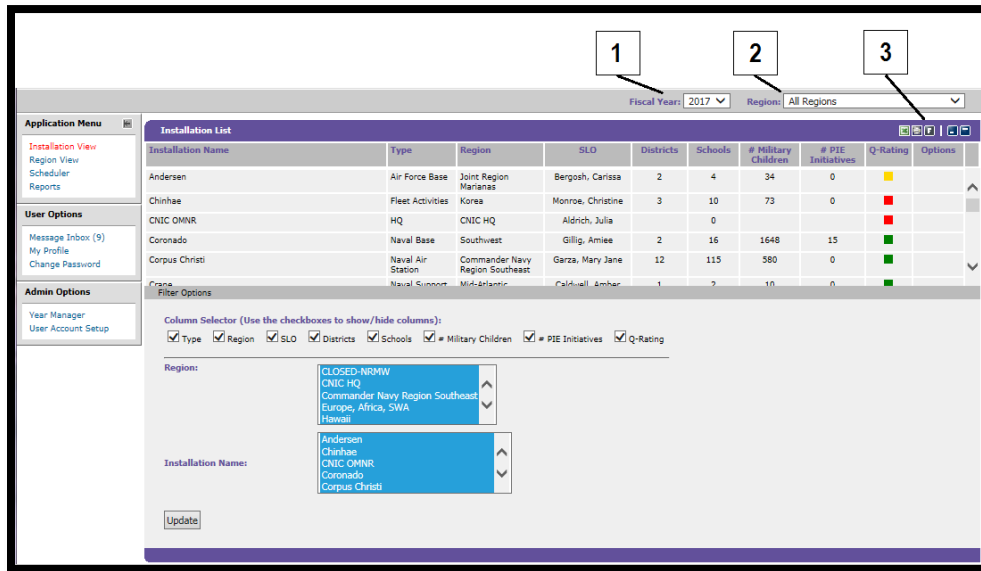
Figure 10: Fiscal Year and Region Filter

Other Options: The list can be filtered by clicking the filter [icon] icon (callout 3) located in the pane header bar. The filter allows you to make multiple selections (Type, Region, SLO, Districts, Schools, # Military Children, # PI Initiatives, and Q-Rating) to show/hide a column displayed. Once you have selected your filter(s), selecting the update button will apply the filter(s) to the Installation List table. If you decide not to select any filters, selecting the filter icon will return you to the Installation List with no changes made.

Figure 11: Installation List Features

The pane header bar also has options to export the displayed table to Excel or print the table (callouts 1 and 2).

Additionally, users with appropriate access can add, edit, and delete Installations from the Installation list.

Adding an Installation: By selecting the Add icon [icon] in the header of the Installation List pane, you can insert a new installation into the Installation List. This will open up a new pane, where you can fill in the required fields with the appropriate information. The following fields are available for your input:

- *Installation Name:* This section allows you to select a school name from a dropdown list of available schools for the Installation.
- *School Liaison:* This section allows you to select a school liaison from a dropdown list of available liaisons for the Installation.
- *Ready Community Quantity Rating (Red-Amber-Green):* This section allows you to mark the Installation's Ready Community Quantity Rating as Red, Amber, or Green through the use of a dropdown menu.
- *Rating Comments:* The section allows you to enter comments for the Ready Community Quantity Rating. This section requires an entry if the Ready Community Quantity Rating is either Red or Amber.
- *SLO Under CYP Configuration Management?:* This section allows you to select if the Installation has a SLO under CYP Configuration Management.
- *MAC Plan?:* This section allows you to select if the Installation has a MAC Plan available.
- *DODEA Education Partnership Branch Involved?:* This section allows you select if the Installation has a Department of Defense Education Activity (DODEA) Education Partnership branch involved.

- *STRT or Equivalent?:* This section allows you to select if the Installation has an STRT or an equivalent.
- *State OMK Team Member?:* This section allows you to select if the Installation is a State OMK team member.
- *Web Site?:* This section allows you to select if the Installation has a web site.
- *Web Address:* This section allows you to enter the URL for the installation. This section only appears when the Installation is marked as having a website, and an entry in this field is required when available.

Once you have entered all the required information, click the Add button at the bottom of the pane to apply your changes. The system will notify you if there are any required fields that are either missing information, or have invalid information placed in them.

Installation List

Installation Name	Type	Region	SLO	Districts	Schools	# Military Children	# PIE Initiatives	Q-Rating	Options
Andersen	Air Force Base	Joint Region Marianas	Boyd, Lorie	1	2	55	1	■	✏️❌
Annapolis	Naval Support Activity	Naval District Washington	Chobany, Carol	2	111	3125	1	■	✏️❌
Atsugi	Naval Air Facility	Japan	McCarthy, Hannah	1	3	1022	3	■	✏️❌
Bahrain	Naval Support Activity	Europe, Africa, SWA	Meehan, Brett	1	1	472	1	■	✏️❌
Barking Sands	Pacific Missile Range Facility	Hawaii	Crutchfield, Kimberly	1	7	79	6	■	✏️❌

Add a New Installation

Installation Name:	A Test Fleet Activities ▾
School Liaison:	Aldrich, Julia ▾
Ready Community Quantity Rating (Red-Amber-Green):	Red ▾
Rating Comments:	

SLO Under CYP Configuration Management?	Please Select ▾	**MAC Plan?**	Please Select ▾
DODEA Educational Partnership Branch Involved?	Please Select ▾	**STRT or Equivalent?**	Please Select ▾
State OMK Team Member?	Please Select ▾	**Web Site?**	Please Select ▾

Add

Figure 12: Installation List Add

Editing an Installation: By selecting the Edit icon ✏️ under the options column of the Installation List grid, you can update an existing installation in the Installation List. This will open up a new pane, where you can update in the required fields with the appropriate information. The following fields are available for your input:

- *Installation Name:* This section allows you to select a school name from a dropdown list of available schools for the Installation.
- *School Liaison:* This section allows you to select a school liaison from a dropdown list of available liaisons for the Installation.

- *Ready Community Quantity Rating (Red-Amber-Green):* This section allows you to mark the Installation's Ready Community Quantity Rating as Red, Amber, or Green through the use of a dropdown menu.
- *Rating Comments:* The section allows you to enter comments for the Ready Community Quantity Rating. This section requires an entry if the Ready Community Quantity Rating is either Red or Amber.
- *SLO Under CYP Configuration Management?:* This section allows you to select if the Installation has a SLO under CYP Configuration Management.
- *MAC Plan?:* This section allows you to select if the Installation has a MAC Plan available.
- *DODEA Education Partnership Branch Involved?:* This section allows you select if the Installation has a DODEA Education Partnership branch involved.
- *STRT or Equivalent?:* This section allows you to select if the Installation has an STRT or an equivalent.
- *State OMK Team Member?:* This section allows you to select if the Installation is a State OMK team member.
- *Web Site?:* This section allows you to select if the Installation has a web site.
- *Web Address:* This section allows you to enter the URL for the installation. This section only appears when the Installation is marked as having a website, and an entry in this field is required when available.

Once you have entered all the required information, click the Update button to apply your changes. The system will notify you if there are any required fields that are either missing information, or have invalid information placed in them.

Figure 13: Installation List Edit

Notes: The Edit pane also has a Notes tab, where you can enter additional information for an Installation.

Just like adding an Installation, you can add new notes by selecting the Add Icon ⊞ in the header of the Notes pane, which will add a new row for you to enter information into. Select the Add button to commit the note to the notes tab, or select the Cancel button to discard the note.

You can also edit a note by selecting the Edit icon ⊘ in under the options column of the Notes grid. This will allow you to modify the contents of a note. Select the Update Button to commit your changes, or select the Cancel button to disregard any changes made to the Note.

You can remove a Note by selecting the Delete Icon ⊗ next a note. Doing so will bring up a verification pop-up where you can select either the OK button to remove the note, or the Cancel button to close the pop-up window.
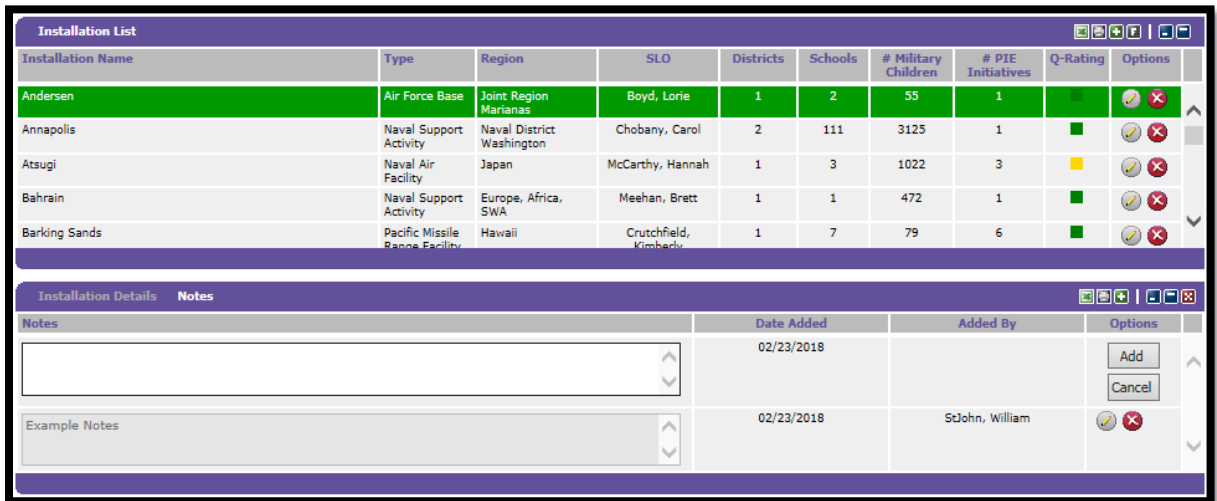

Figure 14: Installation List Notes

Deleting an Installation: You can remove an installation from the CYES system by selecting the Delete Icon ⊗ under the Options column for the desired Installation. This will cause a pop-up notification to appear, asking you to confirm your decision. Selecting the OK button will remove the Installation from the Installation List, and selecting the Cancel button will close the pop-up notification and return you to the Installation view.

3.2   Installation View – School List

School List: By clicking an Installation from the Installation List, you can access the School List pane (callout 1). This section displays all of the Schools for the selected installation, and details the following information about the schools as columns in a grid:

- School Name
- School District
- School Type
- Grade Level
- Priority
- Title 1
- Options (contains additional functions for each row in the grid)

Figure 15: Installation School List

The grid will be initially sorted alphabetically based on School Name, but you can customize how the grid is displayed by clicking on the headers of any row to sort by that type in ascending or descending order.

The school list header bar has options to export the displayed table to Excel or print the table (callouts 2 and 3).

Additionally, users with appropriate access can add, edit, and delete Installation Schools from the School List.

Adding an Installation School: By selecting the Add icon ⊞ in the header of the School List pane, you can insert a new school into the School List. This will open up a

new pane, where you can fill in the required fields with the appropriate information. The following fields are available for your input.

- *Local School Name:* This section allows you to enter the name of the Installation School. A school name is required to add a new school.
- *Installation:* This dropdown menu allows you to select an available Installation for the school.
- *Address:* This section allows you to enter the address for the school.
- *State/Province:* This dropdown menu allows you to select the State or Province that the school belongs to.
- *School Type:* This dropdown menu allows you select if the school is Public or Private.
- *POC:* This section allows you to enter the name of the Point of Contact for the school.
- *Phone:* This section allows you to enter the phone number for the school.
- *Website:* This section allows you to enter the URL for the school's website.
- *School District:* This dropdown menu allows you to select the district that the school belongs to.
- *Pre-K/Other:* This checkbox allows you to select if the school has a Pre-K or other type of grade level program.
  - *Other Desc:* The section only appears when the Pre-K/Other checkbox is selected, and allows you to enter the name or description of any type of program that would be classified as 'Other'.
- *Elementary:* This checkbox allows you to select if the school has an Elementary grade level program.
- *Middle School:* This checkbox allows you to select if the school has a Middle School grade level program.
- *High School:* This checkbox allows you to select if the school has a High School grade level program.
- *# of Military Associated Children:* This section allows you to enter the number of military-associated children for the school. This number is required to add a new Installation school.
- *Total Student Population:* This section allows you to enter the number of total students that attend the Installation school. This number is required to add a new Installation school.
- *Graduation Rate (%):* This section allows you enter the graduation rate as a percentage for the Installation school.
- *MFLC in School:* This checkbox allows you to select if the school has a Military and Family Life Councilor (MFLC).
  - *Contractor Name:* This section only appears when the MFLC in School checkbox is selected, and allows you to enter the name of the school's MFLC. A contractor name is required to add a new Installation school when available.
- *Title 1:* This checkbox allows you to select if a school is Title 1.
- *Meet State Requirements:* This checkbox allows you to select if a school meets State Requirements.

- *DoDEA:* This checkbox allows you to select if school is a part of DoDEA.
- *Interstate Compact Related Challenges:* This checkbox allows you to select if the school has any Interstate related compact challenges.
- *School Related Challenges:* This checkbox allows you select if there are any school related challenges for the Installation school.
- *PIE Involvement:* This checkbox allows you to select if the school has PIE Involvement.
  - *Partnered Command(s):* This section only appears when the PIE Involvement checkbox has been selected, and allows you to enter the names of any partnered commands. A Partnered Command name is required to add a new Installation school when available.
- *DOD Grant Recipient:* This checkbox allows you to select if the Installation school is a DOD Grant Recipient.
- *School Based Programming:* This checkbox allows you to select if the Installation School has school based programming.
- *Before Care Provided:* This checkbox allows you to select if the Installation school provides a Before Care program.
- *After Care Provided:* This checkbox allows you to select if the Installation School provides an After Care program.
- *Summer School Offered:* This checkbox allows you to select if the Installation School offers any kind of the Summer School program.
  - *Summer School Type:* This list only appears when the Summer School Offered checkbox is selected, and allows you to choose multiple types of the Summer School options. A Summer School Type is required to add a new Installation school when available.
- *Military Awareness Meeting/Training:* This checkbox allows you to select if the Installation school has any type of Military Awareness meetings or trainings.
  - *Type of Training:* This section only appears when the Military Awareness Meeting/Training checkbox is selected, and allows you to enter the type of Military Awareness training that the school has. The Type of Training is required to add a new Installation school when available.
- *Date of Last Leadership/SLO Visit:* This section allows you to select what the date of the last leadership or SLO visit to the Installation school was. Click on the Calendar icon to select a date from the menu.

Figure 16: Installation School List Add

Once you have entered all the required information, and click the Add button to apply your changes. The system will notify you if there are any required fields that are either missing information, or have invalid information placed in them.

Editing an Installation School: You can update an existing installation school in the Installation School List by clicking on a school row in the School List grid. This will open up a School Information pane, where you can update in the required fields with the appropriate information. The following fields are available for your input.

- *Local School Name:* This section allows you to enter the name of the Installation School. A school name is required to update a school.
- *Installation:* This dropdown menu allows you to select an available Installation for the school.
- *Address:* This section allows you to enter the address for the school.
- *State/Province:* This dropdown menu allows you to select the State or Province that the school belongs to.
- *School Type:* This dropdown menu allows you select if the school is Public or Private.
- *POC:* This section allows you to enter the name of the Point of Contact for the school.
- *Phone:* This section allows you to enter the phone number for the school.
- *Website:* This section allows you to enter the URL for the school's website.

- *School District:* This dropdown menu allows you to select the district that the school belongs to.
- *Pre-K/Other:* This checkbox allows you to select if the school has a Pre-K or other type of grade level program.
  - o *Other Desc:* The section only appears when the Pre-K/Other checkbox is selected, and allows you to enter the name or description of any type of program that would be classified as 'Other'.
- *Elementary:* This checkbox allows you to select if the school has an Elementary grade level program.
- *Middle School:* This checkbox allows you to select if the school has a Middle School grade level program.
- *High School:* This checkbox allows you to select if the school has a High School grade level program.
- *# of Military Associated Children:* This section allows you to enter the number of military-associated children for the school. This number is required to update an Installation school.
- *Total Student Population:* This section allows you to enter the number of total students that attend the Installation school. This number is required to update an Installation school.
- *Graduation Rate (%):* This section allows you enter the graduation rate as a percentage for the Installation school.
- *MFLC in School:* This checkbox allows you to select if the school has a MFLC.
  - o *Contractor Name:* This section only appears when the MFLC in School checkbox is selected, and allows you to enter the name of the school's MFLC. A contractor name is required to update an Installation school when available.
- *Title 1:* This checkbox allows you to select if a school is Title 1.
- *Meet State Requirements:* This checkbox allows you to select if a school meets State Requirements.
- *DoDEA:* This checkbox allows you to select if school is a part of DoDEA.
- *Interstate Compact Related Challenges:* This checkbox allows you to select if the school has any Interstate related compact challenges.
- *School Related Challenges:* This checkbox allows you select if there are any school related challenges for the Installation school.
- *PIE Involvement:* This checkbox allows you to select if the school has PIE Involvement.
  - o *Partnered Command(s):* This section only appears when the PIE Involvement checkbox has been selected, and allows you to enter the names of any partnered commands. A Partnered Command name is required to update an Installation school when available.
- *DOD Grant Recipient:* This checkbox allows you to select if the Installation school is a DOD Grant Recipient.
- *School Based Programming:* This checkbox allows you to select if the Installation School has school based programming.

- *Before Care Provided:* This checkbox allows you to select if the Installation school provides a Before Care program.
- *After Care Provided:* This checkbox allows you to select if the Installation School provides an After Care program.
- *Summer School Offered:* This checkbox allows you to select if the Installation School offers any kind of the Summer School program.
  - o *Summer School Type:* This list only appears when the Summer School Offered checkbox is selected, and allows you to choose multiple types of the Summer School options. A Summer School Type is required to update an Installation school when available.
- *Military Awareness Meeting/Training:* This checkbox allows you to select if the Installation school has any type of Military Awareness meetings or trainings.
  - o *Type of Training:* This section only appears when the Military Awareness Meeting/Training checkbox is selected, and allows you to enter the type of Military Awareness training that the school has. The Type of Training is required to update an Installation school when available.
- *Date of Last Leadership/SLO Visit:* This section allows you to select what the date of the last leadership or SLO visit to the Installation school was. Click on the Calendar icon to select a date from the menu.

Figure 17: Installation School Information

Once you have entered all the required information, click the Update button to apply your changes. The system will notify you if there are any required fields that are either missing information, or have invalid information placed in them.

Deleting an Installation: You can remove an Installation School from the CYES system by selecting the Delete Icon ⊗ under the Options column for the desired Installation. This will cause a pop-up notification to appear, asking you to confirm your decision. Selecting the OK button will remove the Installation from the Installation School List, and selecting the Cancel button will close the pop-up notification and return you to the Installation School List grid.

3.3   Installation View – Marketing and Comms

School List: By clicking an Installation from the Installation List, you can access the Marketing and Comms pane (callout 1). In this view you can enter information concerning the types of communication and marketing an Installation School is performing. You can select which financial quarter this information falls under by clicking on one of the four Quarter tabs (callout 2) under the Marketing and Comms header. You can also print the contents of the Marketing and Comms tab by selecting the Print Icon (callout 3).
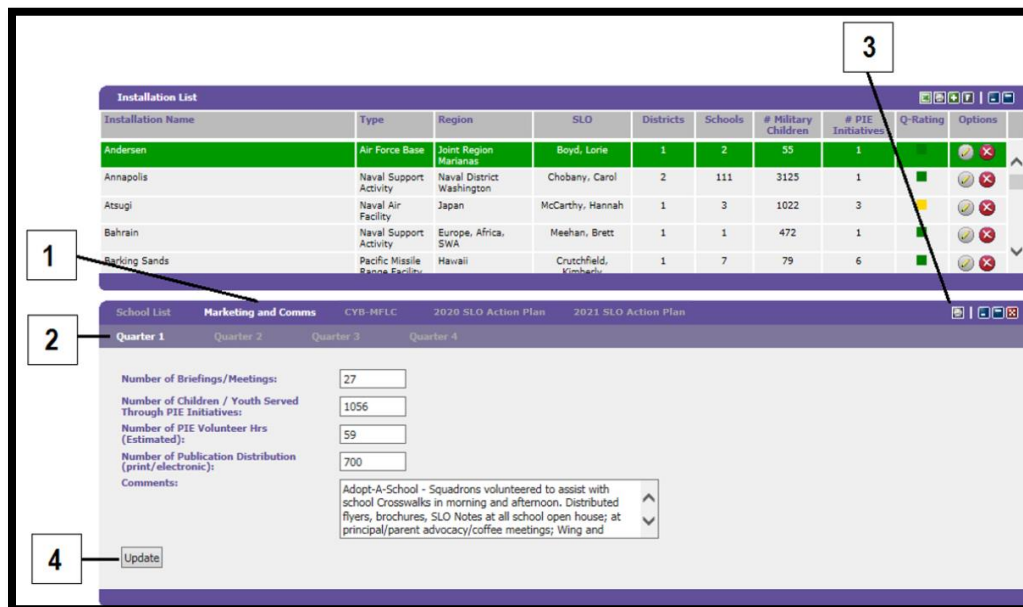

Figure 18: Installation Marketing and Comms

Editing the Installation Marketing and Comms: You can edit the Installation Marketing and Comms information directly from the initial pane. The following sections are available for your input:

- *Number of Meetings/Briefings:* This section will allow you to enter the number of meetings that an Installation has had for the selected financial quarter. If no meetings occurred, enter zero. You must have a number in this field to update the Marketing and Comms information.
- *Number of Children/Youth Served through PIE Initiatives:* This section will allow you to enter the number of children that have been involved with PIE Initiatives for the selected financial quarter. If no children have been served through PIE Initiatives, enter zero. You must have a number in this field to update the Marketing and Comms information.
- *Number of PIE Volunteer Hrs (Estimated):* This section will allow you enter the number of estimated volunteer hours for the selected Financial Quarter. If there are no volunteer hours to record, enter zero. You must have a number in this field to update the Marketing and Comms information.
- *Number of Publication Distributions:* This section will allow you to under the number of CYES related publications that an Installation has distributed for the selected financial quarter. If no publications were distributed, enter zero. You must have a number in this field to update the Marketing and Comms information.
- *Comments:* This section allows you to enter any additional comments you may have for the Marketing and Comms section. This field can be left empty if there is no additional information to add.

After enter all of the required information that you would like to update, click on the Update button at the bottom of the Marketing and Comms panel (callout 4). If there are any input fields that are incomplete or have incorrect values in them, the system will notify you that there is an error and highlight the invalid fields. If all fields are correctly filled out then the system will notify you that the update has completed and the new values will be saved to the system.

3.4   Installation View – Advocacy

Advocacy: By clicking an Installation from the Installation List, you can access the Advocacy pane (callout 1). In this view you can enter information concerning the number of family interactions an Installation School is performing. You can select which financial quarter this information falls under by clicking on one of the four Quarter tabs (callout 2) under the Advocacy header. You can also print the contents of the Advocacy tab by selecting the Print Icon (callout 3).

Figure 19: Installation Advocacy

Editing the Installation Advocacy: You can edit the Installation Advocacy directly from the initial pane. The following sections are available for your input:

- *# Families Interactions (School transitions Support-PCS-IN):* This section allows you to enter the number of family interactions for School Transpiration Support-PCS-IN programs. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.
- *# Families Interactions (School Transition Support-PCS-OUT):* This section allows you to enter the number of Family Interactions for School Transpiration Support-PCS-OUT programs. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.
- *# Families Interactions (Deployment Support):* This section sums up the total of number of entries for the following sections:
  - o *# Non-IA/GSA Deployment Interactions:* This section allows you to enter the number of Non-IA or GSA Deployment interactions. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.
  - o *# IA/GSA Deployment Interactions:* This section allows you to enter the number of IA or GSA Deployment interactions. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.
- *# Families Interactions (Special Needs System Navigation):* This section allows you to enter the number of family interactions for Special Needs

System Navigation programs. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.

- *# Families Interactions (Post Secondary Support):* This section allows you to enter the number of family interactions for Post-Secondary programs. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.

- *# Families Interactions (Home School):* This section allows you to enter the number of family interactions for Home School programs. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.

- *# Families Interactions (School Based Programming):* This section allows you to enter the number of family interactions for School Based programs. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.

- *# School Based Programs/Transition Centers:* This section allows you to enter the number of School Based Programs or Transitions Centers. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.

- *# Families Served (Guard & Reserve Support):* This section allows you to enter the number of families served for Guard & Reserve Support programs. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.

- *# Families Served (Safe Harbor/Wounded Warrior Related):* This section allows you to enter the number of families served for Safe Harbor or Wounded Warrior related programs. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.

- *# Families Served (Other Armed Services):* This section allows you to enter the number of families served for Other Armed Services programs. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.

- *# of Educator Contacts – (e-mails, phone cons, presentations, etc.):* This section allows you to enter the number of Educator Contacts. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.

- *# Attendees Participating in Special Events:* This section allows you to enter the number of attendees participating in Special Events. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.

- *# Safe Harbor Families Served:* This section allows you to enter the number of Safe Harbor families served. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.

- *# Gold Star Families Served:* This section allows you to enter the number of Gold Star families served. If none have occurred, enter zero. You must have a number in this field to update Installation Advocacy.

- *# Workshops Conducted:* This section sums up the total of number of entries for the following sections:
    - *Command:* This section allows you to enter the total number of Workshops conducted by Command.
    - *Educator:* This section allows you to enter the total number of Workshops conducted by Educators.
    - *Parent/Student:* This section allows you to enter the total number of Workshops conducted by parents or students.
    - *Description:* This text field only appears after a value has been entered into the previously listed Workshops Conducted fields. Here you can enter a description for the types of Command, Educator, and Parent/Student workshops conducted.
- *# Workshops Attendees:* This section sums up the total of number of entries for the following sections:
    - *Command:* This section allows you to enter the total number of Workshop attendees that are classified as Command.
    - *Educator:* This section allows you to enter the total number of Workshop attendees that are Educators.
    - *Parent/Student:* This section allows you to enter the total number of Workshops attendees that are parents or students.
- *Briefly describe #1 ISLO highlight for this quarter:* This section will allow you to enter a description for the number one ISLO highlight for the selected quarter.
- *Special Events Information:* This section will allow you to enter a description for any Special Events.
- *Other Comments:* This section will allow you to enter any additional comments you may have.

After entering information into all of the necessary fields, click on the Update Button (callout 4 in Figure 19) to apply your changes. If any required fields are invalid or incomplete, the system shall notify you of the incorrect fields that need to be changed. If all fields are correct, then the update shall be made to Installation Advocacy.

3.5   Installation View – CYB-MFLC

CYB-MFLC: By clicking on an Installation from the Installation List, you can access the CYB-MFLC pane for the current CYES year. This section displays all of the Child and Youth Behavioral Military and Family Life Counselor program data for each quarter.

Figure 20: Installation CYB-MFLC

- *# Sessions by Age*: This section allows you to enter the number of sessions by age for each respective age range.
- *# Face-to-Face Individual Sessions:* This section allows you to enter the number of face-to-face individual sessions for each individual session type.
- *# Face-to-Face Group Sessions*: This section allows you to enter the number of face-to-face group sessions for each group session type.
- *Top Five Presenting Problems by Category (School CYB-MFLC)*: This section allows you to select and rank the top five presenting problems by category, as well as enter the number of sessions for each category.
- *Top Five Referrals by CYB (School CYB-MFLC)*: This section allows you to select and rank the top five referrers and sub-referrers, as well as enter the number of referrals for each referrer/sub-referrer.
- *Other Comments*: This section will allow you to enter any additional comments you may have.

After entering information into all of the necessary fields, click on the Update Button to apply your changes. If any required fields are invalid or incomplete, the system shall notify you of the incorrect fields that need to be changed. If all fields are correct, then the update shall be made to the Installation CYB-MFLC pane for that quarter.

3.6 Installation View – SLO Action Plan (Current Year)

SLO Action Plan (Current Year): By clicking an Installation from the Installation List, you can access the SLO Action Plan pane for the current CYES year (callout 1). This section displays all of the SLO Action Plans programs/events that were created

for the current CYES year, for the selected installation, and details the following information about them as columns in a grid:

- Program/Event Name
- Description/Objective
- Target Audience
- Program Partners & Supporters
- Core Area(s) Support
- Frequency (W, M, Q, A, SA)
- Months
- # of Events/Yr
- Total Cost
- Options (contains additional function to view details for each row in the grid)

Figure 21: Installation SLO Action Plan Current Year

The Installation SLO Action Plan (Current Year) grid also features two Total rows for Funded and Unfunded values, located below the Total Cost column of the grid. Additionally, the grid will be initially sorted alphabetically based on Program/Event Name, but you can customize how the grid is displayed by clicking on the headers of any row to sort by that type in ascending or descending order.

The SLO Action Plan (Current Year) header bar has options to export the displayed table to Excel or print the table (callouts 2 and 3).

Under the Options column of the Installation SLO Action Plan grid you may notice additional icons shown. One is a gray circle with a green dollar sign in the middle, signifying that the SLO Action Plan is marked as Unfunded. The other is a red triangle

with an exclamation point in the middle, signifying that the SLO Action Plan has been modified by a user with Region level permissions or higher after the Installation has been submitted for review.

Additionally, users with appropriate access view SLO Action Plans for the current fiscal year from the CYES system.

Viewing a SLO Action Plan: By selecting the Eye icon 👁 in the Option column of the SLO Action Plan grid, you can view details about an SLO Action Plan Program/Event. This will open a new pane, where you can view all the fields and information of the current years SLO action plan Program/Event. The fields for the SLO Action Plan Programs/Events are not editable as they are setup in the previous CYES fiscal year.

Figure 22: Installation SLO Action Plan Current Year View

To close the SLO Action Plan Program/Event view pane, click on the close button at the top right of the pane.

3.7   Installation View – SLO Action Plan (Next Year)

SLO Action Plan (Next Year): By clicking an Installation from the Installation List, you can access the SLO Action Plan pane for the next CYES year (callout 1). This section displays all of the SLO Action Plans programs/events that for the next CYES

year, for the selected installation, and details the following information about them as columns in a grid:

- Program/Event Name
- Description/Objective
- Target Audience
- Program Partners & Supporters
- Core Area(s) Support
- Frequency (W, M, Q, A, SA)
- Months
- # of Events/Yr
- Total Cost
- Options (contains additional functions for each row in the grid)

Figure 23: Installation SLO Action Plan Next Year

The Installation SLO Action Plan (Next Year) grid also features two Total rows for Funded and Unfunded values, located below the Total Cost column of the grid. Additionally, the grid will be initially sorted alphabetically based on Program/Event Name, but you can customize how the grid is displayed by clicking on the headers of any row to sort by that type in ascending or descending order.

The SLO Action Plan (Next Year) header bar has options to export the displayed table to Excel or print the table (callouts 2 and 3).

Under the Options column of the Installation SLO Action Plan grid you may notice additional icons shown. One is a gray circle with a green dollar sign in the middle, signifying that the SLO Action Plan is marked as Unfunded. The other is a red triangle with an exclamation point in the middle, signifying that the SLO Action Plan has been modified by a user with Region level permissions or higher after the Installation has been submitted for review.

Additionally, users with appropriate access can add, edit, and delete SLO Action Plans for the next fiscal year from the CYES system.

Adding a SLO Action Plan: By selecting the Add icon in the header of the SLO Action Plan pane, you can insert an action plan into the SLO Action Plan grid for the next fiscal year. This will open up a new pane, where you can fill in the required fields with the appropriate information. The input fields for the add pane are as follows:

- *Program/Event Name:* This section allows you to enter the name of the program or event. There must be a name listed in this field in order to add a SLO Action Plan.
- *Description/Objective:* This section allows you to enter a description for the new program or event. There must be a description listed in this field in order to add a SLO Action Plan.
- *Additional Details:* This section allows you to enter any additional details that you wish to provide for the new SLO Action Plan.
- *Target Audience:* This section allows you to select from a list of Target Audience options.
    - *Other Target Audience:* This section only appears when the 'Other' value is selected from the Target Audience list. Here you can enter a name for the Other Target Audience, and is required in order to add a SLO Action Plan.
- *Program Partners & Supporters:* This section allows you to select from a list of Supporters and Program Partners for the SLO Action Plan.
- *Core Area(s) Support:* This section allows you to select from a list of Core Area Supports for the SLO Action Plan.
- *Frequency:* The section allows you to select from a list of reoccurring periods for the SLO Action Plan, including: Weekly (W), Monthly (M), Quarterly (Q), Annually (A), and Semi-Annually (SA).
    - *Months:* This section only appears when the 'Monthly', 'Quarterly', 'Annually', or 'Semi-Annually' values are selected from the Frequency list. Here you can select multiple months from the list to clarify when an SLO event will occur. A Month selection is required when available to add a SLO Action Plan.
- *Unfunded:* This section allows you to check a checkbox to show whether the SLO Action Plan is funded or not.
    - *Unfunded Rationale:* This section only appears when the Unfunded checkbox is checked. Here you can enter the reason why the SLO Action Plan is unfunded, and is required when available to add a SLO Action Plan.
- *Program/Event Costs:* This section provides a grid that allows you to enter the types of program and event costs that are associated to the SLO Action Plan. The grid is made up of the following columns:
    - GL Code
    - Cost

o Options (contains additional functions for the grid)

You can add new Program/Event Costs by selecting the Add icon ⊞ on the right side of the grid. This will add a new row to the grid that shall allow you to select the GL Code type and enter the financial value of the program cost. To add the new cost to the grid, click on the Add button under the Options column. To stop adding a new cost, click on the Cancel button under the Options column. The system shall notify you if any of the inputs made are invalid and need to be corrected.

You can edit a Program/Event Cost by selecting the Edit icon ⊘ for that row under the Options column. This will allow you to modify the GL Code type and the Cost value for the selected row. Once the changes have been made, select the Update button under the Options column to apply the changes, or select the Cancel button to discard any changes made to the row. The system shall notify you if any of the inputs made to the row are invalid and need to be corrected.

You can delete a Program/Event Cost by selecting the Delete icon ⊗ for that row under the Options column. This will bring up verification prompt asking you to confirm your choice. Click on the OK button to remove the Program/Event Cost from the SLO Action Plan, or click on the Cancel button the close the prompt.

Figure 24: Installation SLO Action Plan Next Year Add

To apply the new SLO Action Plan to the list of SLO Action plans for the installation, click on the Add button at the bottom of the pane. The system shall notify you of any invalid inputs that need to be corrected before the update can be applied.

Editing a SLO Action Plan: You can modify a SLO Action Plan for the next CYES fiscal year, by selecting the Edit icon ⊘ under the Options column for that row. This will open up an edit pane for the SLO Action, with same functionality as the Add pane described earlier in this section of the User Guide. Select the Update button in the Edit pane to commit your changes. The system shall notify you if there are any invalid inputs that need to be corrected before any changes can be made.
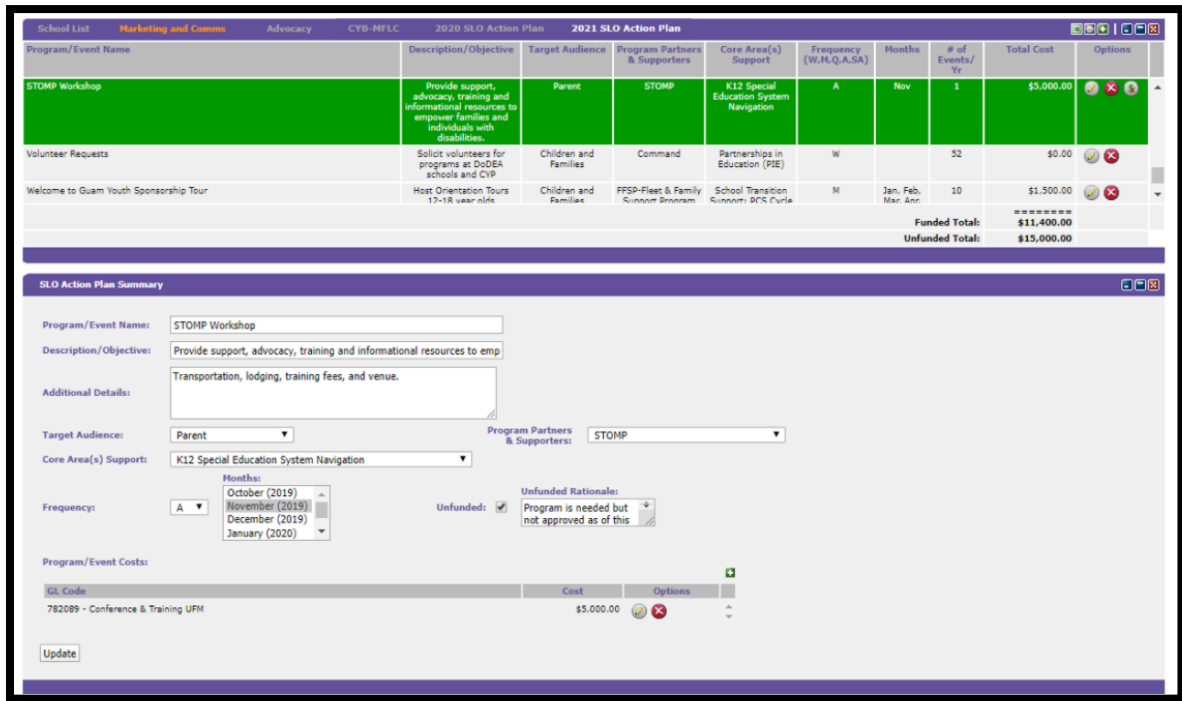

Figure 25: Installation SLO Action Plan Next Year Edit

Deleting an SLO Action Plan: You can remove an Installation SLO Action Plan from the CYES system by selecting the Delete icon ⊗ under the Options column for the desired SLO Action Plan. This will cause a pop-up notification to appear, asking you to confirm your decision. Selecting the OK button will remove the SLO Action Plan from the Installation SLO Action Plan grid, and selecting the Cancel button will close the pop-up notification and return you to the Installation SLO Action Plan grid for the next CYES fiscal year.

3.8   Installation View – School List Challenges

Challenges: By clicking an Installation from the Installation List, and then selecting a School from the School List, you can access the School Challenges pane (callout 1). In this view you can enter information concerning any questions or issues with the Installation School. The Challenges pane shall display a grid with the following information elements as columns:
   • Question/Issue

- Navy Actions/Comments
- Date Updated
- Last Updated By
- Options (contains additional functions for each row in the grid)
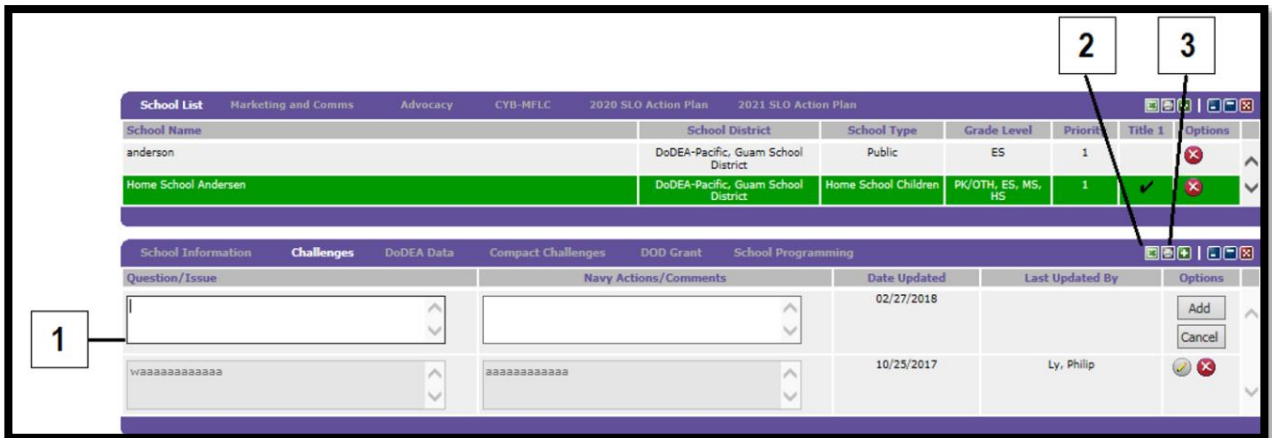
Figure 26: Installation School Challenges View

You can also export to Excel or print the contents of the Challenges tab by selecting the Excel or Print icons (callout 2 and 3).

Adding Challenges: You can add new Installation School Challenges by selecting the Add icon [icon] in the School Challenges header. This will create a new row in the grid where you can add the following information:

- *Question Issue:* This section allows you to enter the question or name of the issue for the School Challenge. There must be information in this field in order to add a new row to the grid.
- *Navy Actions/Comments:* This section allows you to enter the Navy Actions or comments for the School Challenge. There must be information in the field in order to add a new row to the grid.

To commit your information to the grid, click on the Add button under the Options column of the Grid. To stop adding a new row, click on the Cancel button. The system shall notify you if there are any invalid inputs that need to be corrected before any changes can be made. The grid will be updated with the appropriate Date Updated and Last Updated By information upon successfully adding a row.

Editing Challenges: You can edit an existing Installation School Challenges by selecting the Edit icon [icon] under the Options row of the grid. This allows the row in the grid to become editable, and you can update the following information:

- *Question Issue:* This section allows you to enter the question or name of the issue for the School Challenge. There must be information in this field in order to add a new row to the grid.

- *Navy Actions/Comments:* This section allows you to enter the Navy Actions or comments for the School Challenge. There must be information in the field in order to add a new row to the grid.

To commit your information to the grid, click on the Update button under the Options column of the Grid. To stop updating the row, click on the Cancel button. The system shall notify you if there are any invalid inputs that need to be corrected before any changes can be made. The grid will be updated with the appropriate Date Updated and Last Updated By information upon successfully updating a row.

Deleting Challenges: You can remove an Installation School Challenge from the CYES system by selecting the Delete Icon ⊗ under the Options column for the desired Challenge. This will cause a pop-up notification to appear, asking you to confirm your decision. Selecting the OK button will remove the School Challenge from the Installation School Challenges grid, and selecting the Cancel button will close the pop-up notification and return you to the Installation School Challenges grid.

3.9 Installation View – School DoDEA Data

DoDEA Data: By clicking an Installation from the Installation List, and then selecting a School from the School List, you can access the School DoDEA pane (callout 1). From here you can enter DoDEA data for the selected Installation School. The following sections are available for your input:

- *Registered Home Schoolers:* This field displays the total number of home schooled students, based on the following fields:
  - *Elementary:* This field allows you to enter the total number of Elementary level home schooled students. If no students are available, enter zero. There must be a value in this field to update DoDEA Data.
  - *Middle School:* This field allows you to enter the total number of Middle School level home schooled students. If no students are available, enter zero. There must be a value in this field to update DoDEA Data.
  - *High School:* This field allows you to enter the total number of High School level home schooled students. If no students are available, enter zero. There must be a value in this field to update DoDEA Data.
- *Q Rating:* This section allows you to select from a list of possible Q-ratings for the selected school.
- *Lunch Program:* This section allows you to check a checkbox to verify if the selected school has a lunch program.
- *Year Built/Renovated:* The section allows you to enter the year that the school was built or last renovated. There must be a value in this field to update DoDEA data.
- *% OS Clear Screened:* This section allows you to enter the % OS Clear Screened for the selected school. If there is no % OS Clear Screened, enter zero. There must be a value in this field to update DoDEA data.

- *Projected MILCON:* This section allows you to check a checkbox to verify that the selected school has a projected MILCON.
  - *Project Year:* This section only appears when the Projected MILCON checkbox is checked. Here you can enter the projected year for the selected school's projected MILCON. There must be a value in this field, when available, to update DoDEA data.
  - *Projected Cost:* This section only appears when the Projected MILCON checkbox is checked. Here you can enter the projected cost for the selected school's projected MILCON. There must be a value in this field, when available, to update DoDEA data.

Figure 27: Installation DoDEA Data View

To apply any changes made to the DoDEA Data section, click on the update button at the bottom of the pane. The system shall notify you of any invalid inputs that need to be corrected before the update can be applied.

3.10 Installation View – School List Compact Challenges

Compact Challenges: By clicking an Installation from the Installation List, and then selecting a School from the School List, you can access the School Compact Challenges pane (callout 1). In this view you can enter information concerning any questions or issues with the Installation School. The Challenges pane shall display a grid with the following information elements as columns:
- Question/Issue
- Navy Actions/Comments
- Date Updated
- Last Updated By
- Options (contains additional functions for each row in the grid)
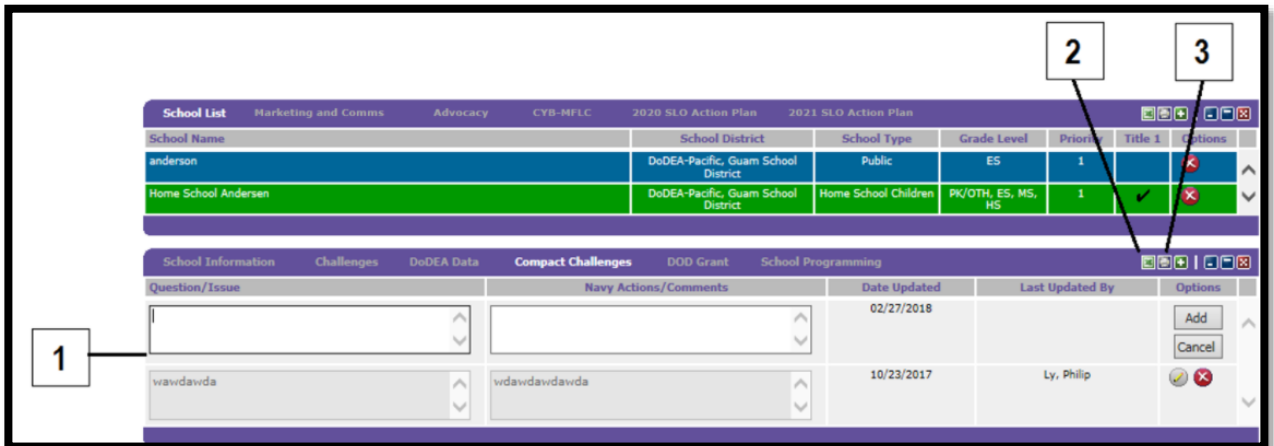
Figure 28: Installation School Compact Challenges View

You can also export to Excel or print the contents of the Compact Challenges tab by selecting the Excel or Print icons (callout 2 and 3).

Adding Compact Challenges: You can add new Installation School Compact

Challenges by selecting the Add icon [icon] in the School Compact Challenges header. This will create a new row in the grid where you can add the following information:
- *Question Issue:* This section allows you to enter the question or name of the issue for the School Compact Challenge. There must be information in this field in order to add a new row to the grid.
- *Navy Actions/Comments:* This section allows you to enter the Navy Actions or comments for the School Compact Challenge. There must be information in the field in order to add a new row to the grid.

To commit your information to the grid, click on the Add button under the Options column of the Grid. To stop adding a new row, click on the Cancel button. The system shall notify you if there are any invalid inputs that need to be corrected before any changes can be made. The grid will be updated with the appropriate Date Updated and Last Updated By information upon successfully adding a row.

Editing Challenges: You can edit an existing Installation School Compact

Challenges by selecting the Edit icon [icon] under the Options row of the grid. This allows the row in the grid to become editable, and you can update the following information:
- *Question Issue:* This section allows you to enter the question or name of the issue for the School Compact Challenge. There must be information in this field in order to add a new row to the grid.
- *Navy Actions/Comments:* This section allows you to enter the Navy Actions or comments for the School Compact Challenge. There must be information in the field in order to add a new row to the grid.

To commit your information to the grid, click on the Update button under the Options column of the Grid. To stop adding a new row, click on the Cancel button. The system shall notify you if there are any invalid inputs that need to be corrected before any changes can be made. The grid will be updated with the appropriate Date Updated and Last Updated By information upon successfully adding a row.

Deleting Challenges: You can remove an Installation School Compact Challenge from the CYES system by selecting the Delete Icon under the Options column for the desired Compact Challenge. This will cause a pop-up notification to appear, asking you to confirm your decision. Selecting the OK button will remove the School Compact Challenge from the Installation School Challenges grid, and selecting the Cancel button will close the pop-up notification and return you to the Installation School Compact Challenges grid.

3.11   Installation View – School DOD Grant

DOD Grant: By clicking an Installation from the Installation List, and then selecting a School from the School List, you can access the School DOD Grant pane (callout 1). In this view you can enter information concerning DOD Grant funding for the selected Installation School. The DOD Grant pane shall display the following fields for your input:

- *Funding Received:* This section allows you to enter the amount of funding the selected Installation School has received. If no funding has been received, enter zero. There must be value in this field to update the DOD Grant pane.
- *Expiration Date (mm/yyyy):* This section allows you to enter the expiration date for the DOD Grant. Click on the Calendar icon to bring up a date menu where you can select the date. Date must be in the format 'mm/yyyy', where 'mm' the number is for the month, and 'yyyy' is the full year. There must be a value in this section to update the DOD Grant pane.
- *Grant Purpose:* This section allows you to enter the purpose for the DOD Grant. There must be a value in this field to update the DOD Grant pane.
- *DOD Grant Notes:* This section provides a grid with notes on the DOD Grant. The grid contains the following columns
  - o Notes
  - o Date Added
  - o Added By
  - o Options (contains additional functions for the grid)

  You can add new DOD Grant Note by selecting the Add icon on the right side of the grid. This will add a new row to the grid that shall allow you to enter a note about the DOD Grant. To add the note to the grid, click on the Add button under the Options column. To stop adding a note, click on the Cancel button under the Options column. The system shall notify you if any of the inputs made are invalid and need to be corrected. The grid will be

updated with the appropriate Date Updated and Last Updated By information upon successfully adding a row.

You can edit a DOD Grant Note by selecting the Edit icon ⊘ for that row under the Options column. This will allow you to modify the Note or the selected row. Once the changes have been made, select the Update button under the Options column to apply the changes, or select the Cancel button to discard any changes made to the row. The system shall notify you if any of the inputs made to the row are invalid and need to be corrected. The grid will be updated with the appropriate Date Updated and Last Updated By information upon successfully adding a row.

You can delete a DOD Grant Note by selecting the Delete icon ⊗ for that row under the Options column. This will bring up verification prompt asking you to confirm your choice. Click on the OK button to remove the DOD Grant Note from the DOD Grant Note grid, or click on the Cancel button the close the prompt.
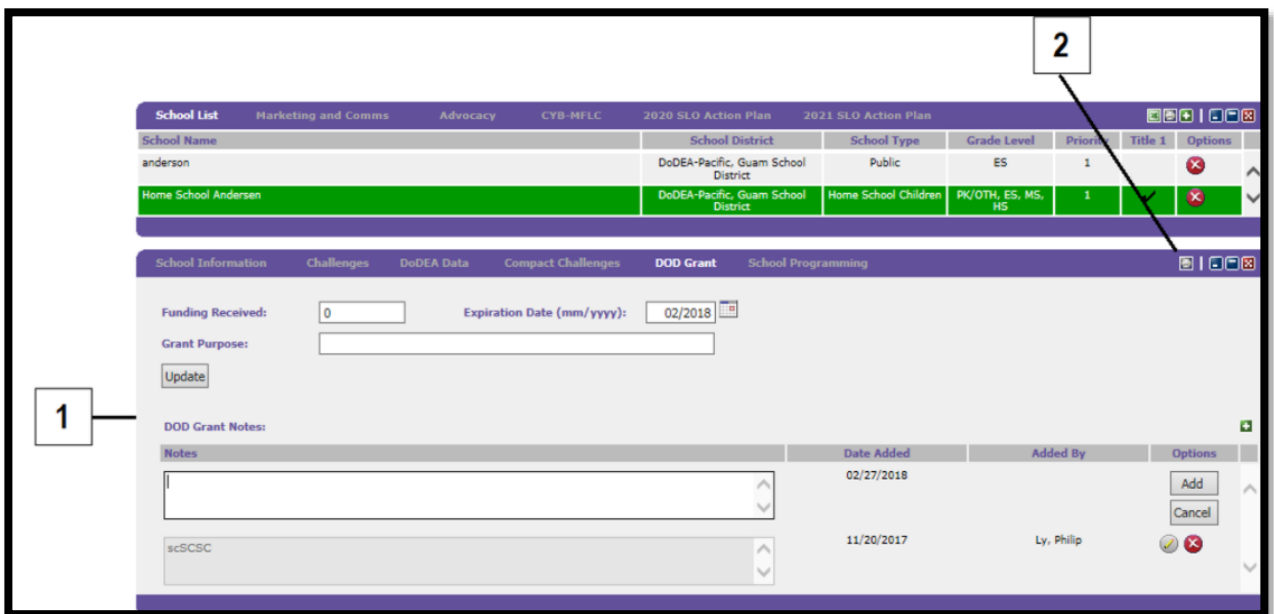
Figure 29: Installation School DOD Grant View

After you have entered your information into the pane, click on the Update button to apply the changes you have made. The system will notify you of any invalid inputs that must be changed before the update can be applied.

You also have the option to print the contents of the DOD Grant pane by selecting the Print icon (callout 2) in the header of the pane.

3.12   Installation View – School Programming

School Programming: By clicking an Installation from the Installation List, and then selecting a School from the School List, you can access the School Programming pane (callout 1). In this view you can enter information concerning School programs for the selected Installation School. The School Programming pane shall display the following fields for your input:

- *Defined PCS IN process?:* This section allows you to check if the selected School has a defined PCS IN process.
- *Defined PCS OUT process?:* This section allows you to check if the selected School has a defined PCS OUT process.
- *S2S?:* This section allows you to check if the selected School has a S2S program.
- *JS2S?:* This section allows you to check if the selected School has a JS2S program.
- *Anchored4Life:* This section allows you to check if the selected School has an Anchored4Life program.
- *Deployment Support?:* This section allows you to check if the selected school has a Deployment Support program.
  - o *Provided By:* This section only appears if the Deployment Support checkbox has been checked. Here you can enter information on who is providing the Deployment Support program. There must be a value in this field, when available, in order to update the School Programming pane.
- *Youth Sponsorship?*: This section allows you to check if the selected School has a Youth Sponsorship program.
  - o *Provided By:* This section only appears if the Youth Sponsorship checkbox has been checked. Here you can enter information on who is providing the Youth Sponsorship program. There must be a value in this field, when available, in order to update the School Programming pane.
- *Transition Center?:* This section allows you to check if the selected School has a Transition Center.
  - o *Funding Source:* This section only appears if the Transition Section checkbox has been checked. Here you can select from a list of Funding Sources for the Transition Center in the selected School.
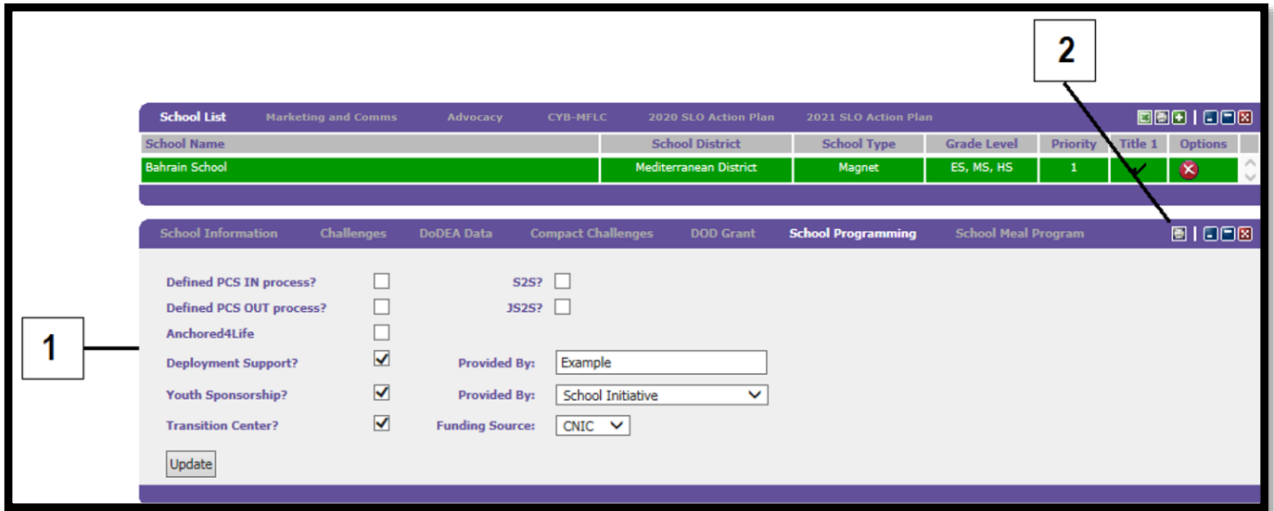
Figure 30: Installation School Programming View

After you have entered your information into the pane, click on the Update button to apply the changes you have made. The system will notify you of any invalid inputs that must be changed before the update can be applied.

You also have the option to print the contents of the School Programming pane by selecting the Print icon (callout 2) in the header of the pane.

3.13   Installation View – School Meal Program

School Programming: By clicking an Installation from the Installation List, and then selecting a School from the School List, you can access the School Meal Program pane (callout 1). In this view you can enter information concerning School programs for the selected Installation School. You can display and modify the information per financial quarter by using the Quarter Tabs (callout 2). The School Programming pane shall display the following fields for your input:

- *School Start Date:* This section allows you to enter the date that the selected Installation School starts its school year. Click on the Calendar icon   to bring up a date menu where you can select the date. Date must be in the format 'mm/yyyy', where 'mm' the number is for the month, and 'yyyy' is the full year

- *Last Day of School:* This section allows you to enter the date that the school year ends on. Click on the Calendar icon   to bring up a date menu where you can select the date. Date must be in the format 'mm/yyyy', where 'mm' the number is for the month, and 'yyyy' is the full year.

- *Back to School Night:* This section allows you to enter the date for Back to School Night. Click on the Calendar icon   to bring up a date menu where

you can select the date. Date must be in the format 'mm/yyyy', where 'mm' the number is for the month, and 'yyyy' is the full year.

- *Date FARM Memo Sent:* This section allows you to enter the date that FARM Memos were sent. Click on the Calendar icon ⊞ to bring up a date menu where you can select the date. Date must be in the format 'mm/yyyy', where 'mm' the number is for the month, and 'yyyy' is the full year.

- *Number of FARM Applications Received:* This section allows you to enter the number of FARM applications that were received by the selected installation school. If no applications were received then you can leave this field empty.

- *Number of Approved Free:* This section allows you to enter the number of Approved Free FARM applications for the selected school. If no FARM applications were marked as Approved Free then you can leave this field empty. The value entered into this section, combined with the number of Approved Reduced applications, should not exceed the number of FARM applications received.

- *Number of Approved Reduced:* This section allows you to enter the number of Approved Reduced FARM applications for the selected school. If no FARM applications were marked as Approved Reduced then you can leave this field empty. The value entered into this section, combined with the number of Approved Free applications, should not exceed the number of FARM applications received.

- *Number of Denied:* The section allows you to enter the number of Denied FARM applications for the selected school. If no FARM applications were marked as Denied then you can leave this field empty.

- *Number of Sure Start Qualified:* This section allows you to enter the number of Sure Start Qualified FARM applications for the selected school. If no FARM applications were marked as Sure Start Qualified then you can leave this field empty.

Figure 31: Installation School Meal Program

The School Meal Program pane shall have three fields that calculate their values based on the data entered for FARM Metrics:

- *Percent Approved Overall:* This section displays the percentage of the Approved FARM applications out of the total number of accepted farm applications.
- *Percent Approved Free:* This section displays the percentage of Approved Free applications out of the total number of Approved Overall applications.
- *Percent Approved Reduced:* This section displays the percentage of Approved Reduced applications out of the total number of Approved Overall applications.

After you have entered your information into the pane, click on the Update button to apply the changes you have made. The system will notify you of any invalid inputs that must be changed before the update can be applied.

4   Region View

Once logged in, users can start working in the Region List by selecting the Region View.
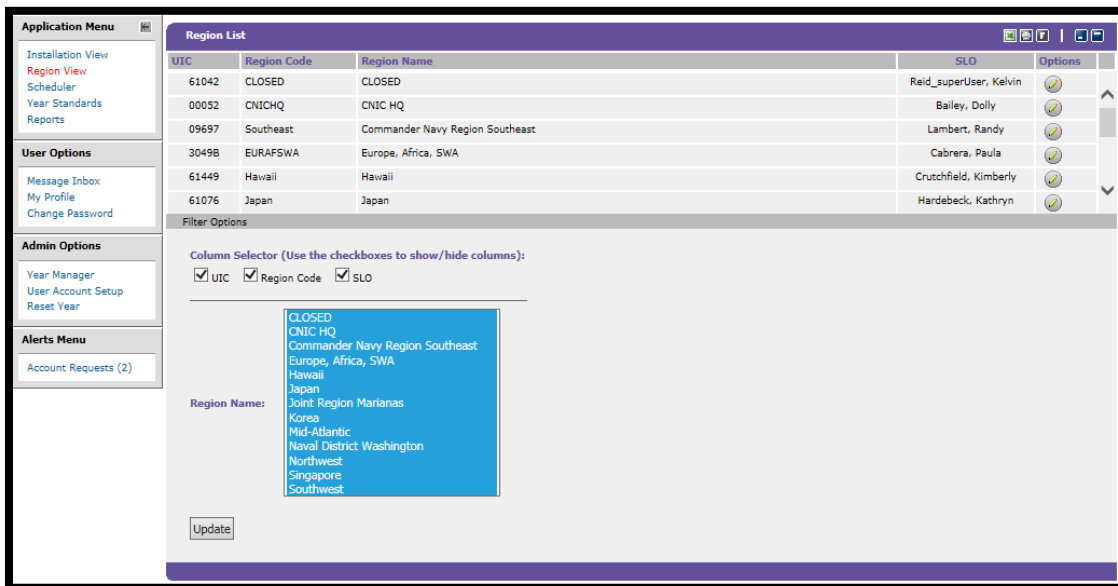
Figure 32: Region List View with Filter Options

The Region View will display all the Regions based on the selected filters in a grid, sorted alphabetically based on Region name.

The grid will display columns with the following Installation information:
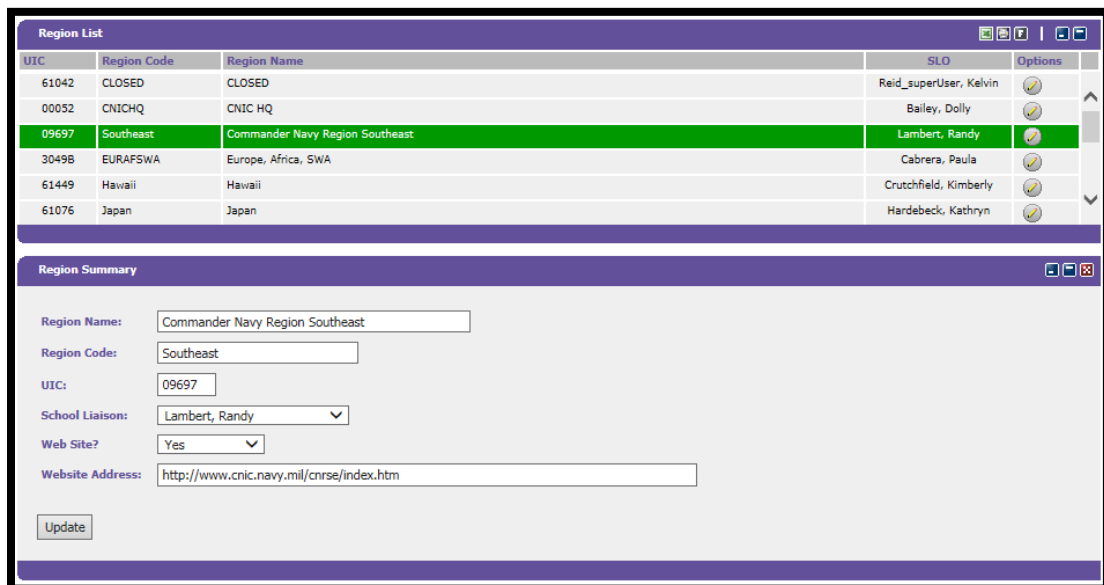
- UIC
- Region Code
- Region Name
- SLO
- Options (contains additional functions for the grid)

You can click on any of the headers of the row to sort each by ascending or descending values.

Editing a Region: You can edit a Region by selecting the Edit icon ⊘ under the Options column for the Region's row. This will open a Region Summary pane, where you can edit the following information fields for the Region:

- *Region Name:* This section allows you to enter the name for the Region. There must be a name in this field in order to update the Region information.
- *Region Code:* This section allows you to enter the code number for the Region. There must a value in this field in order to update the Region information.
- *UIC:* This section allows you to enter the UIC for the Region. There must be a value in this field in order to update Region information.
- *School Liaison:* This section allows you to enter the name of the School Liaison. There must be a value in this field in order to update Region information.
- *Web Site?:* This section allows you to select if the Region has a website.
  - *Web Address:* This section only appears when the Region checkbox is checked. Here you can enter the URL for the web address. There must be a value in this field in order to update Region information.

Figure 33: Region List Edit

After you have entered your information into the pane, click on the Update button to apply the changes you have made. The system will notify you of any invalid inputs that must be changed before the update can be applied.

After selecting a Region, the Districts associated to the Region will display in the pane beneath the Region List.

4.1   Region View - Districts

Districts: By clicking a Region from the Region List, you can access the Districts pane (callout 1). This section displays all of the districts for the selected Region, and details the following information about the districts as columns in a grid:

- District Name
- State/province
- Tier
- Local Action Plan (LAP)
- Lap Most Recent Date
- Options (contains additional functions for each row in the grid)

The grid will be initially sorted alphabetically based on District Name, but you can customize how the grid is displayed by clicking on the headers of any row to sort by that type in ascending or descending order.

The District pane header bar has options to export the displayed table to Excel or print the table (callouts 2 and 3).
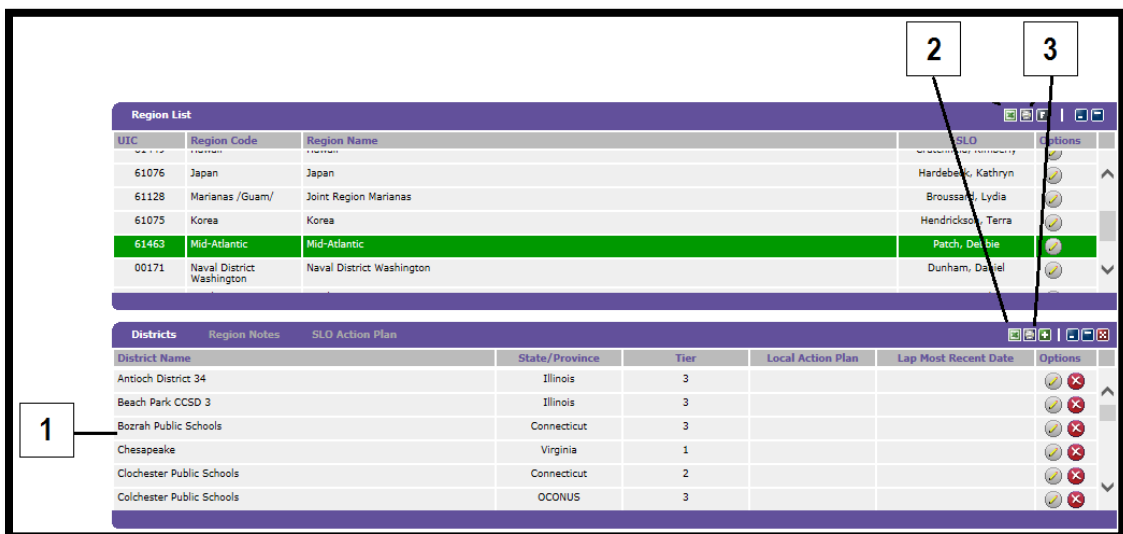
Figure 34: Region Districts

Additionally, users with appropriate access can add, edit, and delete Region Districts from the District grid.

Adding a District: By selecting the Add icon in the header of the District pane, you can insert a new District into the Region District grid. This will open up a new pane, where you can fill in the required fields with the appropriate information. The following information fields are available for your input:

- *District Name:* This section allows you to enter the name of the Region District. There must be a unique value in this field that is not used by other Region District names in order to add the Region District.
- *State/Province:* This section allows you to select the State or province for the Region District from a list of available options.
- *MIC3 Participant (Optional)?:* This section allows you to check a checkbox to verify that the Region District is a MIC3 Participant.
- *LEA has MOA/MOU/Plan with Installation?:* This section allows you to check a checkbox to verify that the Region District has a MOA/MOU/Plan with Installation.
- *LAP Most Recent Date?:* This section only appears when the "LEA has MOA/MOU/Plan with Installation" checkbox is checked. Here you can enter the most recent date of the LAP. The date must be in the format of mm/dd/yyyy, where "mm" is the month, "dd" is the day of the month, and "yyyy" is the full year. There must be a value in this field, when available, in order to add the Region District.
- *School District Military Liaison?:* This section allows you to check a checkbox that verifies that the Region has a School District Military Liaison.
- *Name:* This section is only available when the "School District Military Liaison" checkbox is checked. Here you can enter the name of the School District Military Liaison for the Region District. There must be a value in this field, when available, in order to add the Region District.
- *Phone:* This section is only available when the "School District Military Liaison" checkbox is checked. Here you can enter the phone number of the School District Military Liaison for the Region District. There must be a value in this field, when available, in order to add the Region District.

Figure 35: Region Districts Add Pane

To apply any the new Region District to the grid, click on the Add button at the bottom of the pane. The system shall notify you of any invalid inputs that need to be corrected before the District can be applied.

Editing a District: You can modify an existing Region District by selecting the Edit icon ⊘ under the Options column for that row. This will open up an edit pane for the Region Distract, with same functionality as the Add pane described earlier in this section of the User Guide. Select the Update button in the Edit pane to commit your changes. The system shall notify you if there are any invalid inputs that need to be corrected before any changes can be made.

Deleting a District: You can remove a Region District from the CYES system by selecting the Delete icon under the Options column for the desired District. This will cause a pop-up notification to appear, asking you to confirm your decision. Selecting the OK button will remove the District from the Region District grid, and selecting the Cancel button will close the pop-up notification and return you to the Region District grid.

4.2   Region View – Region Notes

Region Notes: By clicking a Region from the Region List, you can access the Region Notes pane (callout 1). This section displays all of the notes for the selected Region, and details the following information about the Region Notes as columns in a grid:

- Notes
- Date Added
- Added By
- Options (contains additional functions for each row in the grid)

The grid will be initially sorted alphabetically based on Date Added, but you can customize how the grid is displayed by clicking on the headers of any row to sort by that type in ascending or descending order.
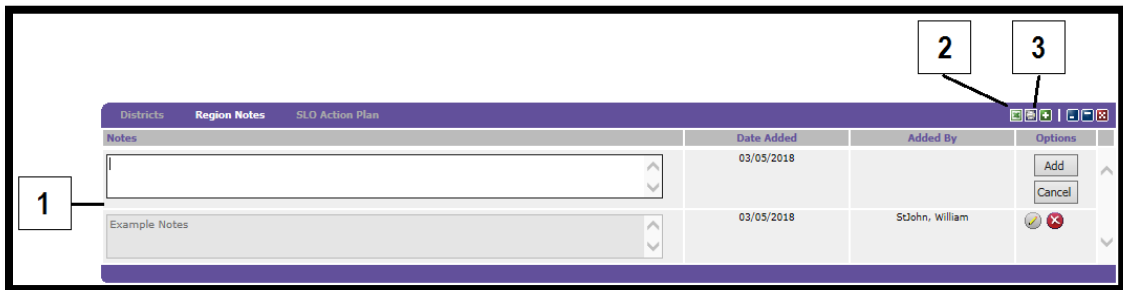
Figure 37: Region Notes View

The District pane header bar has options to export the displayed table to Excel or print the table (callouts 2 and 3).

Additionally, users with appropriate access can add, edit, and delete Region Districts from the District grid.

Adding Region Notes: You can add new Region Notes by selecting the Add icon in the Region Notes header. This will create a new row in the grid where you can add the following information:

- *Notes:* This section allows you to enter the question or name of the issue for the School Compact Challenge. There must be information in this field in order to add a new row to the grid.

To commit your information to the grid, click on the Add button under the Options column of the Grid. To stop adding a new row, click on the Cancel button. The system shall notify you if there are any invalid inputs that need to be corrected before any changes can be made. The grid will be updated with the appropriate Date Added and Added By information upon successfully adding a row.

Editing Region Notes: You can edit an existing Region Notes by selecting the Edit icon ✅ under the Options row of the grid. This allows the row in the grid to become editable, and you can update the following information:

- *Notes:* This section allows you to enter the question or name of the issue for the School Challenge. There must be information in this field in order to add a new row to the grid.

To commit your information to the grid, click on the Update button under the Options column of the Grid. To stop updating new row, click on the Cancel button. The system shall notify you if there are any invalid inputs that need to be corrected before any changes can be made. The grid will be updated with the appropriate Date Added and Added By information upon successfully updating the row.

Deleting Region Notes: You can remove a Region Notes from the CYES system by selecting the Delete Icon ❌ under the Options column for the desired Region Note. This will cause a pop-up notification to appear, asking you to confirm your decision. Selecting the OK button will remove the Note from the Region Notes grid, and selecting the Cancel button will close the pop-up notification and return you to the Region Notes grid.

4.3   Region View – SLO Action Plan (Current Year)

SLO Action Plan (Current Year): By clicking a Region from the Region List, you can access the SLO Action Plan pane for the current CYES year (callout 1). This section displays all of the SLO Action Plans programs/events that were created for the current CYES year, for the selected Region, and details the following information about them as columns in a grid:

- Program/Event Name
- Description/Objective
- Target Audience
- Program Partners & Supporters
- Core Area(s) Support
- Frequency (W, M, Q, A, SA)
- Months

- \# of Events/Yr
- Total Cost
- Options (contains additional function to view details for each row in the grid)

Figure 38: Region SLO Action Plan Current Year

The Region SLO Action Plan (Current Year) grid also features two Total rows for Funded and Unfunded values, located below the Total Cost column of the grid. Additionally, the grid will be initially sorted alphabetically based on Program/Event Name, but you can customize how the grid is displayed by clicking on the headers of any row to sort by that type in ascending or descending order.

The SLO Action Plan (Current Year) header bar has options to export the displayed table to Excel or print the table (callouts 2 and 3).

Under the Options column of the Region SLO Action Plan grid you may notice additional icons shown. One is a gray circle with a green dollar sign in the middle, signifying that the SLO Action Plan is marked as Unfunded. The other is a red triangle with an exclamation point in the middle, signifying that the SLO Action Plan has been modified by a user with HQ level permissions or higher after the region has been submitted for review.

Additionally, users with appropriate access can view SLO Action Plans for the current fiscal year from the CYES system.

Viewing a SLO Action Plan: By selecting the Eye icon 👁 in the Option column of the SLO Action Plan grid, you can view details about an SLO Action Plan Program/Event. This will open a new pane, where you can view all the fields and information of the current years SLO action plan Program/Event. The fields for the SLO Action Plan Programs/Events are not editable as they are setup in the previous CYES fiscal year.

Figure 39: Region SLO Action Plan Current Year View

To close the SLO Action Plan Program/Event view pane, click on the close button at the top right of the pane.

4.4   Region View – SLO Action Plan (Next Year)

SLO Action Plan (Next Year): By clicking an Region from the Region List, you can access the SLO Action Plan pane for the next CYES year (callout 1). This section displays all of the SLO Action Plans programs/events that were created for the current CYES year, for the selected Region, and details the following information about them as columns in a grid:

- Program/Event Name
- Description/Objective
- Target Audience
- Program Partners & Supporters
- Core Area(s) Support
- Frequency (W, M, Q, A, SA)
- Months
- # of Events/Yr
- Total Cost
- Options (contains additional functions for each row in the grid)

Figure 40: Region SLO Action Plan Next Year

The Region SLO Action Plan (Next Year) grid also features two Total rows for Funded and Unfunded values, located below the Total Cost column of the grid. Additionally, the grid will be initially sorted alphabetically based on Program/Event Name, but you can customize how the grid is displayed by clicking on the headers of any row to sort by that type in ascending or descending order.

The SLO Action Plan (Next Year) header bar has options to export the displayed table to Excel or print the table (callouts 2 and 3).

Under the Options column of the Region SLO Action Plan grid you may notice additional icons shown. One is a gray circle with a green dollar sign in the middle, signifying that the SLO Action Plan is marked as Unfunded. The other is a red triangle with an exclamation point in the middle, signifying that the SLO Action Plan has been modified by a user with HQ level permissions or higher after the region has been submitted for review.

Additionally, users with appropriate access can add, edit, and delete SLO Action Plans for the next fiscal year from the CYES system.

Adding a SLO Action Plan: By selecting the Add icon [▣] in the header of the SLO Action Plan pane, you can insert an action plan into the SLO Action Plan grid for the next fiscal year. This will open up a new pane, where you can fill in the required fields with the appropriate information. The following fields are available for your input:

- *Program/Event Name:* This section allows you to enter the name of the program or event. There must be a name listed in this field in order to add a SLO Action Plan.
- *Description/Objective:* This section allows you to enter a description for the new program or event. There must be a description listed in this field in order to add a SLO Action Plan.

- *Additional Details:* This section allows you to enter any additional details that you wish to provide for the new SLO Action Plan.
- *Target Audience:* This section allows you to select from a list of Target Audience options.
  - *Other Target Audience:* This section only appears when the 'Other' value is selected from the Target Audience list. Here you can enter a name for the Other Target Audience, and is required in order to add a SLO Action Plan.
- *Program Partners & Supporters:* This section allows you to select from a list of Supporters and Program Partners for the SLO Action Plan.
- *Core Area(s) Support:* This section allows you to select from a list of Core Area Supports for the SLO Action Plan.
- *Frequency:* The section allows you to select from a list of reoccurring periods for the SLO Action Plan, including: Weekly, Monthly, Quarterly, Annually, and Semi-Annually.
  - *Months:* This section only appears when the 'Monthly', 'Quarterly', 'Annually', or 'Semi-Annually' values are selected from the Frequency list. Here you can select multiple months from the list to clarify when an SLO event will occur. A Month selection is required when available to add a SLO Action Plan.
- *Unfunded:* This section allows you to check a checkbox to show whether the SLO Action Plan is funded or not.
  - *Unfunded Rationale:* This section only appears when the Unfunded checkbox is checked. Here you can enter the reason why the SLO Action Plan is unfunded, and is required when available to add a SLO Action Plan.
- *Program/Event Costs:* This section provides a grid that allows you to enter the types of program and event costs that are associated to the SLO Action Plan. The grid is made up of the following columns:
  - GL Code
  - Cost
  - Options (contains additional functions for the grid)

You can add new Program/Event Costs by selecting the Add icon on the right side of the grid. This will add a new row to the grid that shall allow you to select the GL Code type and enter the financial value of the program cost. To add the new cost to the grid, click on the Add button under the Options column. To stop adding a new cost, click on the Cancel button under the Options column. The system shall notify you if any of the inputs made are invalid and need to be corrected.

You can edit a Program/Event Cost by selecting the Edit icon for that row under the Options column. This will allow you to modify the GL Code type and the Cost value for the selected row. Once the changes have been made, select the Update button under the Options column to apply the changes, or select the Cancel button to discard any changes made to the row. The system shall notify you if any of the inputs made to the row are invalid and need to be corrected.

You can delete a Program/Event Cost by selecting the Delete icon for that row under the Options column. This will bring up verification prompt asking you to confirm your choice. Click on the OK button to remove the Program/Event Cost from the SLO Action Plan, or click on the Cancel button the close the prompt.

Figure 41: Region SLO Action Plan Next Year Add Pane

To apply the new SLO Action Plan to the list of SLO Action plans for the region, click on the Add button at the bottom of the pane. The system shall notify you of any invalid inputs that need to be corrected before the update can be applied.

Editing a SLO Action Plan: You can modify a SLO Action Plan for the next CYES fiscal year, by selecting the Edit icon under the Options column for that row. This will open up an edit pane for the SLO Action, with same functionality as the Add pane described earlier in this section of the User Guide. Select the Update button in the Edit pane to commit your changes. The system shall notify you if there are any invalid inputs that need to be corrected before any changes can be made.

Figure 42: Region SLO Action Plan Next Year Edit Pane

Deleting an SLO Action Plan: You can remove a Region SLO Action Plan from the CYES system by selecting the Delete icon under the Options column for the desired SLO Action Plan. This will cause a pop-up notification to appear, asking you to confirm your decision. Selecting the OK button will remove the SLO Action Plan from the Region SLO Action Plan grid, and selecting the Cancel button will close the pop-up notification and return you to the Region SLO Action Plan grid for the next CYES fiscal year.

5   Scheduler View

The Scheduler View allows users to set date ranges in which the Region and Installation CYES data can be entered in the Region and Installation View by quarter. Administrators are allowed to edit all fields in the Region and Installation lists. HQ users are allowed to only view the Region, Installation, and Program lists. Region users are allowed to set a region as completed as well as edit all fields in the Installation lists. Installation users are allowed to set an installation as completed.
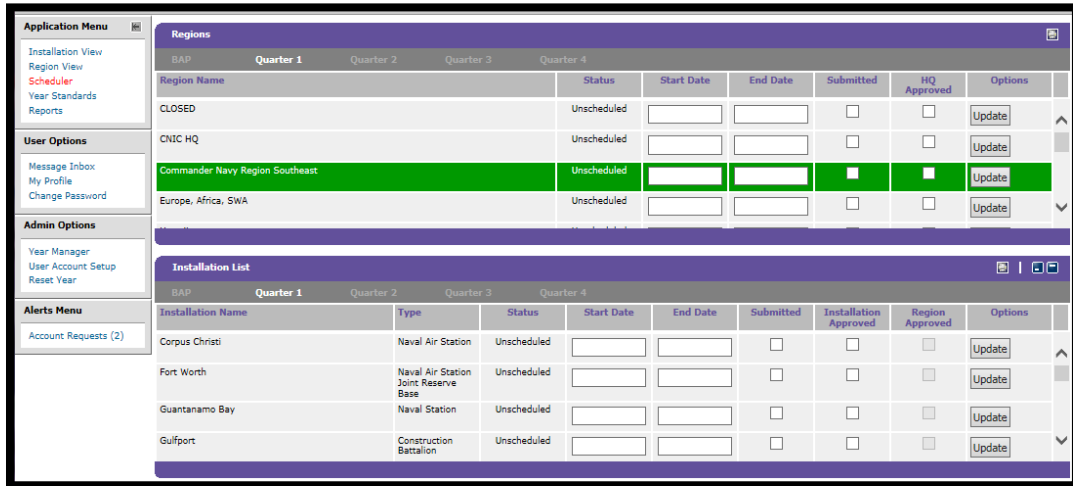
Figure 43: Scheduler View

5.1   Scheduler View – Regions

The Region pane of the Scheduler allows users to enter scheduling data specific to each region. The Region Scheduler pane has two sets of tabs: the Budget Action Plan (BAP) tab and the Quarter tabs (callout 1). The BAP tab controls the availability of the SLO Action Plan tabs for each Region for the next CYES fiscal year. The Quarter tabs control the availability of any panes that contain financial quarter tabs (Installation Marketing & Comms, Installation Advocacy, and Installation School Meal). The pane has a grid segmented into the following fields:

- Region Name
- Status
- Start Date
- End Date
- Completed
- Approved
- Options (contains additional functions for each row in the grid)
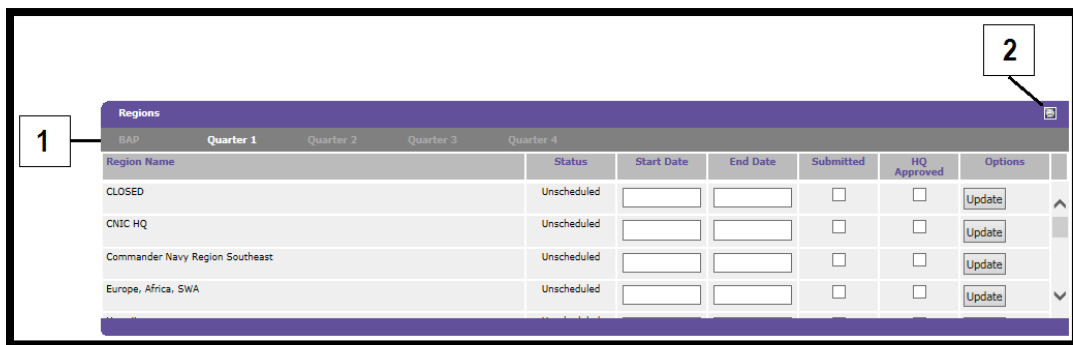
Figure 44: Scheduler Region View

Editing the Region Scheduler: The ability to edit the Scheduler for a selected Region depends on a user's permission level. Administrator or HQ users can edit the Start and

End Dates for the Schedule, as well as mark a Region as Completed or Approved. Region Users have the ability to mark a Region as Complete only.

> Tip: The ability to check the HQ Approved checkbox requires the Submitted checkbox to be checked first.

Users with appropriate permissions can enter new values in to the Start Date and End Date columns in the format of "mm/dd/yyyy", where "mm" is the month, "dd" is the day of the month, and "yyyy" is the full year. The Status column in the grid shall display a value based on the following criteria:

- If there is a Start and End Date entered, and the current date is not between them then the status is "Closed".
- If the above is not true, and HQ Approved has been selected, then the status is "HQ Approved".
- If the above is not true, and Submitted has been selected, then the status is "Submitted".
- If the above is not true, and a Start or End Date has not been entered, then the status is "Unscheduled".
- If none of the above applies, then the status is "Open".

After entering any new inputs in the grid, click on the Update button under the Options column of the Grid to apply the changes. The system will notify you of any invalid inputs that need to be corrected before the update can be applied.

Additionally, you can print the contents of the Region Scheduler by clicking on the print icon (callout 2 above).

5.2   Scheduler View – Installations

The Installation pane (callout 1) of the Scheduler allows users to enter scheduling data specific to each region. The Installation Scheduler pane has two sets of tabs: the BAP tab and the Quarter tabs (callout 2). The BAP tab controls the availability of the SLO Action Plan tabs for each Installation for the next CYES fiscal year. The Quarter tabs control the availability of any panes that contain financial quarter tabs (Installation Marketing & Comms, Installation Advocacy, and Installation School Meal). The pane has a grid segmented into the following fields:

- Installation Name
- Type
- Status
- Start Date
- End Date
- Submitted
- Installation Approved
- Region Approved
- Options (contains additional functions for each row in the grid)

Figure 45: Scheduler Installation View

Editing the Installation Scheduler: The ability to edit the Scheduler for a selected Installation depends on a user's permission level. Administrator or HQ users can edit the Start and End Dates for the Schedule, as well as mark an Installation as Submitted, Installation Approved, or Region Approved. Region Users have the ability to mark an Installation as Submitted, Installation Approved, or Region Approved. Installation users can set an Installation as Submitted or Installation Approved.

> Tip: The ability to check the Installation Approved checkbox requires the Submitted checkbox to be checked first. Likewise, the ability to check the Region approved checkbox requires the Installation Approved checkbox to be checked.

Users with appropriate permissions can enter new values in to the Start Date and End Date columns in the format of "mm/dd/yyyy", where "mm" is the month, "dd" is the day of the month, and "yyyy" is the full year. The Status column in the grid shall display a value based on the following criteria:

- If there is a Start and End Date entered, and the current date is not between them then the status is "Closed".
- If the above is not true, and HQ Approved has been selected, then the status is "HQ Approved".
- If the above is not true, and Submitted has been selected, then the status is "Submitted".
- If the above is not true, and a Start or End Date has not been entered, then the status is "Unscheduled".
- If none of the above applies, then the status is "Open".

After entering any new inputs in the grid, click on the Update button under the Options column of the Grid to apply the changes. The system will notify you of any invalid inputs that need to be corrected before the update can be applied.

Additionally, you can print the contents of the Installation Scheduler by clicking on the print icon (callout 3).
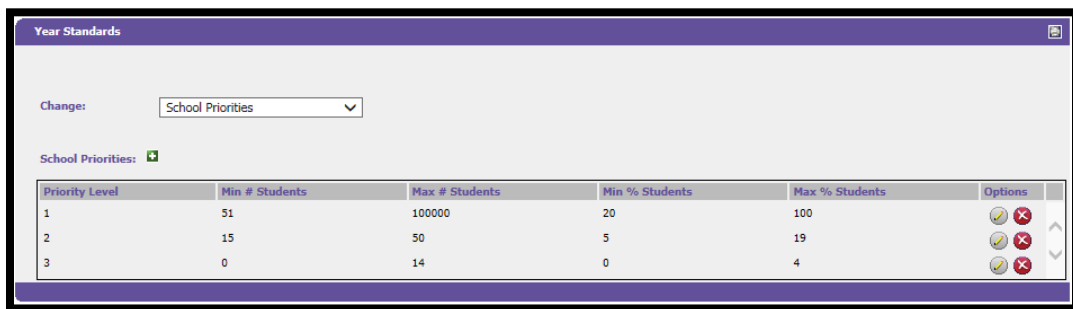
6   Year Standards

The Year Standards view allows users to enter data constraints and standards for the selected fiscal year. The pane has a drop down menu which will allow you to select between three separate options: School Priorities, District Tier Management, and Program Partners & Supporters.

6.1   Year Standards – School Priorities

The School Priorities section of the Year Standards allows users with Administrator privileges or higher to set the student range constraints that determine the Priority Levels for Installation Schools (see section 3.2). A priority level is determined by minimum and maximum number of military associated students, and what percentage those students make of an Installation School's total student population. This section displays provides the following data elements as columns in a grid:

- Priority Level
- Min # Students
- Max # Students
- Min % Students
- Max % Students
- Options (contains additional functions for each row in the grid)

Figure 46: Year Standards View

Adding Priority Levels: By selecting the Add icon above the School Priorities grid, you can insert a new Priority Level into the grid. This will open up a new pane, where

you can fill in the required fields with the appropriate information. The following fields are available for your input:

- *Priority Level:* This section allows you to enter the name of the Priority Level that is being added. Priority levels are generally displayed as roman numerals, but any text can be entered. There must be a Priority Level name entered in order to add a new priority level.
- *Minimum # of Military Associated Students:* This section allows you to enter the minimum number of military associated students that are required for the new priority level. There must a value in this field in order to add a new priority level.
- *Maximum # of Military Associated Students:* This section allows you to enter the maximum number of military associated students that are required for the new priority level. There must be a value in this field in order to add a new priority level.
- *Minimum % of Total Student Population:* This section allows you to enter the minimum percentage of military associated students out of the total student population that are required for the new priority level. There must be a value in this field in order to add a new priority level.
- *Maximum % of Total Student Population:* This section allows you to enter the maximum percentage of military associated students out of the total student population that are required for the new priority level. There must be a value in this field in order to add a new priority level.

Figure 47: School Priority Add Pane

After entering any new inputs in the Add pane, click on the Add button to apply the changes. The system will notify you of any invalid inputs that need to be corrected before the new Priority Level can be applied.
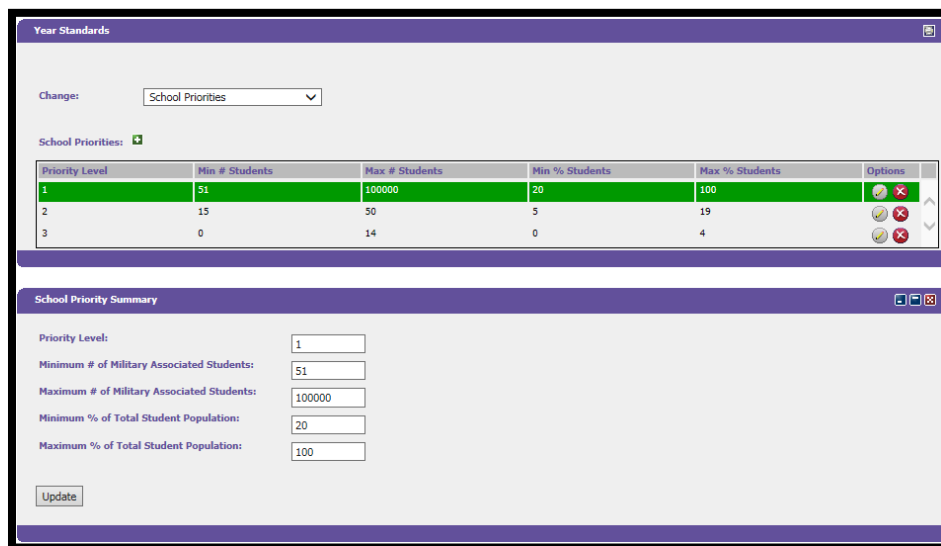
Tip: When adding or editing Priority Levels, it's important to note that the minimum to maximum range of both the # of Military

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Associated Students and the % of Total Student Populations cannot overlap an existing Priority Level. Additionally, the minimums for either of those values must be less than their maximums.

Editing Priority Levels: By selecting the Edit icon ⊘ under the options column for the desired Priority Level row in the grid, you can modify the select Priority Level. This will open up a new pane, where you can edit the Priority Level's fields with the appropriate information. The following fields are available for your input:

- *Priority Level:* This section allows you to change the name of the Priority Level. Priority levels are generally displayed as roman numerals, but any text can be entered. There must be a Priority Level name entered in order to update a priority level.
- *Minimum # of Military Associated Students:* This section allows you to enter the minimum number of military associated students that are required for the priority level. There must a value in this field in order to update a priority level.
- *Maximum # of Military Associated Students:* This section allows you to enter the maximum number of military associated students that are required for the new priority level. There must be a value in this field in order to update a priority level.
- *Minimum % of Total Student Population:* This section allows you to enter the minimum percentage of military associated students out of the total student population that are required for the new priority level. There must be a value in this field in order to update a priority level.
- *Maximum % of Total Student Population:* This section allows you to enter the maximum percentage of military associated students out of the total student population that are required for the new priority level. There must be a value in this field in order to update a priority level.

Figure 48: School Priority Edit Pane

After entering any modifications in the Edit pane, click on the Update button to apply the changes. The system will notify you of any invalid inputs that need to be corrected before the new Priority Level can be applied.

Deleting Priority Levels: You can remove an Installation School Priority Level from the CYES system by selecting the Delete icon under the Options column for the desired Priority Level. This will cause a pop-up notification to appear, asking you to confirm your decision. Selecting the OK button will remove the Priority Level from the School Priorities grid, and selecting the Cancel button will close the pop-up notification and return you to the School Priorities grid.

6.2   Year Standards – District Tiers Management

The District Tiers section of the Year Standards allows users with Administrator privileges or higher to set the student range constraints that determine the Priority Levels for Installation Schools (see section 3.2). A priority level is determined by minimum and maximum number of military associated students, and what percentage those students make of an Installation School's total student population. This section displays provides the following data elements as columns in a grid:

- Tier Level
- Min # Students
- Max # Students
- Options (contains additional functions for each row in the grid)

Figure 49: District Tiers View

Adding District Tiers: By selecting the Add icon above the District Tiers grid, you can insert a new District Tier into the grid. This will open up a new pane, where you can fill in the required fields with the appropriate information. The following fields are available for your input:

- *Tier Level:* This section allows you to enter the name of the new Tier level. Tier Levels are generally represented by an integer number, but any text can be entered. There must be a Tier Level name in order to add a new Tier Level.

- *Minimum # of Military Associated Students:* This section allows you to enter the minimum number of military associated students that are required for the Tier Level. There must a value in this field in order to add a Tier Level.
- *Maximum # of Military Associated Students:* This section allows you to enter the maximum number of military associated students that are required for the new priority level. There must be a value in this field in order to add a Tier Level.

Figure 50: District Tiers Add Pane

Select the Add button at the bottom of the pane to add the new District Tier to the grid. The system will notify you of any invalid inputs that need to be changed before the District Tier can be added.

Editing District Tiers: By selecting the Edit icon 🖉 in the Options column of the District Tiers grid, you can insert a new District Tier into the grid. This will open up a new pane, where you can fill in the required fields with the appropriate information. The following fields are available for your input:

- *Tier Level:* This section allows you to enter the name of the new Tier level. Tier Levels are generally represented by an integer number, but any text can be entered. There must be a Tier Level name in order to update a Tier Level.
- *Minimum # of Military Associated Students:* This section allows you to enter the minimum number of military associated students that are required for the Tier Level. There must a value in this field in order to update a Tier.
- *Maximum # of Military Associated Students:* This section allows you to enter the maximum number of military associated students that are required for the new priority level. There must be a value in this field in order to update a Tier Level.
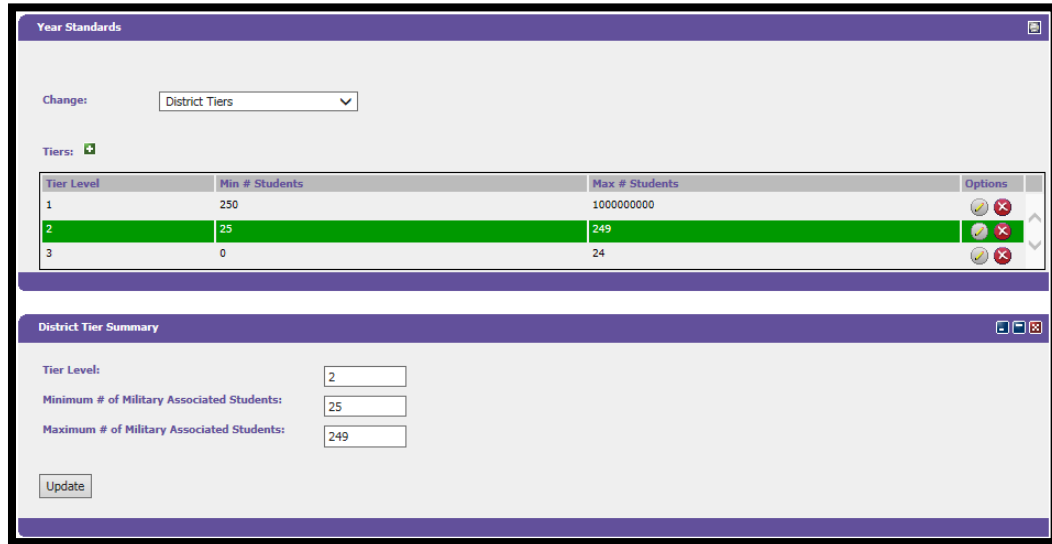
Figure 51: District Tiers Edit Pane

Select the Update button at the bottom of the pane to apply the changes to the selected District Tier. The system will notify you of any invalid inputs that need to be changed before the District Tier can be updated.

Deleting District Tiers: You can remove a District Tier from the CYES system by selecting the Delete icon 🔴 under the Options column for the desired District Tier. This will cause a pop-up notification to appear, asking you to confirm your decision. Selecting the OK button will remove the District Tier from the District Tier grid, and selecting the Cancel button will close the pop-up notification and return you to the District Tier grid.

6.3   Year Standards – Program Partners & Supporters

The Program Partners & Supporters section of the Year Standards allows users with Administrator privileges or higher to enter the types of Program Partners and Supports that appear as options for Installation and Region Schools SLO Action Plan (see sections 3.5 and 4.3 respectively). This section provides the following data elements as columns in a grid:
- Partner/Supporter Name
- Options (contains additional functions for each row in the grid)
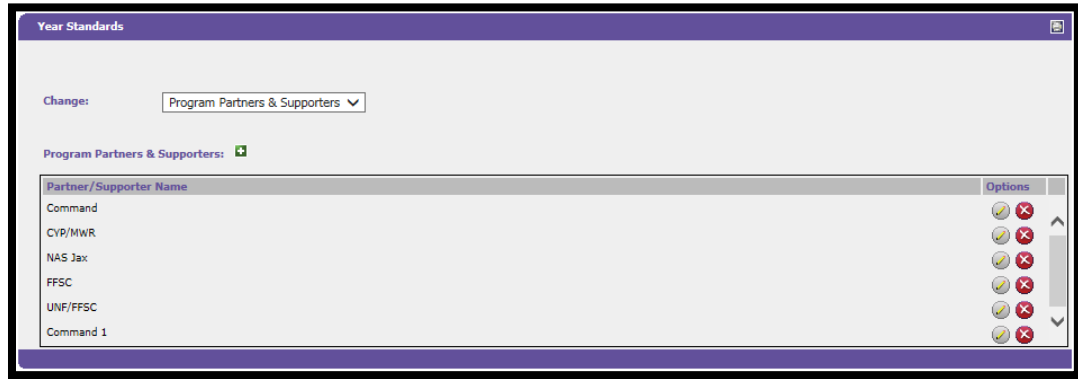
Figure 52: Program Partners & Supporters View

Adding a Program Partner or Supporter: By selecting the Add icon above the Program Partners & Supporters grid, you can insert a new Partner or Supporter into the grid. This will open up a new pane, where you can fill in the required fields with the appropriate information. The following fields are available for your input:

- *Partner or Supporter Name:* This section allows you to enter the name of the new Partner or Supporter. There must be a Partner or Supporter name entered in order to add a new Partner or Supporter.
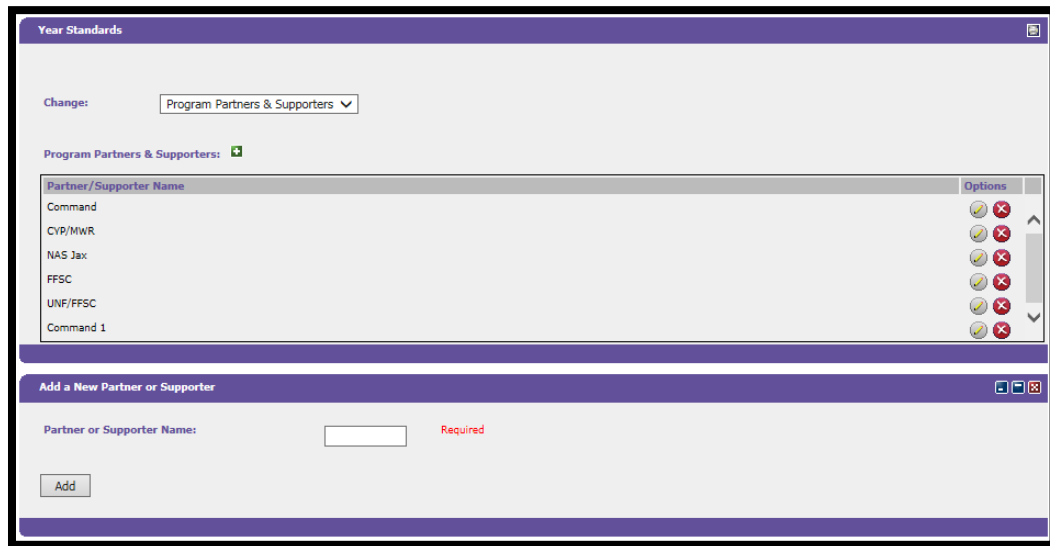
Figure 53: Program Partners & Supporters Add Pane

Once you have entered a name, select the Add button at the bottom of the pane to add the new Program Partner or Supporter to the grid. The system will notify you of any invalid inputs that need to be changed before the Partner or Supporter can be added.

Editing a Program Partner or Supporter: By selecting the Edit icon in the Options column of the Program Partners & Supporters grid for the desired row, you

can modify a Partner or Supporter. This will open up a new pane, where you can edit the required fields with the appropriate information. The following fields are available for your input:

- *Partner or Supporter Name:* This section allows you to edit the name of the selected Partner or Supporter. There must be a Partner or Supporter name entered in order to update a Partner or Supporter.
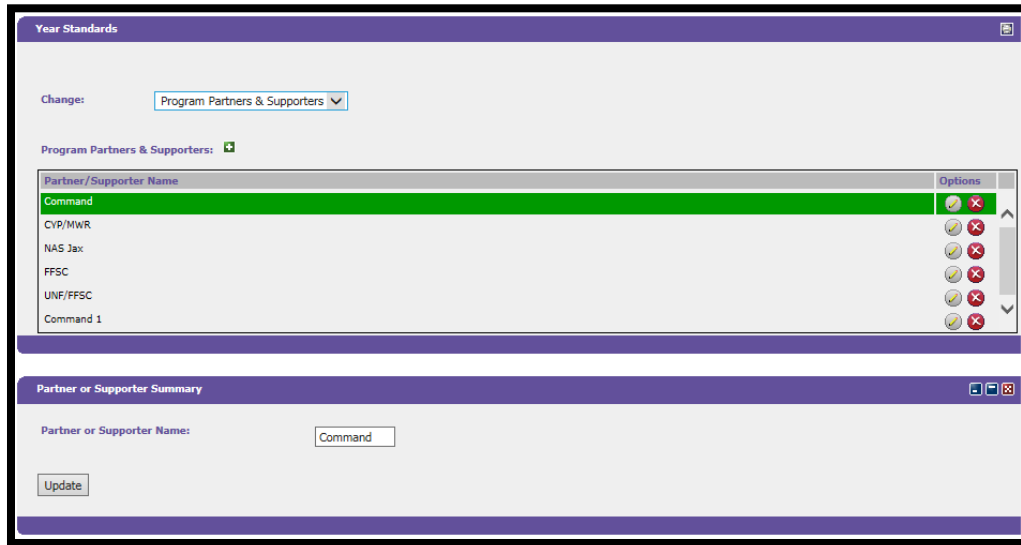
Figure 54: Program Partners & Supporters Edit Pane

Once you have entered a name, select the Update button at the bottom of the pane to apply the changes made to the Program Partner or Supporter to the grid. The system will notify you of any invalid inputs that need to be changed before the Partner or Supporter can be updated.

Deleting a Program Partners or Supporter: You can remove an entry from the Program Partners & Supporters grid and from the CYES system by selecting the Delete icon ⊗ under the Options column for the desired Partner or Supporter. This will cause a pop-up notification to appear, asking you to confirm your decision. Selecting the OK button will remove the Partner or Supporter from the Program Partners & Supporters grid, and selecting the Cancel button will close the pop-up notification and return you to the Program Partners & Supporters grid.

7   Reports

By selecting the Reports option from the Application menu, you can access the Reports section of the CYES Tool. The Reports section will allow you to compile and view various reports based on data entered into the CYES Tool. The initial view displays a filter pane

with a dropdown menu that will allow you to select a report type, along with a section that displays the currently selected CYES Year. There are also a number of filter options that can be selected based on the type of report that is chosen from the dropdown menu.

Figure 55: Report Selection/Filter View

The following list details the types of filter options you may be able to select, depending on the chosen report type:

- *Region:* This filter option allows you to select from a list of available Regions in CYES, and will filter the data in the report to only include the selected Regions. To include all Regions in a report, choose the 'Select All' option in the list.
- *Installation:* This filter option allows you to select from a list of available Installations in CYES, based on the selected Region filter options if available, and will filter the data in the report to only include the selected Installations. To include all available Installations in the report, choose the 'Select All' option in the list.
- *School Name:* This filter option allows you to select from a list of available Installation Schools in CYES, based on the selected Installation options if available, and will filter the data in the report to only include the selected Schools. To include all available Schools in the report, choose the 'Select All' option in the list.
- *Quarters/Annual:* This filter option allows you to select from a series of checkboxes for each fiscal quarter (1 through 4), along with an Annual

checkbox option. These choices will filter the data displayed in the report based on the selected quarters/annual checkboxes.

- *Include:* This filter option allows you to select from two checkboxes labeled 'Region SLO's' and 'Installation SLO's', and will filter the SLO data used in the report based on the selected options.
- *Quarters/YTD:* This filter option allows you to select from a series of checkboxes for each fiscal quarter (1 through 4), along with an YTD checkbox option. These choices will filter the data displayed in the report based on the selected Quarters/YTD checkboxes.
- *Report Type:* This filter option allows you to select the type of report being created. The available options for Report type include Region, Installation, and HQ. Only one Report Type option can be selected per report generated, and the data shall be grouped and filtered in the report based on the chosen report type.
- *Document Type:* This filter option allows you to select what file type the report will be generated in, and is a required option for every report. Only one file type can be selected per report created. Note that reports generated in Excel are formatted differently to help with usability and filtering of columns.

After selecting the desired filter options for the report, click on the Create Report button to generate the new report.

7.1   School Details Report

The School Details report displays a summary of Installation School List information (see section 3.2), based on the following filter options:
- Region
- Installation
- School

Figure 56: School Details Report

7.2   School Meals Report

The School Meals report displays a summary of Installation School Meal Program information (see section 3.10), based on the following filter options:

- Region
- Installation
- School Name
- Quarters/Annual

School Meal Program Report

Region	Installation	School District	School Name	Grade Levels	Quarter / Annual	School Start Date	Last Day of School	Date: Back to School Night	Date: FARM Memo Sent	# FARM Applications Received	# Approved Free	# Approved Reduced	# Denied	# Sure Start Qualified	% Approved Overall	% Approved Free	% Approved Reduced
Commander Navy Region Southeast	Guantanamo Bay	DODEA	W.T. Sampson	Pre-K, Elementary, Middle, High	Q1	08/24/2016	06/15/2017	09/08/2016	07/31/2016	32	11	20	1	18	96.88	34.38	62.50
Commander Navy Region Southeast	Guantanamo Bay	DODEA	W.T. Sampson	Pre-K, Elementary, Middle, High	Q2	08/24/2016	06/15/2017	09/08/2016	07/31/2016	28	12	16	0	16	100.00	42.86	57.14
Commander Navy Region Southeast	Guantanamo Bay	DODEA	W.T. Sampson	Pre-K, Elementary, Middle, High	Q3	08/24/2016	06/15/2017	09/08/2016	07/31/2016	0	0	0	0	0			
Commander Navy Region Southeast	Guantanamo Bay	DODEA	W.T. Sampson	Pre-K, Elementary, Middle, High	Q4	08/24/2016	06/15/2017	09/08/2016	07/31/2016	32	11	20	1	18	96.88	34.38	62.50
Commander Navy Region Southeast	Guantanamo Bay	DODEA	W.T. Sampson	Pre-K, Elementary, Middle, High	Annual	08/24/2016	06/15/2017	09/08/2016	07/31/2016	60	23	36	1	34	98.33	38.33	60.00
Europe, Africa, SWA	Bahrain	Mediterranean District	Bahrain School	Elementary, Middle, High	Q1					0	0	0	0	0			
Europe, Africa, SWA	Bahrain	Mediterranean District	Bahrain School	Elementary, Middle, High	Q2					0	0	0	0	0			
Europe, Africa, SWA	Bahrain	Mediterranean District	Bahrain School	Elementary, Middle, High	Q3					0	0	0	0	0			
Europe, Africa, SWA	Bahrain	Mediterranean District	Bahrain School	Elementary, Middle, High	Q4					0	0	0	0	0			
Europe, Africa, SWA	Bahrain	Mediterranean District	Bahrain School	Elementary, Middle, High	Annual					8	1	6	1	0	87.50	12.50	75.00
Europe, Africa, SWA	Naples	Mediterranean District	Naples Elementary School	Pre-K, Elementary	Q1	08/29/2016	06/16/2016	09/13/2016	06/15/2016	87	29	61	13	36	103.45	33.33	70.11
Europe, Africa, SWA	Naples	Mediterranean District	Naples Elementary School	Pre-K, Elementary	Q2	08/29/2016	06/16/2016	09/13/2016	06/15/2016	0	0	0	0	0			

Figure 57: School Meal Program Report

7.3   SLO Directory Report

The SLO Directory report displays the phone number and email of the Region or Installation SLO's in a format that can be sent out to the public (see sections 3.5 and 4.3 respectively), based on the following filter options:

- Region
- Installation
- Include

Figure 58: SLO Directory Report

7.4 SLO Directory (Internal) Report

The SLO Directory report displays a summary of Region or Installation SLO information
(see sections 3.5 and 4.3 respectively), based on the following filter options:

- Region
- Installation
- Include

Figure 59: SLO Directory (Internal) Report

7.5   Advocacy Report

The Advocacy report displays a summary of Installation Advocacy information (see section 3.4), based on the following filter options:

- Region
- Installation
- Quarters/YTD
- Report Type

Figure 60: Advocacy Report

7.6   CYB-MFLC Report

The CYB-MFLC report displays a summary of Installation CYB-MFLC information (see section 3.5), based on the following filter options:
- Region
- Installation
- Quarters/YTD
- Report Type

Figure 61: CYB-MFLC Report

7.7   PIE Report

The Advocacy report displays a summary of Installation Marketing and Comms PIE information (see section 3.3), based on the following filter options:

- Region
- Installation
- Quarters/YTD
- Report Type

PIE Report

Region: Southwest

Region	Installation	Quarter/YTD	# PIE Initiatives	# Children/Youth served through PIE	Estimated PIE hours
Southwest	San Diego	Q1	6	2260	92
Southwest	San Diego	Q2	6	1950	152
Southwest	San Diego	Q3	6	1525	195
Southwest	San Diego	Q4	6	1600	130
Southwest	San Diego	YTD	6	7335	569
Quarter Total:		Q1	6	2260	92
Quarter Total:		Q2	6	1950	152
Quarter Total:		Q3	6	1525	195
Quarter Total:		Q4	6	1600	130
YTD Total:		YTD	6	7335	569

CYES YEAR: FY2016
Date: 06-Mar-18

Figure 62: PIE Report

7.8   Specific Issues Report

The Specific Issues report displays a summary of Installation School Challenges and Compact Challenges information (see section 3.6 and 3.8 respectively), based on the following filter options:

- Region
- Installation
- School Name

Specific Issue Report

Region: Commander Navy Region Southeast

Region	Installation	School	District	Issue/Concern	Navy Action/Comments	Compact Related
Commander Navy Region Southeast						
	Mayport	2231 Duncan U. Fletcher High	Duval	count does not fully reflect military student presence; students therefore not receiving full support	have taken school to S2S training; working to develop larger team; worked with school choice office, district PTSA, & individual schools to advocate for more accurate count	I had to contact District testing office to resolve the issue.
	Mayport	2271 Mayport Elementary	Duval	? Military count; the large military student population is not accurately counted in FAP; deployment issues not adequately addressed since military dependent student not accurately identified	worked with school choice office, district PTSA, & individual schools to advocate for more accurate count	Working with staff and administration to make this more amenable to those families.

CYES YEAR: FY2016
Date: 06-Mar-18

Figure 63: Specific Issues Report

7.9   Communications & Outreach Report

The Communications & Outreach report displays a summary of Installation Advocacy Workshop information (see section 3.4), based on the following filter options:
- Region
- Installation
- Quarters/YTD
- Report Type

Communications & Outreach Report

Region: Japan

Region	Quarter/YTD	# Attendees Special Events	# Command Workshops	# Educator Workshops	# Parent/Student Workshops	# Command Attendees	# Educator Attendees	# Parent/Student Attendees	# Educator Interactions	# of Publications Distributed
Japan	Q1	2050	16	4	17	110	69	68	364	5900
Japan	Q2	2000	21	9	7	130	85	115	342	7120
Japan	Q3	0	40	10	12	60	50	15	0	2000
Japan	Q4	0	45	5	15	60	45	55	0	2000
Japan	YTD	4050	122	28	51	360	249	253	706	17020
Quarter Total:	Q1	2050	16	4	17	110	69	68	364	5900
Quarter Total:	Q2	2000	21	9	7	130	85	115	342	7120
Quarter Total:	Q3	0	40	10	12	60	50	15	0	2000
Quarter Total:	Q4	0	45	5	15	60	45	55	0	2000
YTD Total:	YTD	4050	122	28	51	360	249	253	706	17020

CYES YEAR: FY2017
Date: 07-Mar-18

7.10 DODEA School Details Report

The Communications & Outreach report displays a summary of Installation Advocacy Workshop information (see section 3.4), based on the following filter options:
- Region
- Installation
- Quarters/YTD

DODEA Schools Report

Region: Japan

Region	Installation	School	Total Enrollment	Q Rating	% OS Clear Screened	Lunch Program	Year Build/ Renovated	Projected Milcon	Year of Project	Cost of Project
Japan										
	Sasebo									
		Darby Elementary	303	Red	0	Yes	0	No	N/A	N/A
		E. J. King HS	264	No data	No data	No data	No data	No data	No data	No data
		Sasebo Elementary	223	Red	0	No	2018	No	N/A	N/A
	Yokosuka									
		Ikego Elementary	353		0	Yes	2000	No	N/A	N/A
		Kinnick High School	590		0	Yes	0	Yes	2013	22706
		Sullivans School	1237		0	Yes	0	Yes	2014	52
		Yokosuka Middle School	586		0	Yes	2007	No	N/A	N/A

CYES YEAR: FY2017
Date: 07-Mar-18

Figure 65: DODEA Schools Report

7.11 Families Served Report

The Families Served report displays a summary of Installation Advocacy Family information (see section 3.4), based on the following filter options:
- Region
- Installation
- Quarters/YTD
- Report Type

Figure 66: Families Served Report

7.12 Installation Snapshot Report

The Families Served report displays a summary of Installation School Programming information (see section 3.10), based on the following filter options:
- Region
- Installation
- School Name

Figure 67: Installation Snapshot Report

7.13 Elementary Secondary Education Act Report

The Elementary Secondary Education Act report displays a summary of Installation School Programming information (see section 3.2), based on the following filter options:
- Region

Figure 68: Elementary Secondary Education Act Report

7.14 Installation SLO Budget & Action Plan Summary Report (Current Year)

The Installation SLO Budget & Action Plan Summary Report (Current Year) displays an overall summary of Installation SLO Action Plans for the current CYES fiscal year (see section 3.5), based on the following filter options:

- Region
- Installations

Figure 69: Installation SLO Budget & Action Plan Summary Report (Current Year)

7.15 Installation SLO Budget & Action Plan Summary Report (Next Year)

The Installation SLO Budget & Action Plan Summary Report (Next Year) displays an overall summary of Installation SLO Action Plans for the next CYES fiscal year (see section 3.6), based on the following filter options:
- Region
- Installations

Figure 70: Installation SLO Budget & Action Plan Summary Report (Next Year)

7.16 Region SLO Budget & Action Plan Summary Report (Current Year)

The Region SLO Budget & Action Plan Summary Report (Current Year) displays an overall summary of Region SLO Action Plans for the current CYES fiscal year (see section 4.3) and Installation SLO Action Plans (see section 3.5), based on the following filter options:
- Region
- Installation

Figure 71: Region SLO Budget & Action Plan Summary Report (Current Year)

7.17 Region SLO Budget & Action Plan Summary Report (Next Year)

The Region SLO Budget & Action Plan Summary Report (Next Year) displays an overall summary of Region SLO Action Plans for the next CYES fiscal year (see section 4.4) and Installation SLO Action Plans (see section 3.6), based on the following filter options:

- Region
- Installation

Figure 72: Region SLO Budget & Action Plan Summary Report (Next Year)

7.18 HQ Navy SLO Budget & Action Plan Summary Report (Current Year)

The HQ Navy SLO Budget & Action Plan Summary Report displays an overall summary of only Region SLO Action Plans for the current CYES fiscal year (see section 4.3), based on the following filter options:

- Region

Figure 73: HQ Navy SLO Budget & Action Plan Summary Report (Current Year)

7.19 HQ Navy SLO Budget & Action Plan Summary Report (Next Year)

The HQ Navy SLO Budget & Action Plan Summary Report displays an overall summary of only Region SLO Action Plans for the next CYES fiscal year (see section 4.4), based on the following filter options:

- Region

Figure 74: HQ Navy SLO Budget & Action Plan Summary Report (Next Year)

7.20 Installation SLO Budget & Action Plan Detailed Report (Current Year)

The Installation SLO Budget & Action Plan Summary Report displays a detailed breakdown of Installation SLO Action Plans for the current CYES fiscal year (see section 3.5), based on the following filter options:

- Region
- Installations

Figure 75: Installation SLO Budget & Action Plan Detailed Report (Current Year)

7.21 Installation SLO Budget & Action Plan Detailed Report (Next Year)

The Installation SLO Budget & Action Plan Summary Report displays a detailed breakdown of Installation SLO Action Plans for the next CYES fiscal year (see section 3.6), based on the following filter options:

- Region
- Installations

Figure 76: Installation SLO Budget & Action Plan Detailed Report (Next Year)

7.22   CYES Non-Labor SAP Budget Report

The CYES Non-Labor SAP Budget Report displays the SLO program cost for the selected Region and Installations (see section 3.5 and 4.3 respectively) for the selected fiscal year, broken out by each month of the year. The report uses the following filter options:

- Region
- Installation

Figure 77: CYES Non-Labor SAP Budget Report

7.23   Region SLO Summary Report (Unfunded) (Current Year)

The Region SLO Summary Report (Unfunded) displays an overall summary of unfunded Region SLO Action Plans for the current CYES fiscal year (see section 4.3) and Installation SLO Action Plans for the current CYES fiscal year (see section 3.5), based on the following filter options:

- Region

- Installation

Figure 78: Region SLO Summary Report (Unfunded) (Current Year)

7.24   Region SLO Summary Report (Unfunded) (Next Year)

The Region SLO Summary Report (Unfunded) displays an overall summary of unfunded Region SLO Action Plans for the next CYES fiscal year (see section 4.4) and Installation SLO Action Plans for the next CYES fiscal year (see section 3.6), based on the following filter options:

- Region
- Installation

Figure 79: Region SLO Summary Report (Unfunded) (Next Year)

7.25   School Level and District Priority Report

The School Level and District Priority Report displays an overall summary of school priority levels and district tiers for installation schools (see section 3.2 and 4.1 respectively), based on the following filter options:

- Region
- Installation

Figure 80: Region SLO Summary Report (Unfunded) (Next Year)

8   Admin Options

This section displays various administrative options for the CYES system, including Fiscal Year and user account management. In this section of the application, HQ and Region users can view data, but only Administrators have the ability to add, edit, or delete data.   The fiscal year is linked to *EMS* which determines the data for the installations and programs for the fiscal year that you select.

8.1   Year Manager

The Year Manager tab allows you to add/edit CYES Fiscal Years. Once a fiscal year has been added, you will have the option to delete the year which is described further in the "deleting a fiscal year" section. After you have created and selected a fiscal year, the year selected will become the active year. This action will update the header and the system will take you to the Installation View. The table displayed in the pane can be exported to Excel, printed, filtered and minimized/maximized.
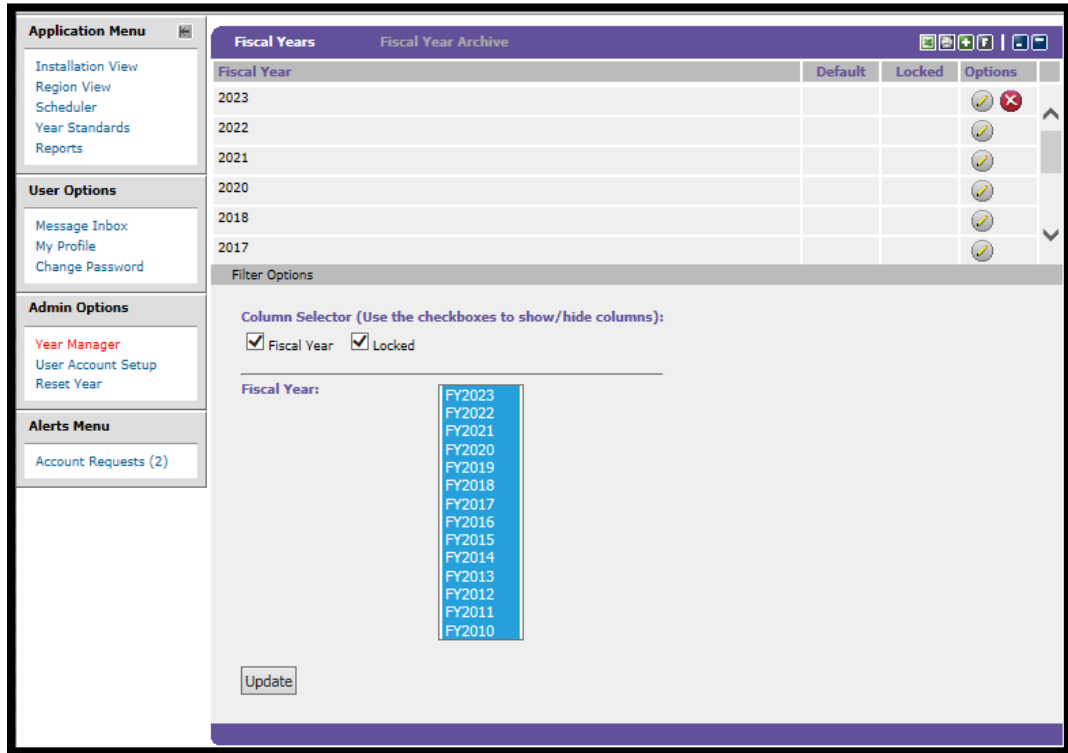
Figure 81: Year Manager with Filter Options

Additionally, the Fiscal Years grid allows you to open a panel with filter options by selectin the Filter icon in the header of the pane. This will allow you to filter what columns are present in the grid, along with select the exact years that can be displayed. Click on the Update button to apply your filter selection and close the panel.

- **Adding a Fiscal Year**: You must select the add ⊞ icon to add a new fiscal year. The fiscal year field cannot be changed because it is defaulted to the next fiscal year in numerical order. The fiscal year basis field contains a drop down box with selections to base the fiscal year off of that you are creating. Also, the fiscal scenario basis field contains a drop down box with Scenarios from *CYP EMS*. If you select the "locked" field, the fiscal year cannot be edited. If you select the "default" field, the added fiscal year will be the default for all users upon login. If you select the "annual year" field, all installations for the fiscal year will contain the annual report tab. The quarter start dates must be in mm/dd/yyyy format and quarters can be locked by selecting the check box beneath the respective quarter. When a quarter is locked, it can only be edited by Administrators. You must select the "add" icon to save the new fiscal year.

> Tip: When a new CYES year is created, the SLO Action Plans for both Regions and Installations are copied over from the selected Fiscal Year Basis.

Figure 82: Adding a Fiscal Year

- **Editing a Fiscal Year**: You must select the edit ⊘ icon to edit a fiscal year which will display the fiscal year summary pane. Only administrators can edit locked fiscal years and quarters otherwise all displayed fields are editable. If you select the "archive" field, the fiscal year will be removed from the fiscal year list and archived in the "fiscal year archive" section. You must select the "update" icon to save the data that was edited. Once this is selected, the created by, last updated by, create data, and last updated date fields will change to reflect the current state.

> Tip: If the added or edited Fiscal Year is set to Default, the previous Default Fiscal Year will be unset.

Figure 83: Editing a Fiscal Year

- **Deleting a Fiscal Year:** You must select the delete ⊗ icon to delete a fiscal year. Once the icon is selected a warning message will display before allowing you to delete the fiscal year informing you that "Are you sure you want to remove the CYES YEAR?". Clicking ok will delete the fiscal year and clicking cancel will close the warning message. Only the latest CYES Year in the system can be deleted.

8.2 User Account Setup

The User Account Setup tab allows you to add, edit, and remove users from the CYES Tool. This section presents user information in the form of a grid, with the following user information sections as columns:
- User
- Login
- Organization
- System Role
- Status
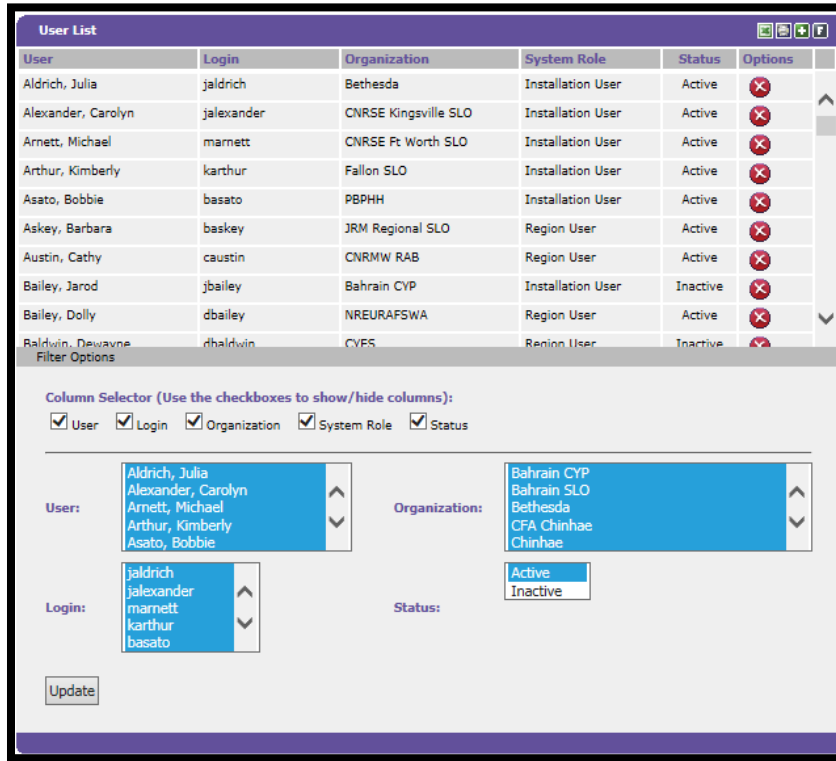- Options (contains additional functions for each row in the grid)

Figure 84: User List with Filter Options

You can select the filter icon at to the top of the tab. This will open an additional panel below the tab where you can select what columns of the grid you like to be displayed, as well as what specific users, organizations, or account activity are represented in the grid as well. Select the Update button in the filter panel to apply your selected filter choices.

Adding a New CYES User: You can add a new user to the CYES system by selecting the Add icon ⊞ the header of the user account tab. This will open a new pane where you can enter the following information for the new user:

- *Login:* This section allows you to enter the username for the new user account. There must be a value in this field to add a new user to the system.
- *Password:* This section allows you to enter the password for the new user account. There must be a value in this field to add a new user to the system.
- *System Role:* This section allows you to select a user role based on options available in a dropdown menu. For CYES you can choose between Installation, Region, and HQ user roles. Installation Users have access to certain Installations in the system, Region Users have access to certain Regions, and HQ users have access to all Regions and Installations in the system.
- *Inactive:* This section allows you to flag the new account as Inactive upon creation. An Inactive account will not be capable of logging into the system.

- *First Name:* This section allows you to enter the first name of the user who will be using the user account. There must be a value in this field to add a new user to the system.
- *Last Name:* This section allows you to enter the last name of the user who will be using the user account. There must be a value in this field to add a new user to the system.
- *Organization:* This section allows you to enter the name of the organization that the user who will be using the account belongs to. There must be a value in this field to add a new user to the system.
- *Email:* This section allows you enter the email address of the user who will be using the user account. There must be a value in this field to add a new user to the system.

The add pane allows for additional user information to be entered by selecting the "—Click here for more options –" link at the bottom of the pane. The following options will be available for your input:

- *Rank/Title:* This section allows you enter the rank or title for the user.
- *Middle Name:* This section allows you to enter the user's middle name or initial.
- *Address 1:* This section allows you to enter the street or home address for the user.
- *Address 2:* This section allows you to enter any additional address information for the user.
- *City:* This section allows you to enter the name of the City that the user lives in.
- *State:* This section allows you to enter the name of the State that the user lives in.
- *ZIP:* This section allows you to enter the ZIP Code for the user's address.
- *Country:* This section allows you to enter the Country that the user lives in.
- *Phone Number:* This section allows you to enter the user's phone number.
- *Alt Phone Number:* The section allows you to any additional phone number that user may have.
- *Fax:* This section allows you enter the Fax number for the user.

Figure 85: User List Add Pane

After adding in all information for all of the required fields, and any additional information that you wish to add to the user account, select the Add button at the bottom of the pane to add the new user account to the CYES system.

Editing a User Account: By clicking on a user row in the User Account Setup grid, you can access the profile information for the user account. The will open up a new pane with two tabs below the grid. The first tab is labeled User Summary, and it contains the same information as listed above in the *Adding a New CYES User* section.

The second tab is labeled User Associations. This tab features a grid that features Installations or Regions depending on the selected accounts System Role. The grid columns contain the following information:

- *Installation/Region Name:* This section displays the names of Installations or Regions depending on the accounts System Role. Installation Users will have Installations listed in this column, while Region users will have Regions listed in the column. HQ will not have anything listed, as they have access to all Regions and Installations.

- *Status:* This section displays whether a Region or Installation is active or inactive. Active Regions or Installations will be available to the user in the CYES system, while inactive ones will not.
- *Access Level:* This section allows you to assign permissions from a dropdown menu to the user account for the selected Region or Installation in the grid. The available options include:
  - o *No Access:* This option will prevent the user from accessing information about the selected Installation or Region.
  - o *Read:* This option will allow users to view information about the selected Installation or Region, but not be able to modify them.
  - o *Edit:* This option will allow users to view and modify information about the selected Installation or Region.
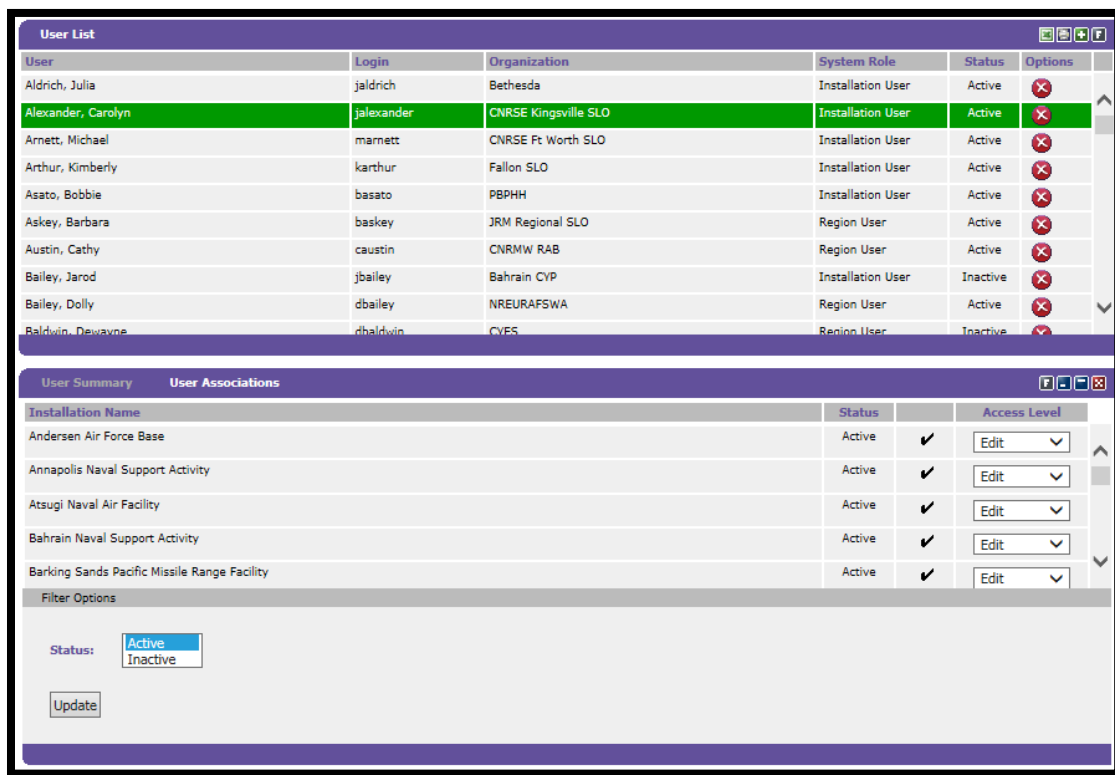

Figure 86: User List Edit with Filter Options

Additionally, the User Associations tab has a filter options menu that is can be access by selecting the Filter Icon in the header of the pane. You can filter Region and Installations based on their Status.

Deleting a User Account: You can delete a CYES User account by selecting the Delete Icon under the Options column of the User Account Setup grid for the desired user. In order to delete a user, the account must be set to be Inactive first. After selecting an inactive account to be deleted, the system will ask you to verify your decision. Select the OK button to confirm your choice and remove the user

account, or select the Cancel button to stop the deletion process and return to the grid.

8.2   Reset Year

The Reset Year tab allows you to reset or update the data for the selected fiscal year. The tab features three options to choose from:
- *Delete Access Schedule:* This option will allow you the delete all data from the access scheduler (see section 5.0), resetting all entries back to their empty default values.
- *Update Region Names:* This option will allow you to update all the region names to values based on the entries made to the CYP EMS system.
- *Update Installation Names:* This option will allow you to update all installation names to values based on the entries made to the CYP EMS system.
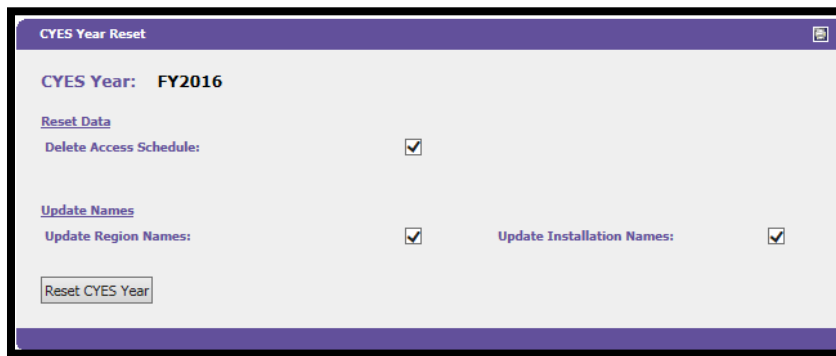

Figure 87: User List with Filter Options

After selecting on or more of the above options, click on the Reset CYES Year button to confirm your choices. You will be given a pop-up box to verify your selection. Select the Okay button to continue with the CYES year reset, or click on the Cancel button to stop the process and return the Reset Year tab.

Additionally, you can print your Reset Year tab selections by clicking on the Print icon at the top of the tab.