iPERMS
Scan Operator/Web Upload Training

Last updated: 4/10/2012

INTRODUCTION

- The Web Upload function is used to transmit electronic images of OMPF documents from a **remote location** to the Indexing Data Center at Ft Knox, KY where it is indexed into the Soldier's OMPF in iPERMS.
- The digital transfer uses your **Web Browser's Encryption** capabilities to safely transmit the electronic documents.

ACCREDITED COLLEGES/UNIVERSITIES

To view a completed list of ACCREDITED College/Universities, go to **http://www.chea.org**.

- Click **Database & Directories**
- Click **Database of Institutions**
- Click **I Agree**
- Enter the **College/University** on the
- If Accredited, the school's accreditation information will display

EVALUATIONS

DO NOT WEB UPLOAD OERs, NCOERs, or 1059s

- All Evaluation Reports must be submitted to HRC via AKO Forms, which requires digital signatures and a recent version of the form.
- HRC encourages deployed units and rating officials to use and submit in AKO Forms but allows deployed units to submit evaluations by email to: **usarmy.knox.hrc.mbx.tagd-eval-from-deployed@mail.mil**
- Sending evaluations by email is **ONLY** for **deployed units** or rating officials and should only be used if AKO Forms is not available.
- **Non Deployed Units** with non digitally signed forms must mail evaluations to: **CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept# 470, Ft Knox, KY 40122.**
- DA FORM 1059 can be distributed electronically to HQDA/HRC using ATRRS. Otherwise, hard copies will be mailed to: **CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept# 470, Ft Knox, KY 40122.**

ADVERSE ACTION

- Do **NOT** upload documents for any adverse action.
- Send by email if 100 pages or less to:

  usarmy.knox.hrc.mbx.perms-records@mail.mil

  If larger send to:

  U.S. Army Human Resource Command
  AHRC-PDR-R, Department #420
  1600 Spearhead Division Avenue
  Ft Knox, KY 40122-5420
- If you have questions, call 502-613-9990 (DSN 983-9900)

iPERMS TRANSMITTAL LETTER

Date:_____ Unit:_____Location:_____

Number Pages:____ (Including This Document)

Sender Name:_____ Sender Phone #:_____

Sender AKO E-mail Address:_____

One Transmittal Letter per batch

The Transmittal Letter will ALWAYS be the 1st Image/Page of the batch

The Adjutant General Directorate

"People Always ... Mission First"

Write the **entire** SSN at the top right of **EVERY DOCUMENT**, large enough that it can be read it legibly.

123-45-6789

THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING: THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF AMERICA AUTHORIZED BY EXECUTIVE ORDER, 16 JANUARY 1969 HAS AWARDED

THE MERITORIOUS SERVICE MEDAL

PVT Snuffy, Joe

TO UNITED STATES ARMY FINANCIAL MANAGEMENT COMMAND

FOR exceptionally meritorious service PVT Snuffy, Joe nagement Trainer for the Operational Support Team, United States Army Financial Management Command. s technical expertise and attention to detail were invaluable to the overall success of his team and the organization. His selfless service and dedication to Soldiers were critical qualities enabling him to successfully contribute to the team, while providing world-class training to deploying units of the financial management communit ip's distinctive accomplishments reflect great credit upon himself, the Office of the Assistant Secretary of the Army (Financial Management and Comptroller), and the United States Army.

1 August 2008 – 31 October 2010 PVT Snuffy's

Given this 8th day of October 2010

HQDA, ODCS, G-8
Pentagon
Washington, DC 20310-0700

Mary Sally Matiella, CPA
Assistant Secretary of the Army
(Financial Management and Comptroller)

DA FORM 4980-12, NOV 97

TRAINING OBJECTIVES

TASK 1 **Privacy Act and UCMJ**
CONDITION Given directives to Privacy Act & UCMJ
STANDARD Directives pertaining to Document security and/or release of information is necessary and must be in compliance with the Privacy Act of 1974 and UCMJ.

TASK 2 **Select authorized documents for filing in the Soldiers OMPF**
CONDITION Given documents relating to a particular Soldier
STANDARD Using Table 2-1, AR 600-8-104 or Doc Matrix, if needed, determine which documents are filed in the OMPF

TASK 3 **Create and forward scan file in .TIFF format for indexing**
CONDITION Given prepared authorized documents for filing in Soldiers OMPF
STANDARD Create a scan file (.TIFF) for indexing

TRAINING OBJECTIVE cont'd

TASK 4 **Check Rescan Que**

CONDITION Given access to Rescan que, check for rejected batches

STANDARD Fix rejected batches and resend prior to creating a new batch

TASK 5 **Batch Originator Report**

CONDITION Given access to Batch Originator Report, check for batch status

STANDARD Know status of sent batches

TASK 1

Privacy Act

Directives pertaining to Document security and/or release of information is necessary and must be in compliance with the Privacy Act of 1974 and UCMJ.

The Privacy Act protects the privacy of individuals from unwarranted intrusion.

http://www.justice.gov/opcl/privstat.htm

http://usmilitary.about.com/od/punitivearticles/a/mcm.htm

The iPERMS is the Army's authorized personnel records repository for the Army Military Human Resource Record (AMHRR). The OMPF is the Army's System of Records protected by the Privacy Act of 1974 (Title 5 U. S. Code 552a) as amended. The Privacy Act protects the privacy of individuals from unwarranted intrusion.

You have been granted access to the OMPF as an Authorized Official to assist you in the performance of your official duties. Official need to know and the performance of your official duties are the only reasons you have access to iPERMS. You have been authorized to use the Personally Identifiable Information (PII) and other information in the OMPF only in the performance of your official duties.

You are responsible and accountable for your actions in iPERMS. You are not authorized to allow another individual to view iPERMS using your login information. Unauthorized disclosure of PII or viewing an individual's OMPF for other than official purposes are violations of the Privacy Act that will subject you to Civil and Criminal penalties. **All of your activities in iPERMS are logged automatically by iPERMS and may be made available to management upon an official request to report your iPERMS usage.**

Personally Identifiable Information and other information residing in the OMPF and iPERMS must be treated as "For Official Use Only".

The full "Privacy Act of 1974 as amended" is available at the following link for your reference: http://www.dod.mil/pubs/foi/privacy/ (PDF|site)

Your clicking on the "I Accept" button signifies your understanding of the Privacy Act of 1974 as amended and your responsibility to safeguard personal information, to properly dispose of any physical copies obtained from iPERMS Online, and to prevent unauthorized use, access, disclosure, alteration, or destruction of records in iPERMS.

TASK 2

Select authorized documents for filing in Soldiers OMPF

Document Matrix

and

AR 600-8-104, Table 2-1

The Adjutant General Directorate

"People Always ... Mission First"

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I Accept

Need Help with AKO Login?, please access Army Knowledge Online Support

Section 508 Rehabilitation Act Compliance

Questions & Troubleshooting:

For questions or issues relating to the content of your OMPF, please use the following address and include your full name, rank, **full SSN**, and Army Component:

- iPERMS Customer Service email: usarmy.knox.hrc.mbx.perms-records@mail.mil
- National Guard Soldiers: Contact your State iPERMS Domain Manager or HR Specialist.

ARMY REGULATION AR 600-8-104 (Official Publication):

Go to http://www.apd.army.mil

System NEWS:
Release 1.8-7230 deployed Dec 2010.
Active Army Enlisted (AE domain) records were merged with Active Army Officers (AA domain). iPERMS users who previously had access roles or rules for AE domain have been updated for access to AA domain. If you encounter record access problems, please send email to hrc.ipermsaccounts@conus.army.mil

Upcoming system OUTAGE:

PLEASE READ:
MILPER MSG 11-023 effective 20 Jan 11 - DD FORM 93 & SGLV 8286 ENHANCEMENTS; SGLV 8285 AVAILABLE IN EMILPO - EFFECTIVE IMMEDIATELY, EMILPO (RECBASS WITHIN THE TRAINING BASE) IS THE PRIMARY METHOD FOR UPDATING THE DD FORM 93, SGLV 8286 AND SGLV 8285. THIS MILPER MSG RESCINDS ALARACT 150/2009 - UTILIZATION OF AKO MY FORMS TO UPDATE DD FORM 93.

PLEASE READ:
MILPER MSG 11-230, REVISED PROCEDURES FOR REQUESTING ACCESS TO THE OFFICIAL MILITARY PERSONNEL FILE (OMPF) IN iPERMS. Account duration not to exceed 365 days, termination of account if no login for 90 days, termination of account upon change of UIC. The new restrictions do not apply to individual soldier's access to their own record. This policy change improves access controls for third-party users.

NEWS FLASH:

Scheduled Maintenance:
Regularly Scheduled Maintenance will be performed every 3rd Thursday/Sunday of the month from 2000 until 0400 **EST.**

Questions & Troubleshooting:
For questions or issues relating to the content of your OMPF, please use the following address and include your full name, rank, **full SSN**, and Army Component:

- iPERMS Customer Service email: usarmy.knox.hrc.mbx.perms-records@mail.mil
- National Guard Soldiers: Contact your State iPERMS Domain Manager or HR Specialist.

ARMY REGULATION AR 600-8-104 (Official Publication):
Go to http://www.apd.army.mil

Last updated: 4/10/2012

Must be:

- Tagged Image File Format (TIFF)
  - - multi-page or single-page Tiffs are acceptable
- Black and White – Bitonal Images
- 300 Dots Per Inch (DPI) Resolution

TASK 3

Create and forward scan file in .TIFF format for indexing

ACCESSING *i*PERMS

You must have an AKO account to access *i*PERMS.

Steps to login:

Enter the *i*PERMS web address:
https://iperms.hrc.army.mil

ARMY MILITARY HUMAN RESOURCE RECORD

AMHRR

iPERMS

Personnel Electronic Records Management System

FORT KNOX
STRENGTH STARTS HERE.
Home of the Human Resource Center of Excellence

U.S.ARMY

Primary Records Center

Powered By AKO Authentication

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I Accept

Need Help with AKO Login?, please access Army Knowledge Online Support

Section 508 Rehabilitation Act Compliance

Click I Accept

iPERMS Consolidated PAD

System NEWS:
Release 1.8.1-7900 deployed Oct 2011.

Upcoming system OUTAGE:

PLEASE READ:
MILPER MSG 11-023 effective 20 Jan 11 - DD FORM 93 & SGLV 8286 ENHANCEMENTS; SGLV 8285 AVAILABLE IN EMILPO - EFFECTIVE IMMEDIATELY, EMILPO (RECBASS WITHIN THE TRAINING BASE) IS THE PRIMARY METHOD FOR UPDATING THE DD FORM 93, SGLV 8286 AND SGLV 8285. THIS MILPER MSG RESCINDS ALARACT 150/2009 - UTILIZATION OF AKO MY FORMS TO UPDATE DD FORM 93.

PLEASE READ:
MILPER MSG 11-230, REVISED PROCEDURES FOR REQUESTING ACCESS TO THE OFFICIAL MILITARY PERSONNEL FILE (OMPF) IN iPERMS. Account duration not to exceed 365 days, termination of account if no login for 90 days, termination of account upon change of UIC. The new restrictions do not apply to individual soldier's access to their own record. This policy change improves access controls for third-party users.

NEWS FLASH:

Scheduled Maintenance:
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Questions & Troubleshooting:
For questions or issues relating to the content of your OMPF, please use the following address and include your full name, rank, **full SSN**, and Army Component:

- iPERMS Customer Service email: perms.records@conus.army.mil
- National Guard Soldiers: Contact your State iPERMS Domain Manager or HR Specialist.

ARMY REGULATION AR 600-8-104 (Official Publication):

ARMY MILITARY HUMAN RESOURCE RECORD

AMHRR

iPERMS

Personnel Electronic Records Management System

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Home of the Human Resource Center of Excellence

U.S. ARMY

Primary Records Center

Powered By AKO Authentication

NOTICE: AKO Username/Password authentication for iPERMS is disabled. CAC login is now required for access.

CAC login to iPERMS

CAC Login

Your session timed out. Please log in again.

Need Help with AKO Login?, please access Army Knowledge Online Support

Section 508 Rehabilitation Act Compliance

Click CAC Logon

*i*PERMS Consolidated PAD

System NEWS:
Release 1.8.1-7900 deployed Oct 2011.

Upcoming system OUTAGE:

PLEASE READ:
MILPER MSG 11-023 effective 20 Jan 11 - DD FORM 93 & SGLV 8286 ENHANCEMENTS; SGLV 8285 AVAILABLE IN EMILPO - EFFECTIVE IMMEDIATELY, EMILPO (RECBASS WITHIN THE TRAINING BASE) IS THE PRIMARY METHOD FOR UPDATING THE DD FORM 93, SGLV 8286 AND SGLV 8285. THIS MILPER MSG RESCINDS ALARACT 150/2009 - UTILIZATION OF AKO MY FORMS TO UPDATE DD FORM 93.

PLEASE READ:
MILPER MSG 11-230, REVISED PROCEDURES FOR REQUESTING ACCESS TO THE OFFICIAL MILITARY PERSONNEL FILE (OMPF) IN iPERMS. Account duration not to exceed 365 days, termination of account if no login for 90 days, termination of account upon change of UIC. The new restrictions do not apply to individual soldier's access to their own record. This policy change improves access controls for third-party users.

NEWS FLASH:

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- National Guard Soldiers: Contact your State iPERMS Domain Manager or HR Specialist.

ARMY REGULATION AR 600-8-104 (Official Publication):

Done | Trusted sites | Protected Mode: Off | 100%

The Adjutant General Directorate

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ARMY MILITARY HUMAN RESOURCE RECORD

AMHRR

iPERMS

Personnel Electronic Records Management System

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U.S. ARMY

Welcome to the *interactive* Personnel Electronic Records Management System (*i*PERMS):

The iPERMS is the Army's authorized personnel records repository for the Army Military Human Resource Record (AMHRR). The AMHRR is the Army's System of Records protected by the Privacy Act of 1974 (Title 5 U. S. Code 552a) as amended. The Privacy Act protects the privacy of individuals from unwarranted intrusion.

You have been granted access to the AMHRR as an Authorized Official to assist you in the performance of your official duties. Official need to know and the performance of your official duties are the only reasons you have access to iPERMS. You have been authorized to use the Personally Identifiable Information (PII) and other information in the AMHRR only in the performance of your official duties.

You are responsible and accountable for your actions in iPERMS. You are not authorized to allow another individual to view iPERMS using your login information. Unauthorized disclosure of PII or viewing an individual's AMHRR for other than official purposes are violations of the Privacy Act that will subject you to Civil and Criminal penalties. **All of your activities in iPERMS are logged automatically by iPERMS and may be made available to management upon an official request to report your iPERMS usage.**

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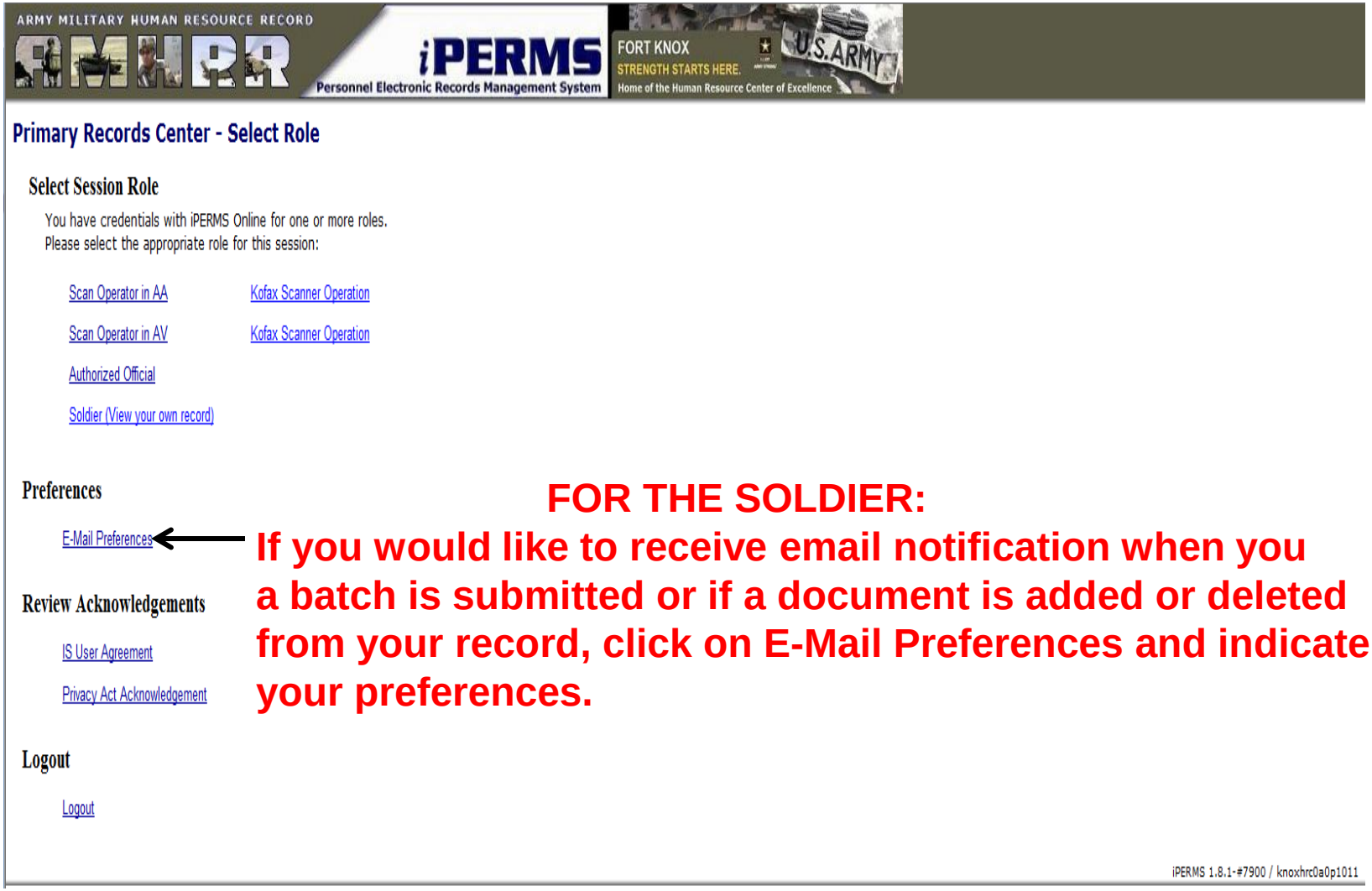
http://www.dod.mil/pubs/foi/privacy/ (PDF|site)

Your clicking on the "I Accept" button signifies your understanding of the Privacy Act of 1974 as amended and your responsibility to safeguard personal information, to properly dispose of any physical copies obtained from iPERMS Online, and to prevent unauthorized use, access, disclosure, alteration, or destruction of records in iPERMS.

I Accept | Logout

iPERMS 1.8.1-#7900 / knoxhrc0a0p1013

Privacy Act Acknowledgement | Trusted sites | Protected Mode: Off | 100%



FOR THE SOLDIER:

If you would like to receive email notification when you a batch is submitted or if a document is added or deleted from your record, click on E-Mail Preferences and indicate your preferences.

ARMY MILITARY HUMAN RESOURCE RECORD

AMHRR

iPERMS

Personnel Electronic Records Management System

FORT KNOX

STRENGTH STARTS HERE.

Home of the Human Resource Center of Excellence

U.S. ARMY

iPERMS Preferences - E-Mail

Alternate E-Mail Address

E-mail updates from iPERMS are sent by default to your AKO email address (e.g @us.army.mil). You may supply an alternative email address if you would prefer to receive e-mail updates to a different location.

william.prel@us.army.mil Save

E-Mail Events

You may select what kinds of iPERMS events you would like to receive:

Yes Notify me when a new document is added to my Army Military Human Resource Record (AMHRR).

Yes Notify me when I create a batch.

Yes Notify me when a batch I created is processed into iPERMS (batch documents are added to Army Military Human Resource Records (AMHRRs)).

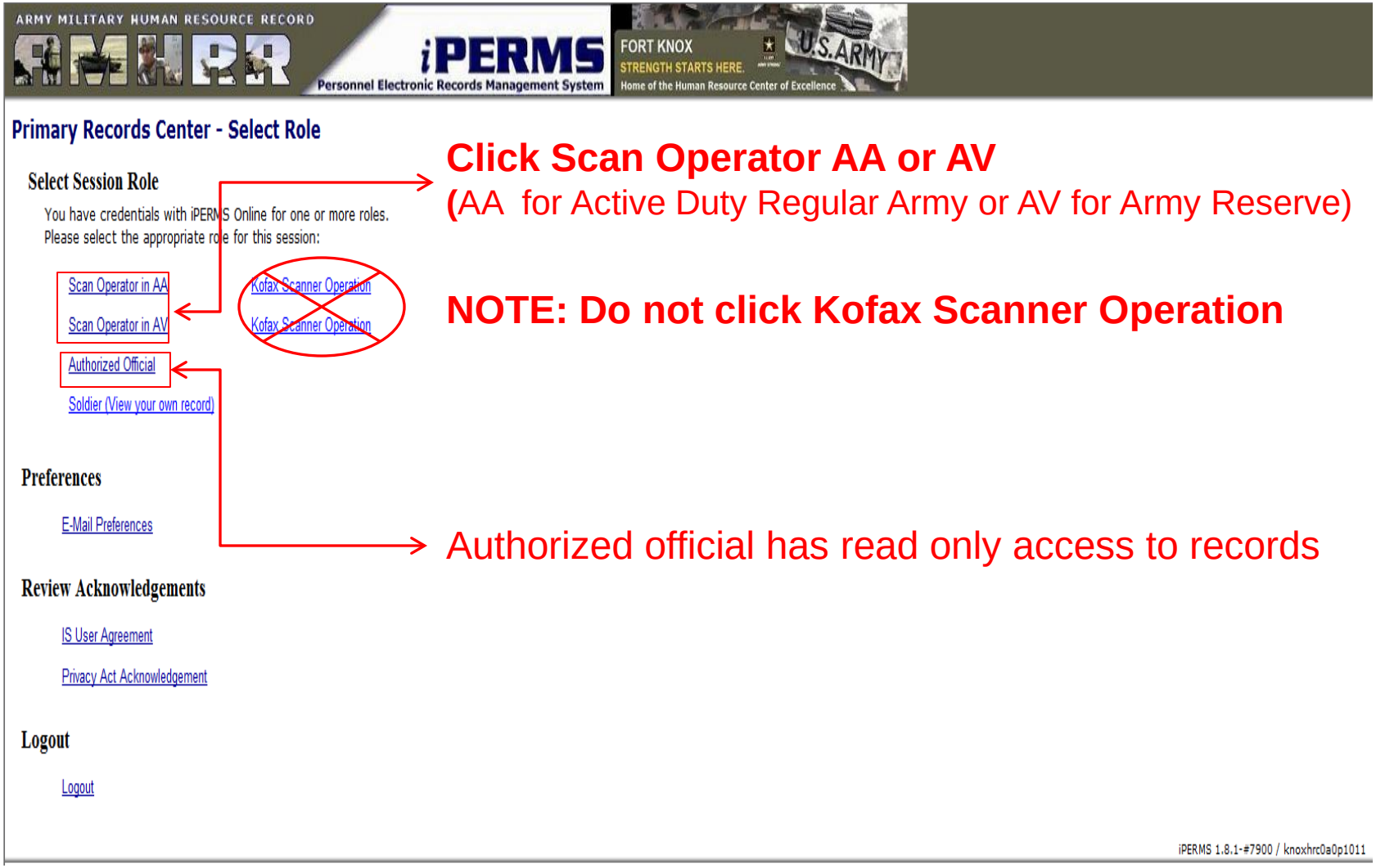
Yes Notify me when a batch I created gets deleted instead of processed into iPERMS.

Yes Notify me when a batch I created gets sent back to me due to scanning problems.

Select Yes or No then click save button

Save

Return to Role Selection



Click Scan Operator AA or AV

(AA for Active Duty Regular Army or AV for Army Reserve)

NOTE: Do not click Kofax Scanner Operation

Authorized official has read only access to records

The Adjutant General Directorate

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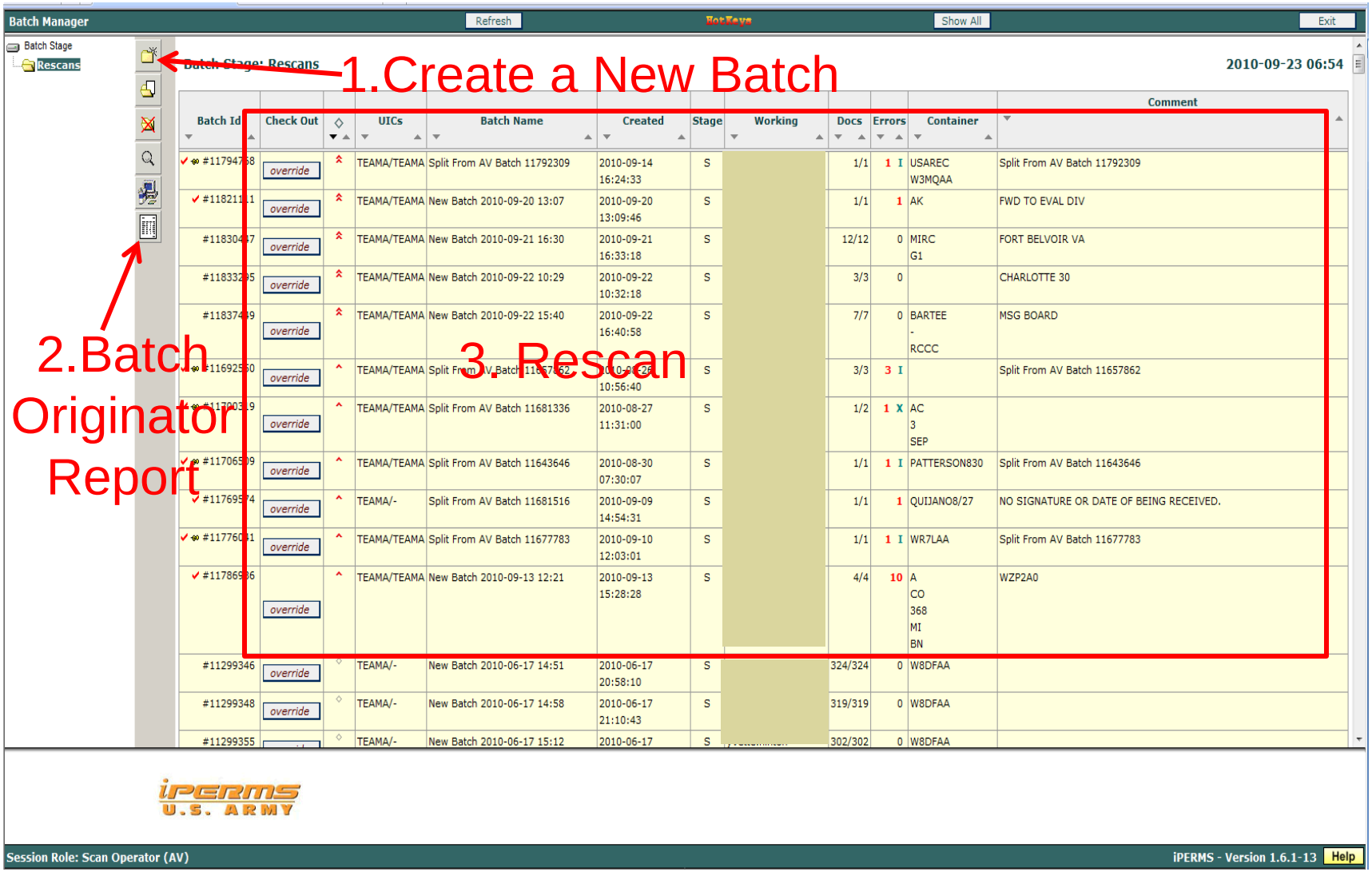

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Click on top icon.. Create a New Batch

Batch Manager | Refresh | HotKeys | Show All | Exit

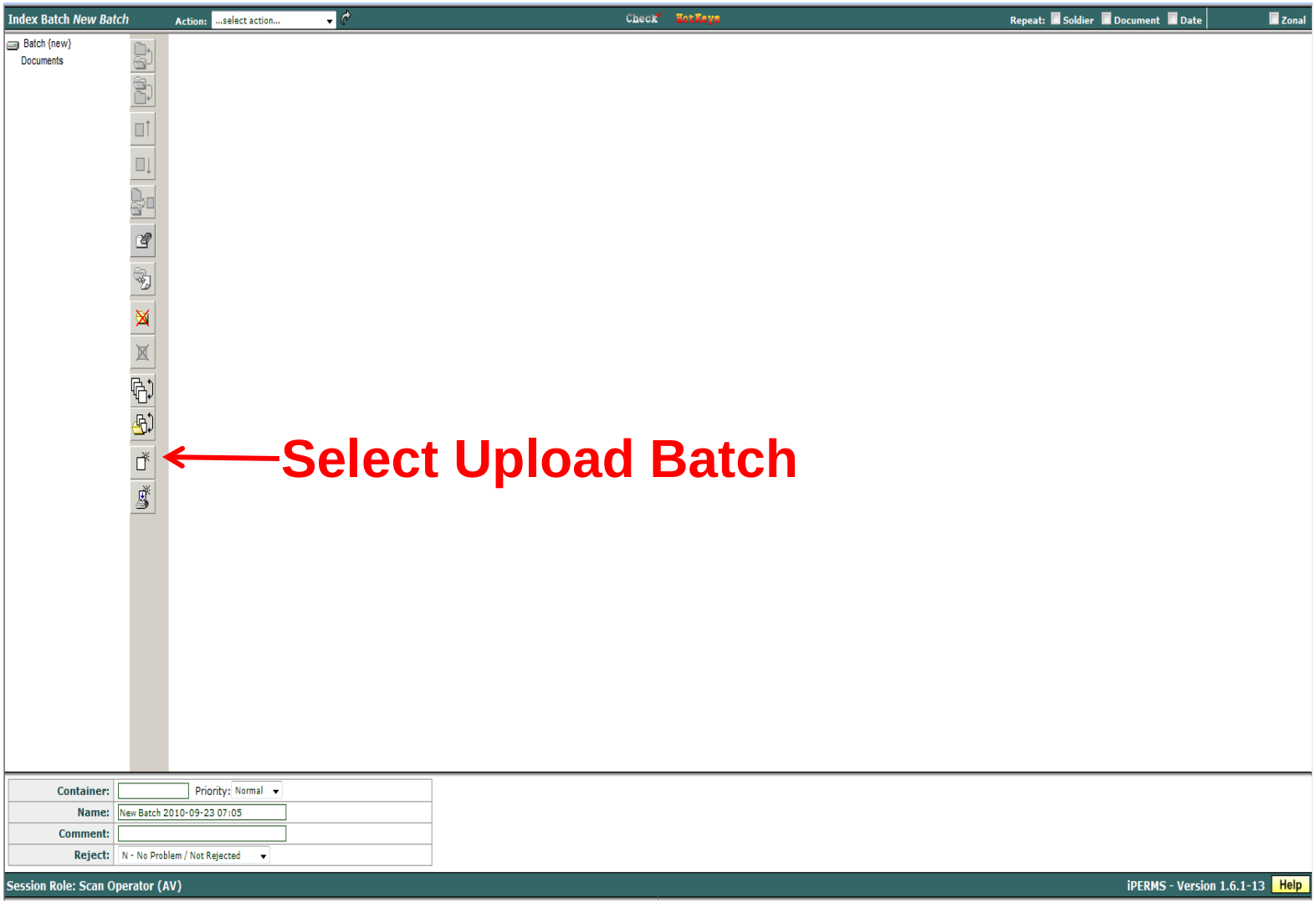
Batch Stage
- Rescans

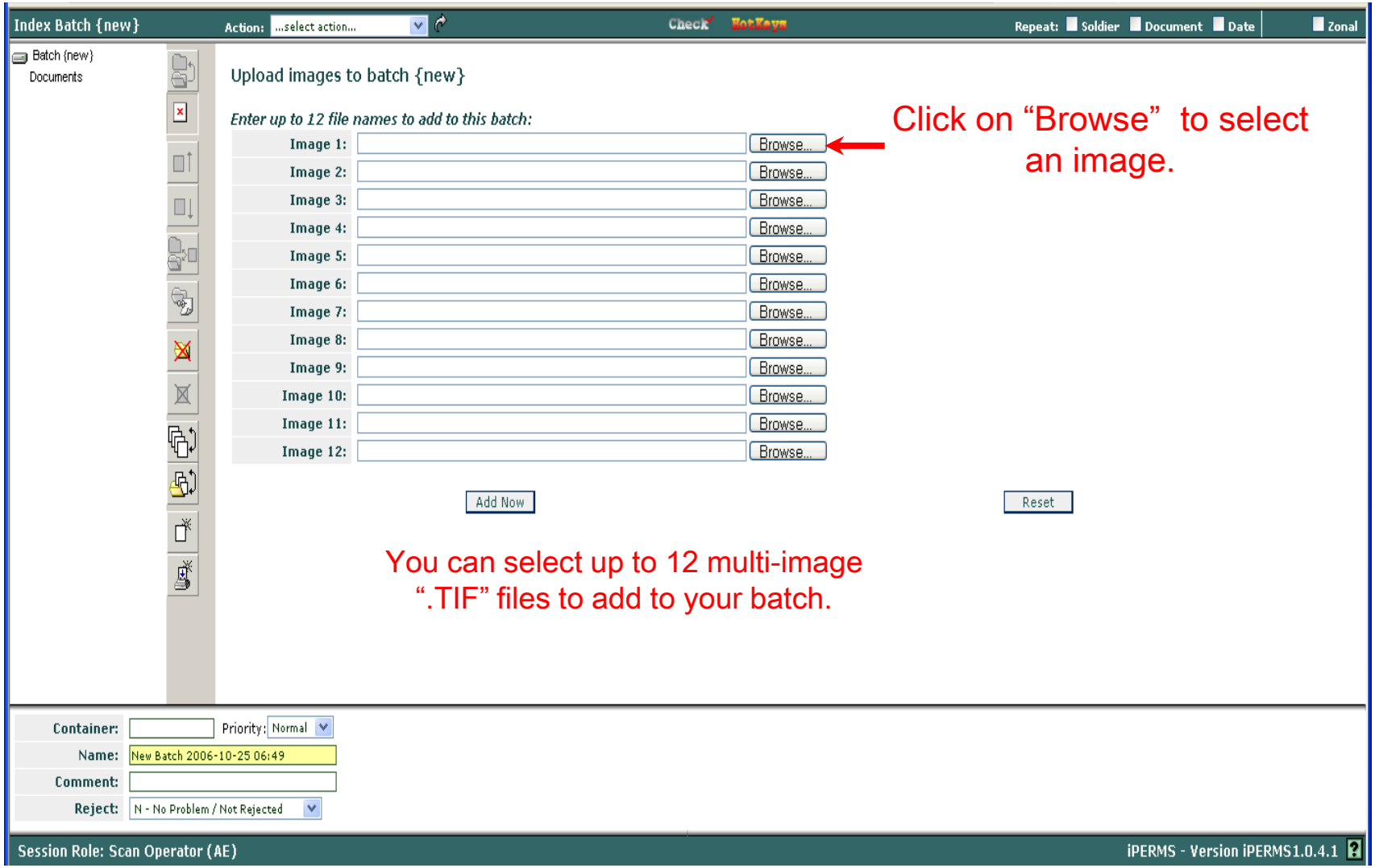
Batch Stage: Rescans — 2010-09-23 06:54

Batch Id	Check Out		UICs	Batch Name	Created	Stage	Working	Docs	Errors	Container	Comment
✓ #11794768	override	⌃⌃	TEAMA/TEAMA	Split From AV Batch 11792309	2010-09-14 16:24:33	S		1/1	1 I	USAREC W3MQAA	Split From AV Batch 11792309
✓ #11821111	override	⌃⌃	TEAMA/TEAMA	New Batch 2010-09-20 13:07	2010-09-20 13:09:46	S		1/1	1	AK	FWD TO EVAL DIV
#11830447	override	⌃⌃	TEAMA/TEAMA	New Batch 2010-09-21 16:30	2010-09-21 16:33:18	S		12/12	0	MIRC G1	FORT BELVOIR VA
#11833295	override	⌃⌃	TEAMA/TEAMA	New Batch 2010-09-22 10:29	2010-09-22 10:32:18	S		3/3	0		CHARLOTTE 30
#11837449	override	⌃⌃	TEAMA/TEAMA	New Batch 2010-09-22 15:40	2010-09-22 16:40:58	S		7/7	0	BARTEE - RCCC	MSG BOARD
✓ #11692550	override	⌃	TEAMA/TEAMA	Split From AV Batch 11657862	2010-08-26 10:56:40	S		3/3	3 I		Split From AV Batch 11657862
✓ #11700319	override	⌃	TEAMA/TEAMA	Split From AV Batch 11681336	2010-08-27 11:31:00	S		1/2	1 X	AC 3 SEP	
✓ #11706509	override	⌃	TEAMA/TEAMA	Split From AV Batch 11643646	2010-08-30 07:30:07	S		1/1	1 I	PATTERSON830	Split From AV Batch 11643646
✓ #11769574	override	⌃	TEAMA/-	Split From AV Batch 11681516	2010-09-09 14:54:31	S		1/1	1	QUIJANO8/27	NO SIGNATURE OR DATE OF BEING RECEIVED.
✓ #11776041	override	⌃	TEAMA/TEAMA	Split From AV Batch 11677783	2010-09-10 12:03:01	S		1/1	1 I	WR7LAA	Split From AV Batch 11677783
✓ #11786986	override	⌃	TEAMA/TEAMA	New Batch 2010-09-13 12:21	2010-09-13 15:28:28	S		4/4	10	A CO 368 MI BN	WZP2A0
#11299346	override	◇	TEAMA/-	New Batch 2010-06-17 14:51	2010-06-17 20:58:10	S		324/324	0	W8DFAA	
#11299348	override	◇	TEAMA/-	New Batch 2010-06-17 14:58	2010-06-17 21:10:43	S		319/319	0	W8DFAA	
#11299355	override	◇	TEAMA/-	New Batch 2010-06-17 15:12	2010-06-17	S		302/302	0	W8DFAA	

iPERMS U.S. ARMY

Session Role: Scan Operator (AV) | iPERMS - Version 1.6.1-13 | Help


Index Batch New Batch
Action: ...select action...
Check HotKeys
Repeat: Soldier Document Date
Zonal
Batch {new}
Documents
Select Upload Batch
Container:
Priority: Normal
Name: New Batch 2010-09-23 07:05
Comment:
Reject: N - No Problem / Not Rejected
Session Role: Scan Operator (AV)
iPERMS - Version 1.6.1-13
Help

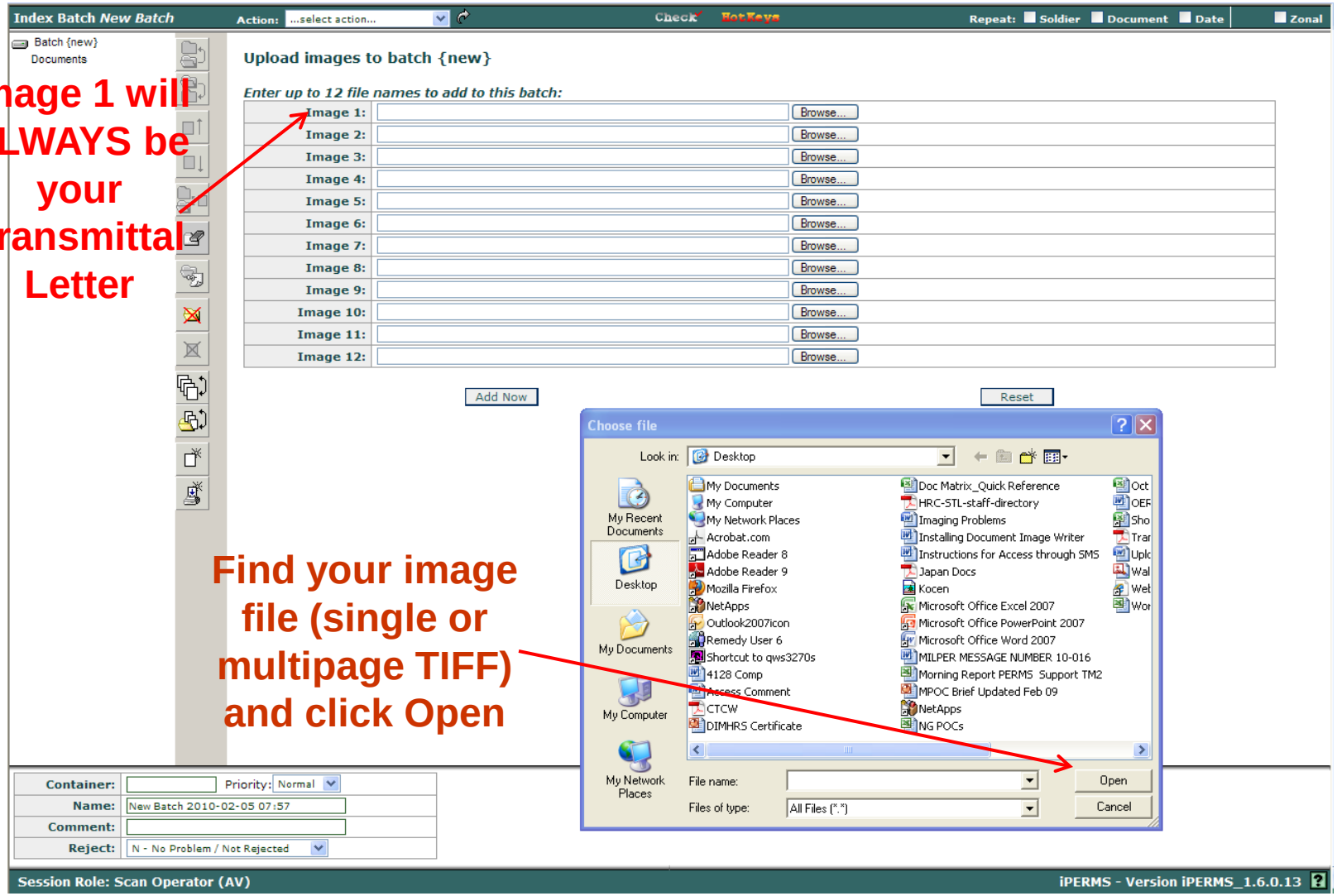


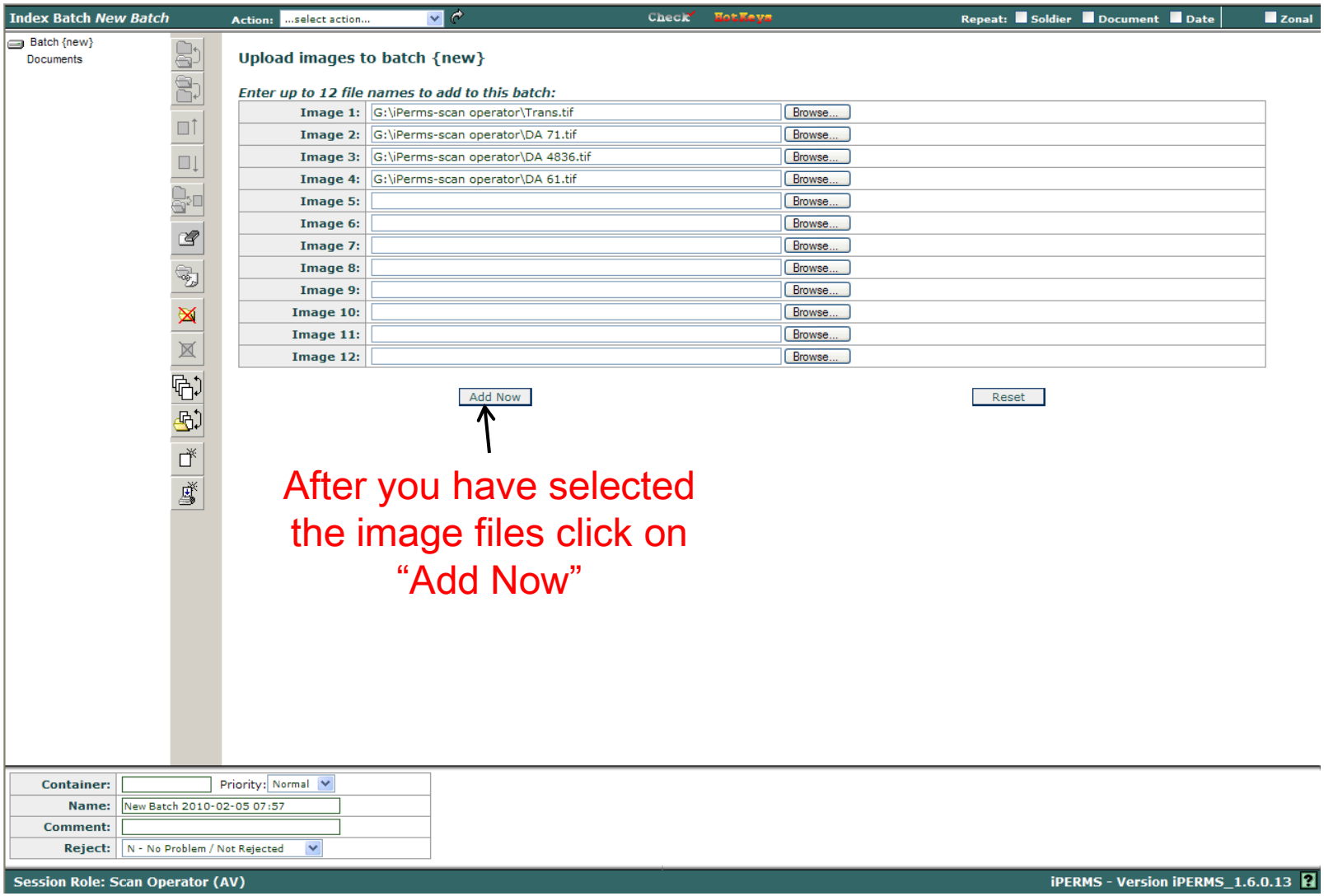
Click on "Browse" to select an image.

You can select up to 12 multi-image ".TIF" files to add to your batch.

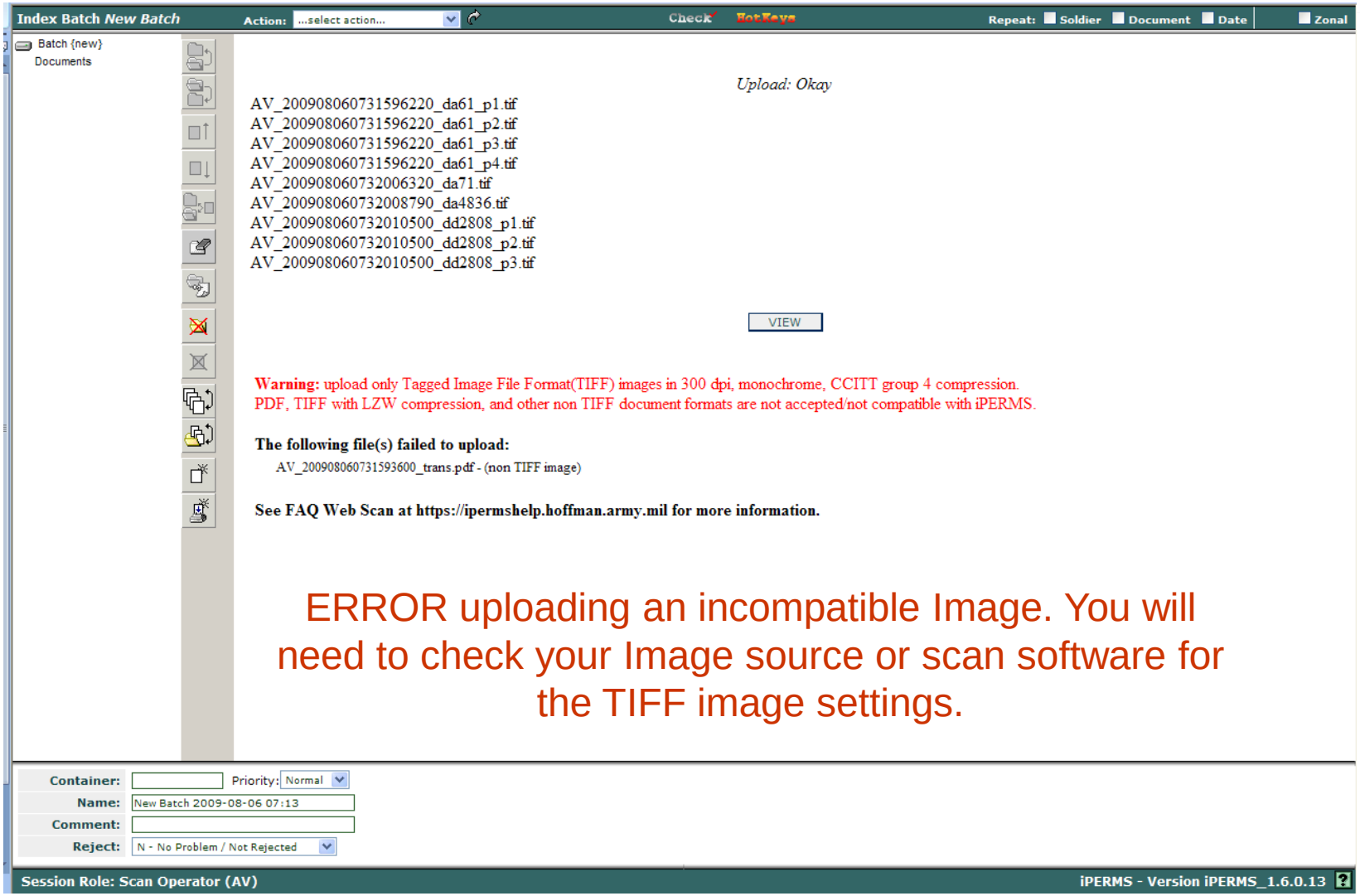
Image 1 will ALWAYS be your Transmittal Letter

Find your image file (single or multipage TIFF) and click Open





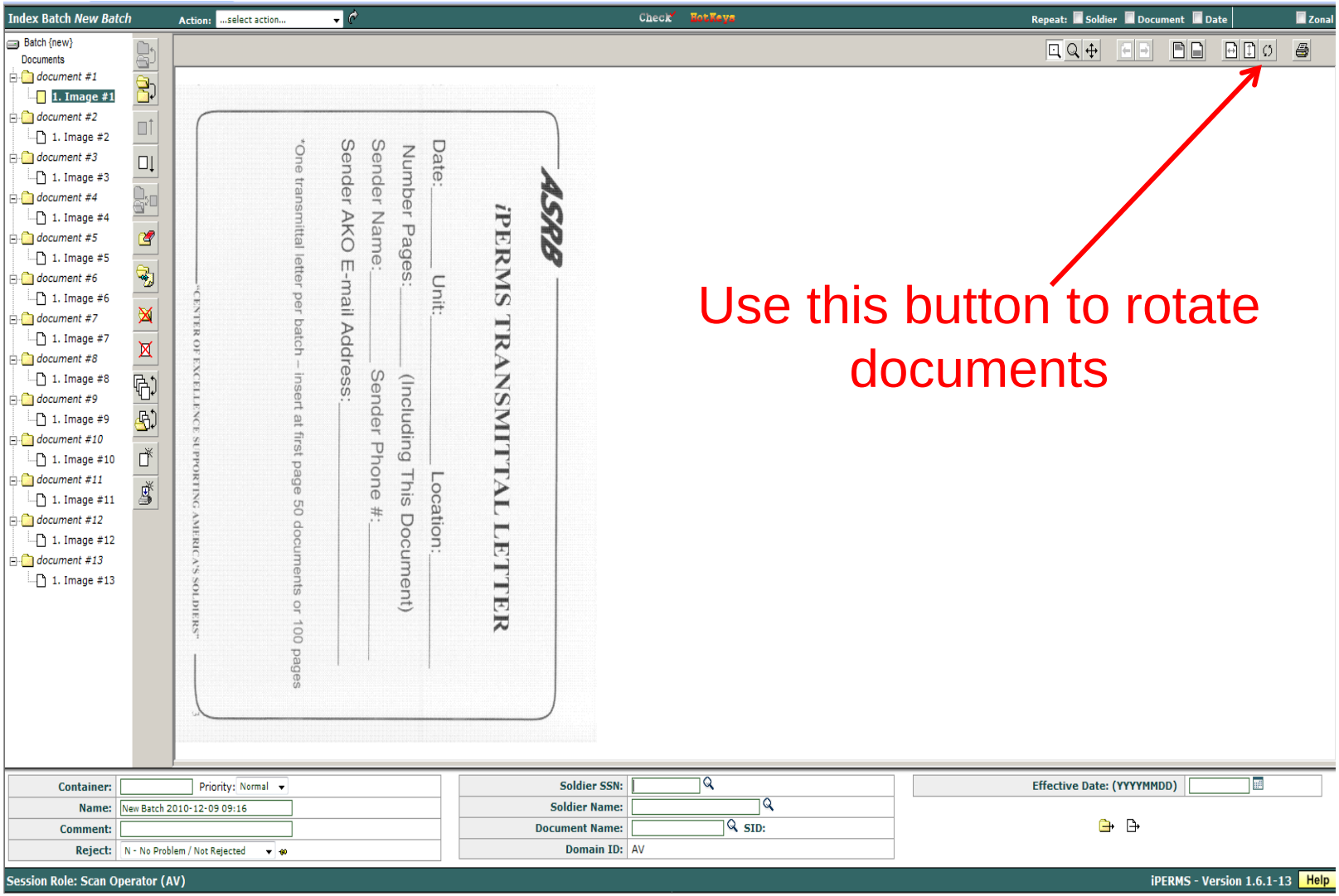
After you have selected the image files click on "Add Now"



ERROR uploading an incompatible Image. You will need to check your Image source or scan software for the TIFF image settings.

The Adjutant General Directorate

"People Always ... Mission First"



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"People Always ... Mission First"

Index Batch *New Batch* Action: ...select action... Check HotKeys Repeat: Soldier Document Date Zonal

Batch {new}
Documents
- document #1
  - 1. Image #1
- document #2
  - 1. Image #2
- document #3
  - 1. Image #3
- document #4
  - 1. Image #4
- document #5
  - 1. Image #5
- document #6
  - 1. Image #6
- document #7
  - 1. Image #7
- document #8
  - 1. Image #8
- document #9
  - 1. Image #9
- document #10
  - 1. Image #10
- document #11
  - 1. Image #11
- document #12
  - 1. Image #12
- document #13
  - 1. Image #13

ASRB

iPERMS TRANSMITTAL LETTER

Date:_____ Unit:_____ Location:_____

Number Pages:_____ (Including This Document)

Sender Name:_____ Sender Phone #:_____

Sender AKO E-mail Address:_____

*One transmittal letter per batch – insert at first page 50 documents or 100 pages

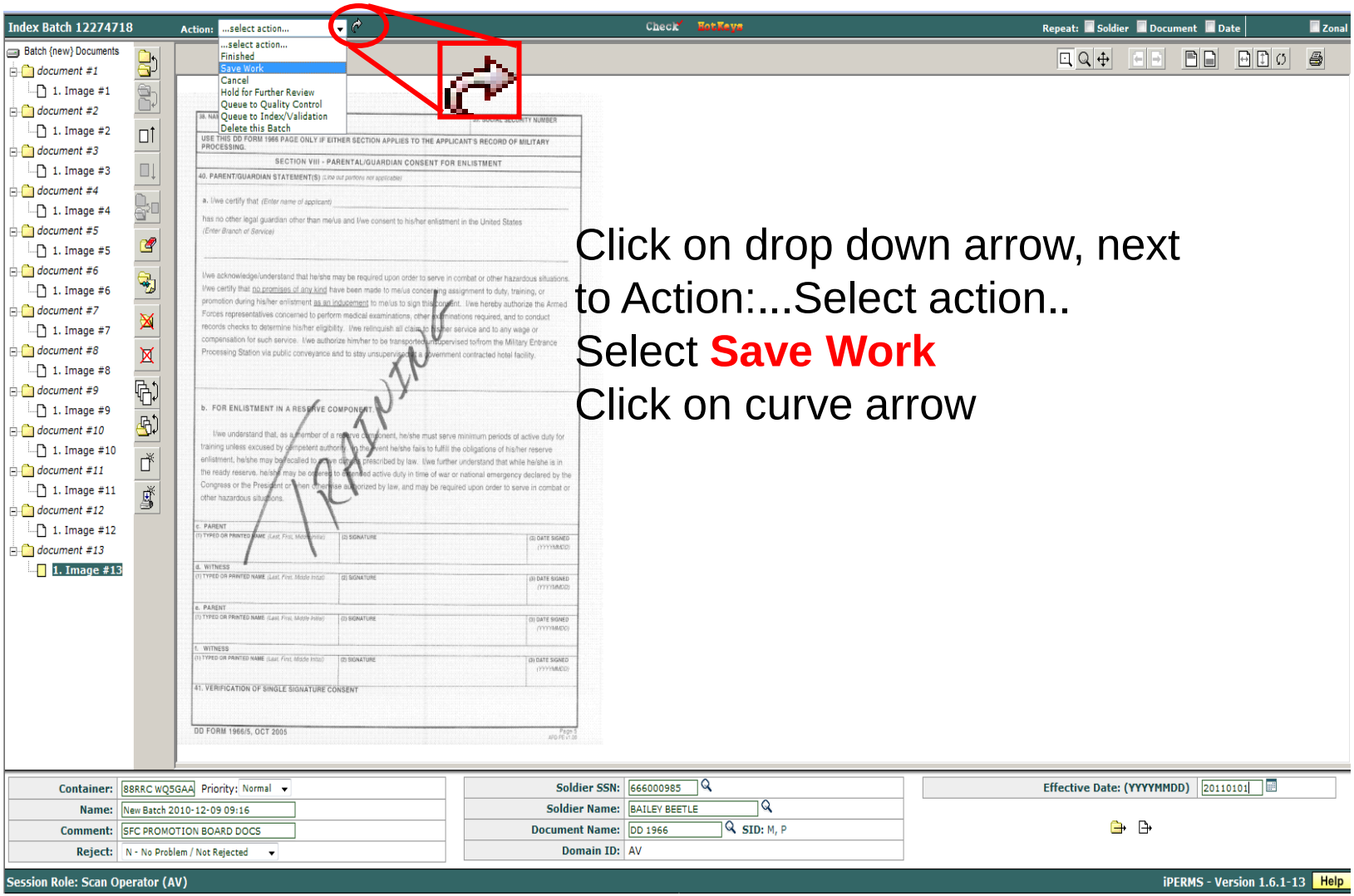
"CENTER OF EXCELLENCE SUPPORTING AMERICA'S SOLDIERS"

Container:	Priority: Normal	Soldier SSN:		Effective Date: (YYYYMMDD)	
Name:	New Batch 2010-12-09 09:16	Soldier Name:			
Comment:		Document Name:	SID:		
Reject:	N - No Problem / Not Rejected	Domain ID:	AV		

Session Role: Scan Operator (AV) iPERMS - Version 1.6.1-13 Help

Container:	WJOEAA/1st CAV Priority: Normal
Name:	New Batch 2010-12-09 09:16
Comment:	**BOARD Docs…etc**
Reject:	N - No Problem / Not Rejected

Container: Place UIC/Unit. At HRC place HRC-your extension
Priority: Normal
Name: Do not alter current information
Comment: **BOARD**, Sep Packet, Enlistment Packet
Reject: Do not alter current information



Click on drop down arrow, next to Action:...Select action..

Select **Save Work**

Click on curve arrow

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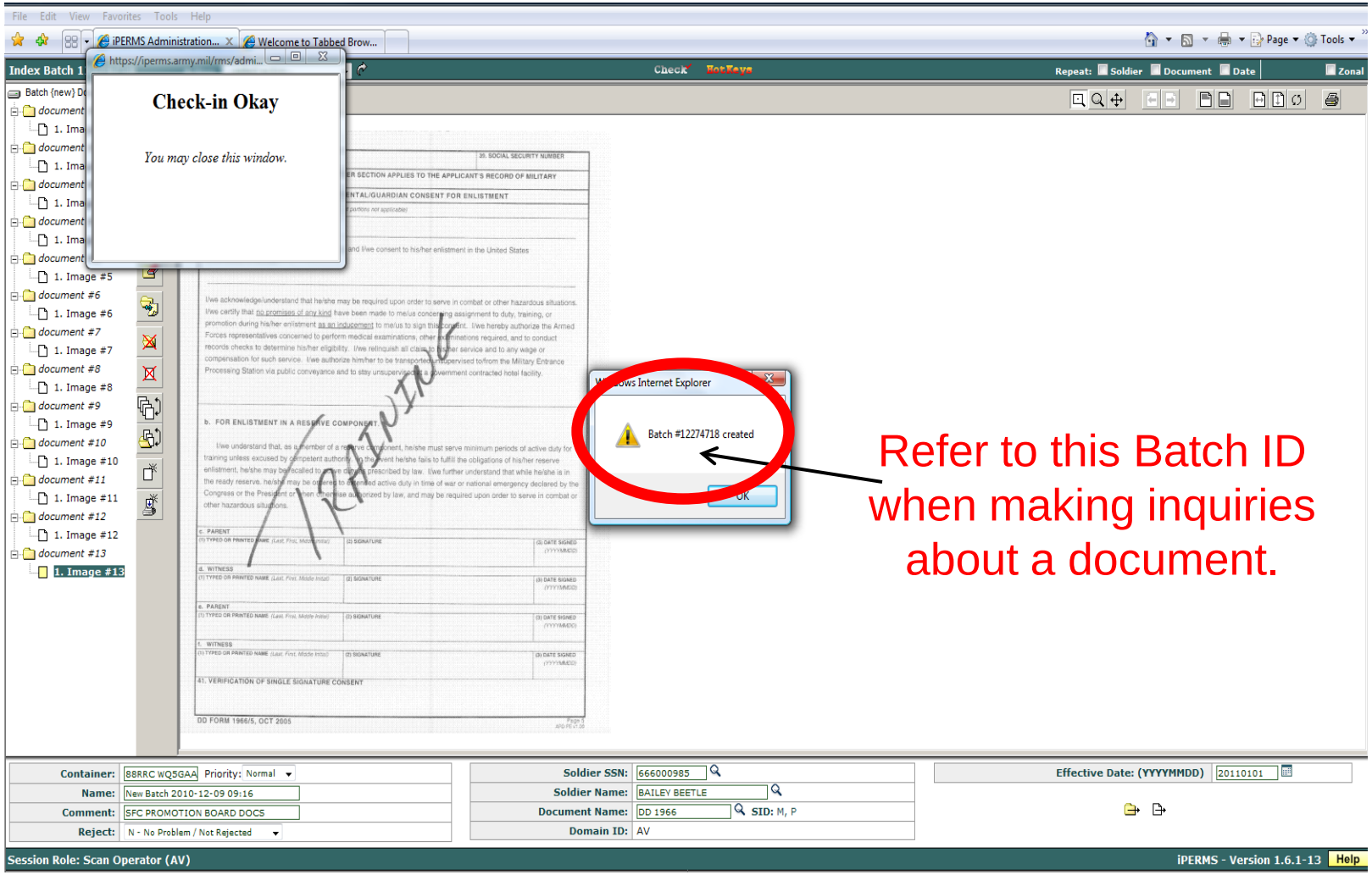

Soldier SSN:	123-45-6789
Soldier Name:	
Document Name:	DD 214 SID:
Domain ID:	AV

Soldier SSN: Place the SSN of the Soldier
Click on magnifying glass will add Soldier Name
Soldier Name: Do not type a name here, should auto-populate from above.
Document Name: Only type in Document name if at bottom of page…DD 214, DA 4187, DA 87
If you click on the magnifying glass it will pull up the complete Document Matrix.

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Lookup Document Name

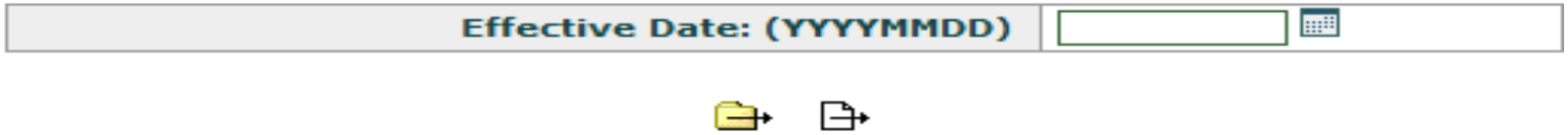
Search for: | **Option:** Name and Title / Doc Name

Search

AHRC 4145 - ELECTION OF OPTIONS - MILITARY SERVICE OBLIGATION
COAR-COAD - REQUEST FOR CONTINUANCE OF A DISABLED SOLDIER IN THE RESERVE OR ACTIVE RESERVES
DEPACKET - DELAY AND EXEMPTION PACKET
1AO-CLASS - APPLICATIONS FOR CLASSIFICATION AS CONSCIENTIOUS OBJECTOR (1-A-O)
1AO-NC - AGREEMENT FOR NONCOMBATANT DTY ASGMNT BY MBRS CLASSIFIED AS A CO (1-A-O)
1AO-RMVL - REQUEST FOR REMOVAL OF ID FROM CONSCIENTIOUS OBJECTOR STATUS (1-A-O)(1-O)
1O-DISCH - APPLICATION (APP/DISAPP) FOR DISCHARGE AS A CONSCIENTIOUS OBJECTOR (1-O)
20YRS SVC LTR - STATEMENT OF UNDERSTANDING IF UNABLE TO COMPLETE 20YRS OF SERVICE FOR RETIREMENT
5SERIES - APPROVAL OF EXTENSION OF SERVICE
AA DEGREE - ASSOCIATES DEGREE
ABCMR - ARMY BOARD FOR CORRECTION OF MILITARY RECORDS - PROCEEDINGS
ABCMR DENY - DENIAL OF REVIEW OF ARMY BOARD OF CORRECTION OF MILITARY RECORDS
ACCESSION BONUS - WRITTEN AGREEMENT OFFICER ACCESSION BONUS
ACSO MEMO - ADJUSTMENT TO CONTRACTUAL SERVICE OBLIGATION (DA 5658-R)
ADHOC BD - SECRETARY OF THE ARMY ADHOC REVIEW BOARD CASE REPORT (OSA 173)
ADMIN CRED - ADMINISTRATIVE DETERMINATION OF CREDIT FOR SERVICE NOT AVAILABLE FROM RECORDS
ADMIN PAY DATA - OTHER ENTITLEMENTS VERIFICATION OF ADMINISTRATION PAY DATA
ADOPT RCD - ADOPTION RECORD CERTIFYING THE LEGAL PARENTS OF A SERVICE MEMBER
AECP - CONTRACT FOR THE ARMY MEDICAL DEPARTMENT ENLISTED COMMISSIONING PROGRAM OVER 10 YEARS AFS
AERO EVAL - SUMMARY REPORT AERO MEDICAL CONSULTATION OR IN-FLIGHT EVALUATION

Select Doc

Lookup Document Name
Search for:
DD 214
Option:
Name and Title
Doc Name
Search
DD 214 - CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY
DD 214 CG - REPORT OF SEPARATION FROM ACTIVE DUTY
DD 214 MC - CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY
DD 214 N - ARMED FORCES OF THE UNITED STATES REPORT OF TRANSFER OR DISCHARGE
MEMORANDUM - MEMORANDUM TO REVOKE DD 214 ISSUED IN ERROR
Select Doc



Effective Date: Leave blank

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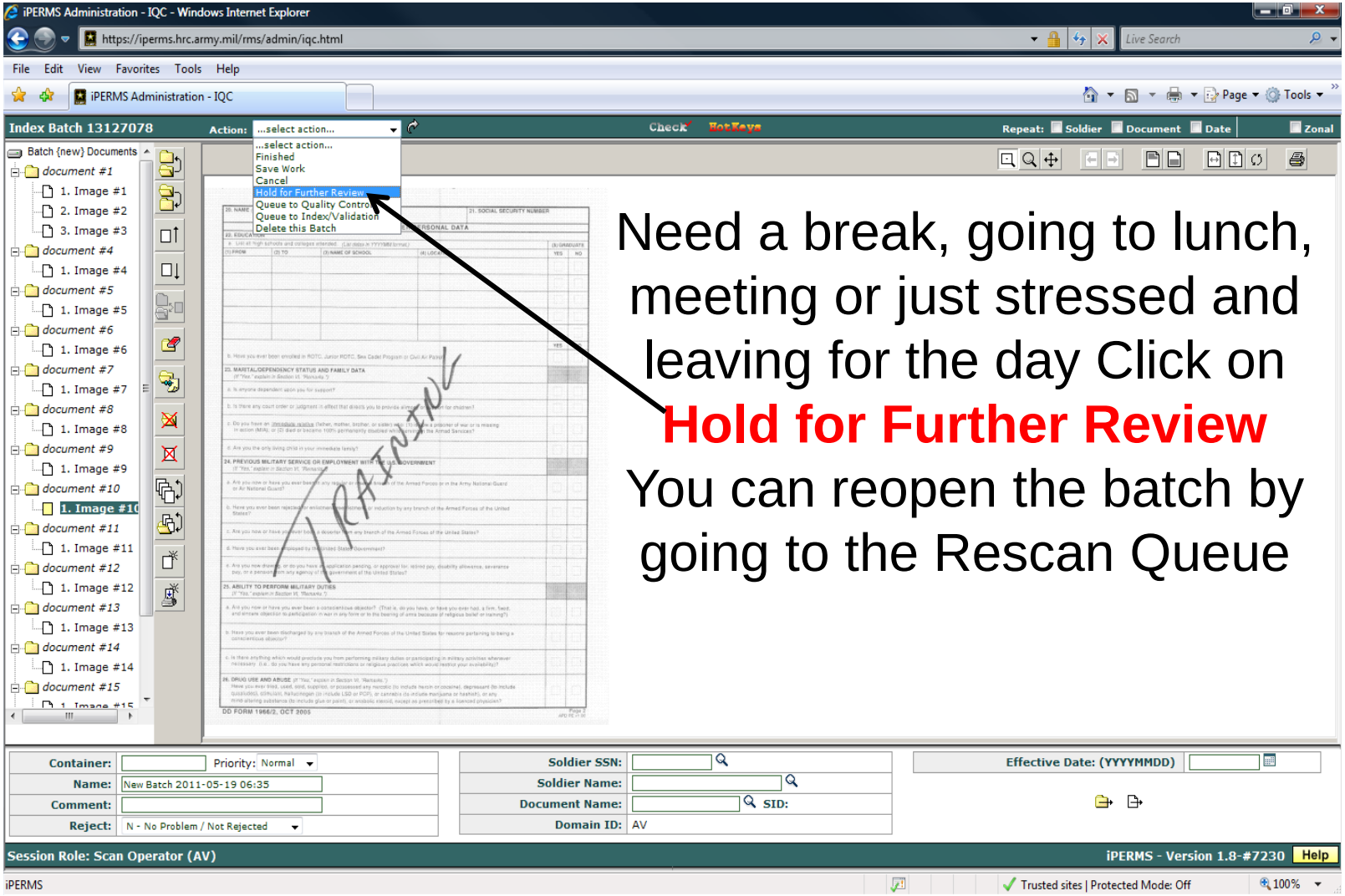

Need a break, going to lunch, meeting or just stressed and leaving for the day Click on **Hold for Further Review**

You can reopen the batch by going to the Rescan Queue

Last updated:

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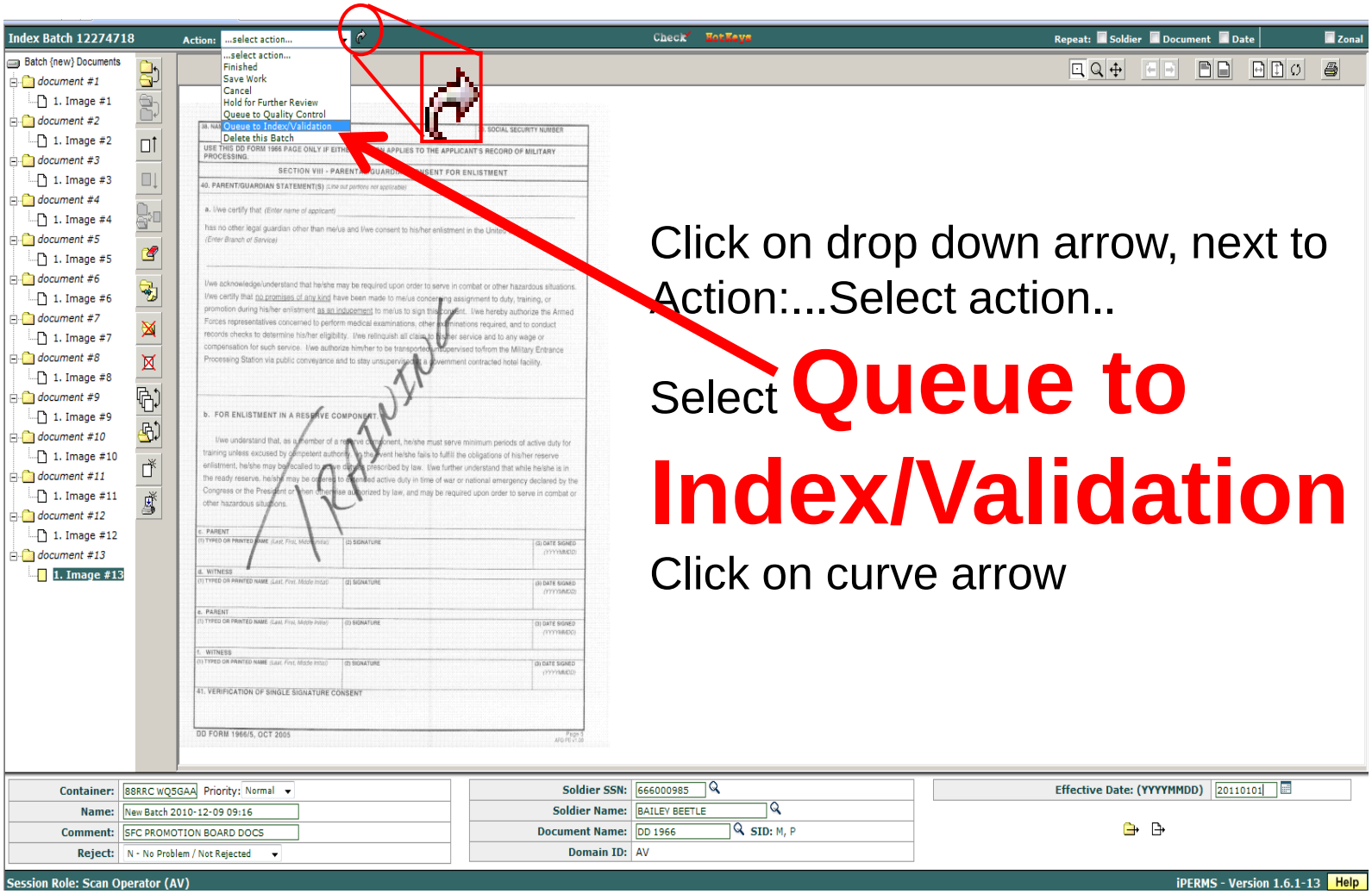
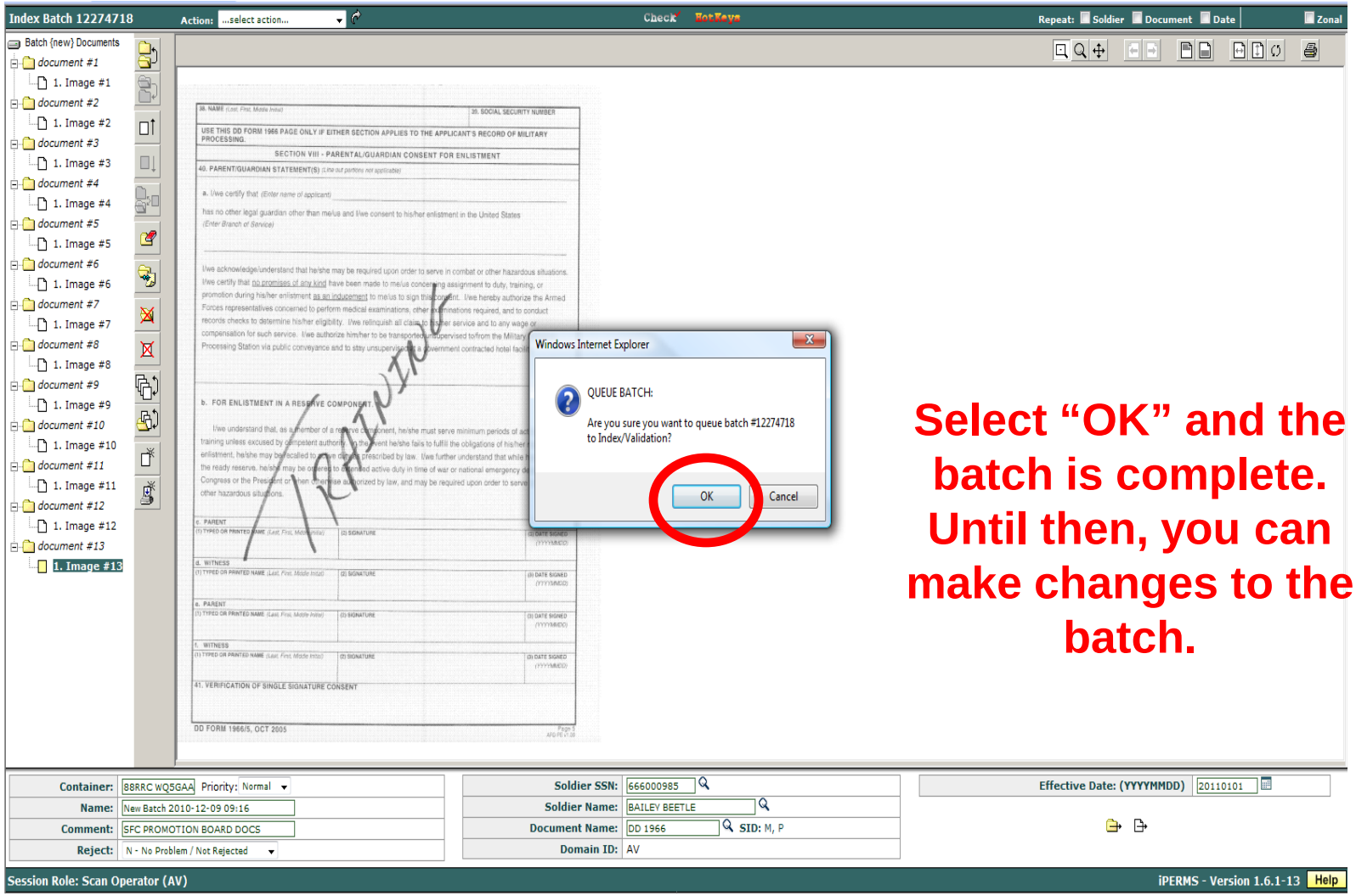


Click on drop down arrow, next to Action:...Select action..

Select **Queue to Index/Validation**

Click on curve arrow



Select "OK" and the batch is complete. Until then, you can make changes to the batch.

TASK 4

CHECK RESCAN QUE

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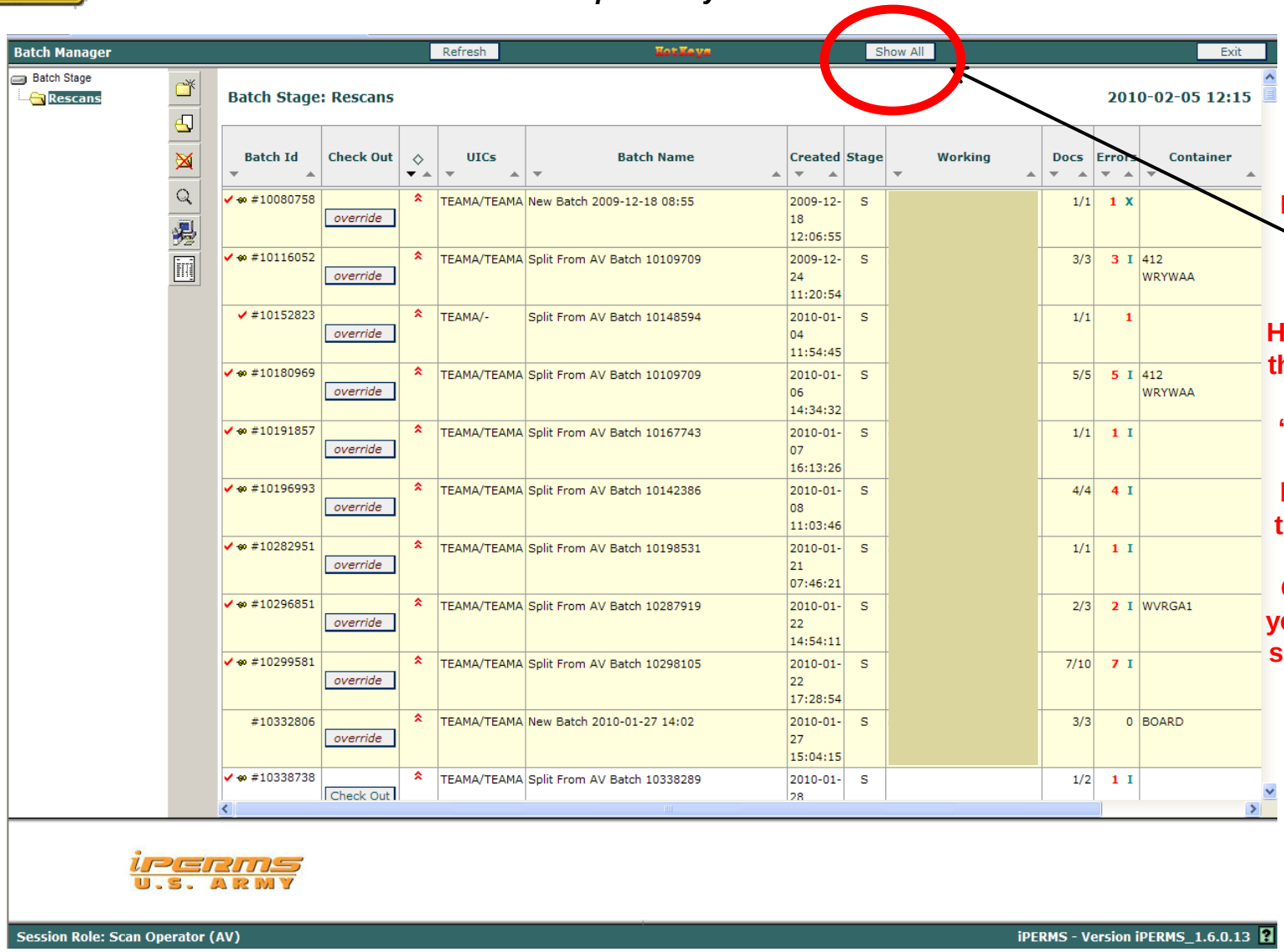
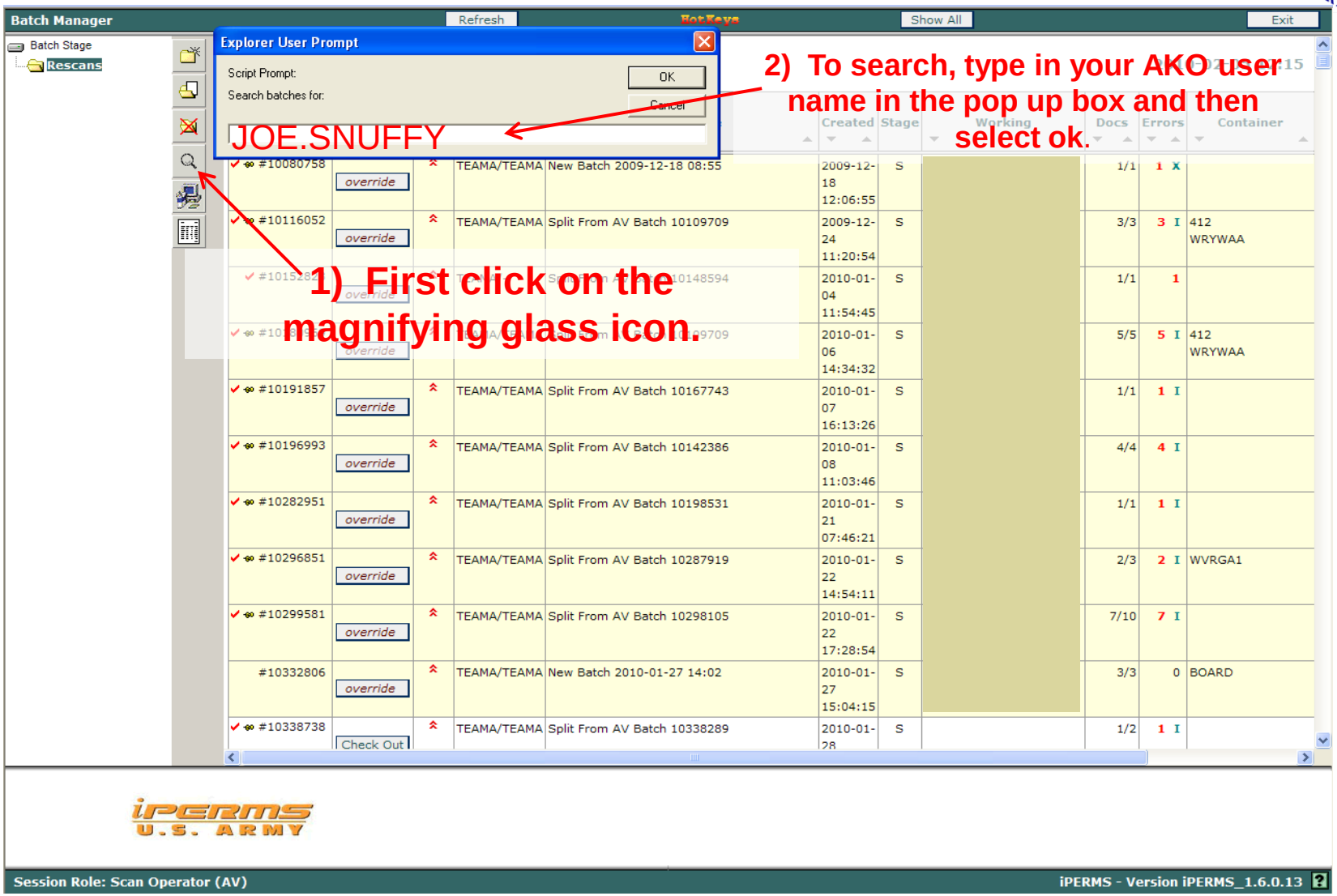
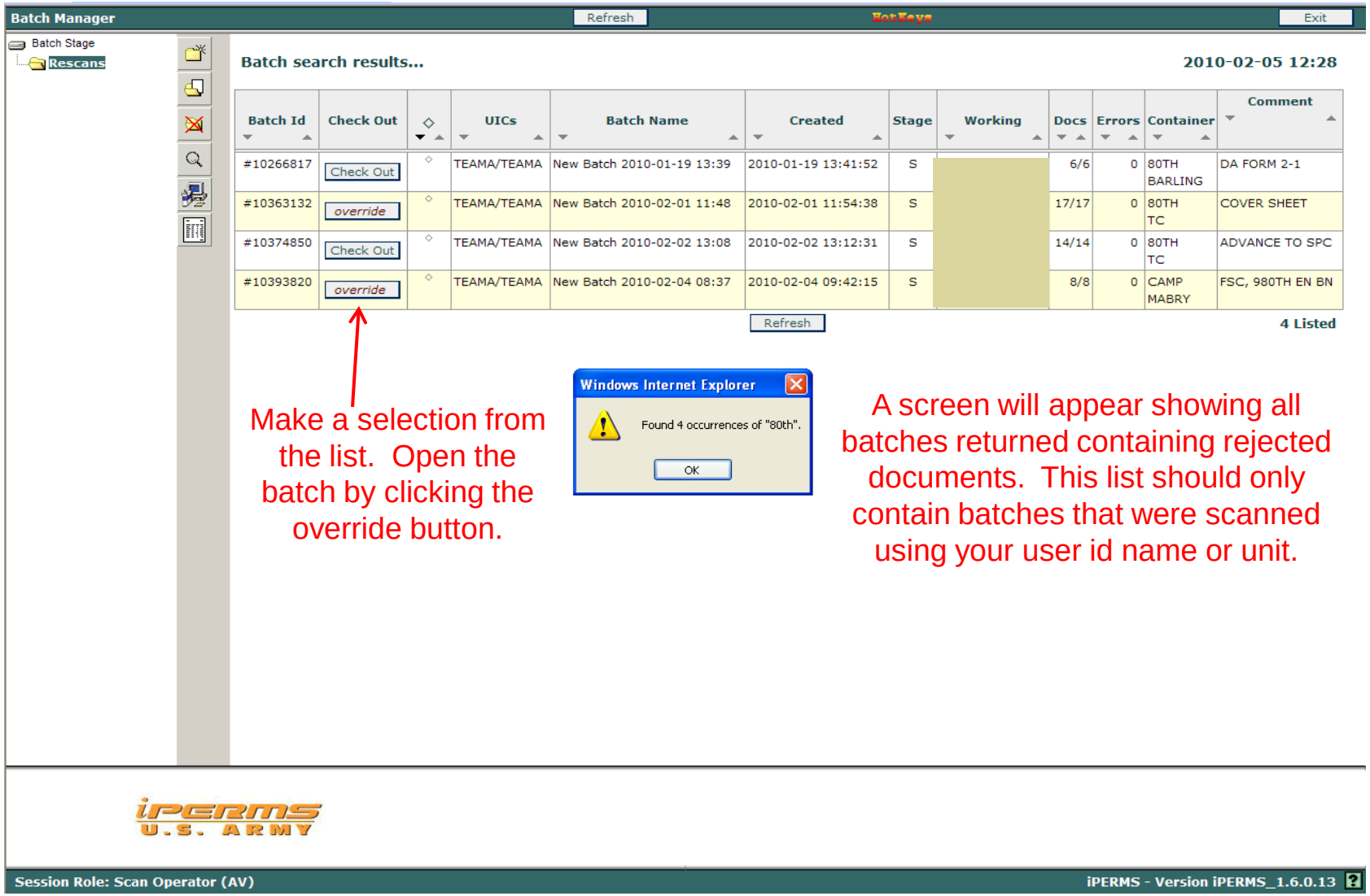


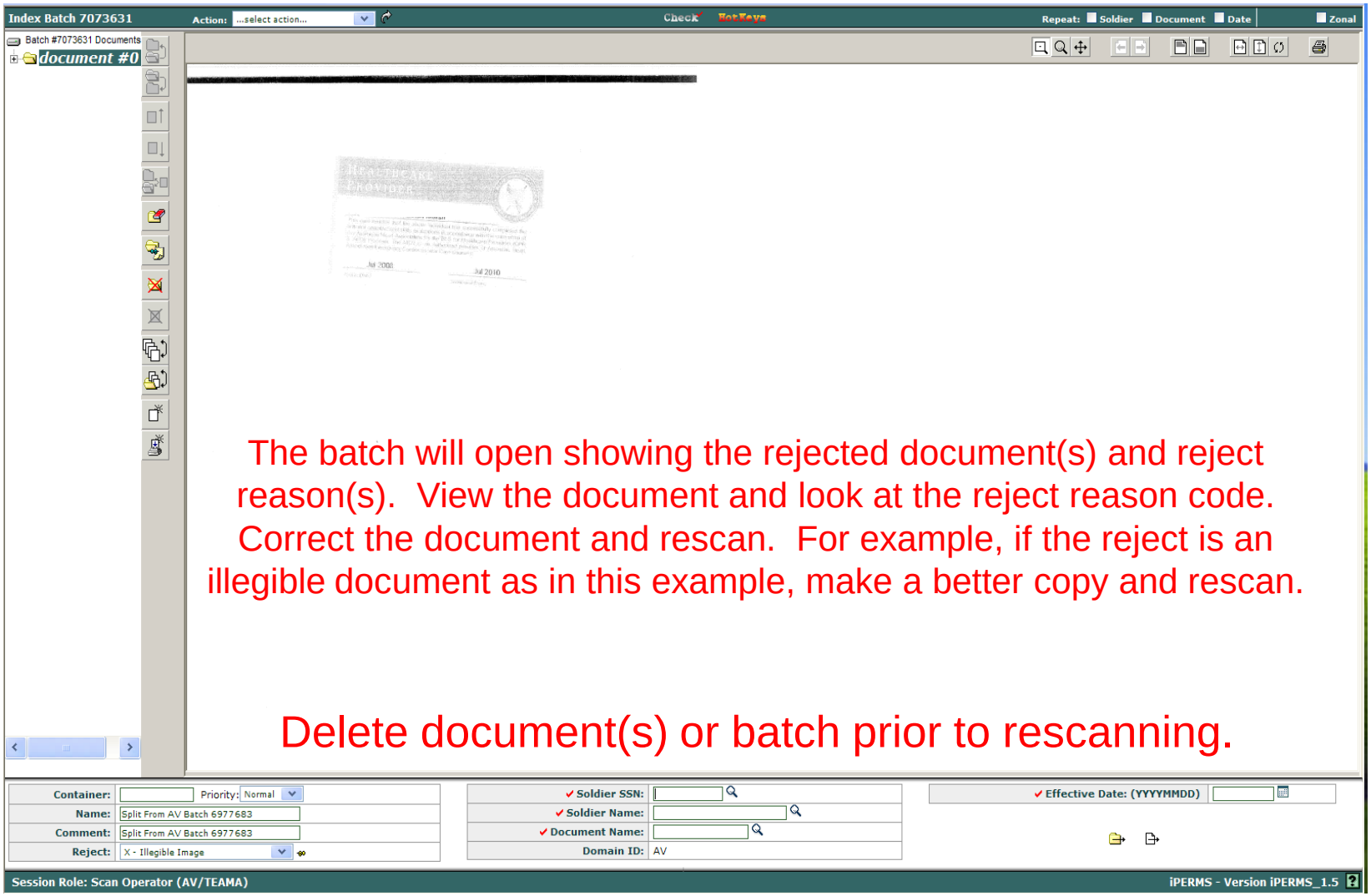
If a "Show all" box appears between Hotkeys and the exit box, Click on "Show all" to see all batches in the Rescan que. Otherwise you will only see a partial listing.


Batch Manager
Refresh
HotKeys
Show All
Exit
Batch Stage
Rescans
Explorer User Prompt
Script Prompt:
Search batches for:
OK
Cancel
JOE.SNUFFY
2) To search, type in your AKO user name in the pop up box and then select ok.
1) First click on the magnifying glass icon.
Created
Stage
Working
Docs
Errors
Container
iPERMS U.S. ARMY
Session Role: Scan Operator (AV)
iPERMS - Version iPERMS_1.6.0.13



Make a selection from the list. Open the batch by clicking the override button.

A screen will appear showing all batches returned containing rejected documents. This list should only contain batches that were scanned using your user id name or unit.



The batch will open showing the rejected document(s) and reject reason(s). View the document and look at the reject reason code. Correct the document and rescan. For example, if the reject is an illegible document as in this example, make a better copy and rescan.

Delete document(s) or batch prior to rescanning.

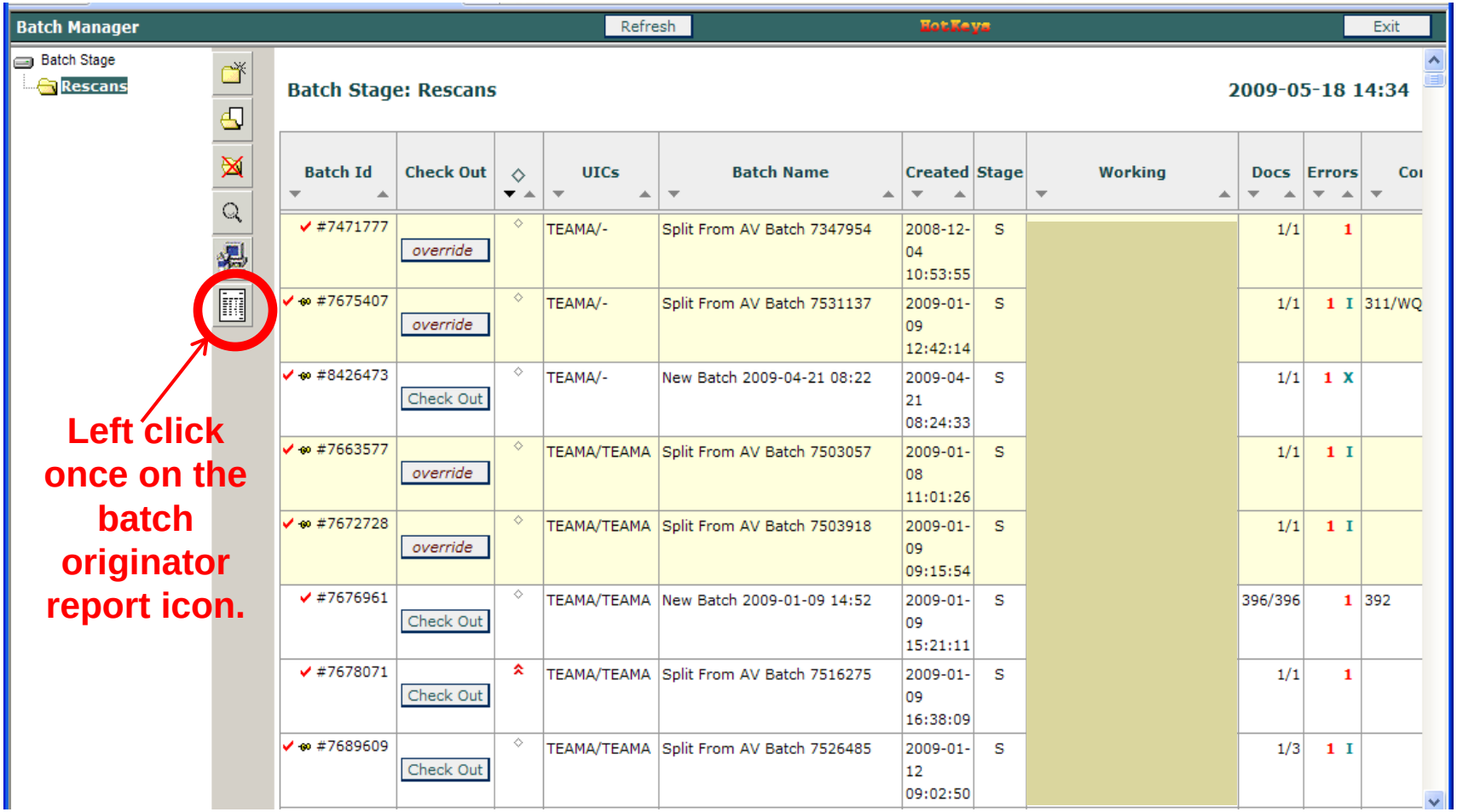
Rejection Code Chart

CODE	REJECT REASON	EXPLANATION	PROCEDURE
I	**Incomplete**	Missing pages	Rescan complete document
J	Unauthorized Document	Document that are not authorized to be put on the IPERMS system	DELETE-DO NOT RESCAN
K	Document needs splitting	Multi-pages joined together	Rescan
V	Duplicate Page	Duplicate page in batch	DELETE- DO NOT RESCAN
X	**Illegible Image**	Poor image	Rescan
Y	See Batch Comment	Special Instructions *example: Batch to Big*	Rescan in batch sized of 100 Images.
Z	Corrupt Image	The image will not display	Rescan

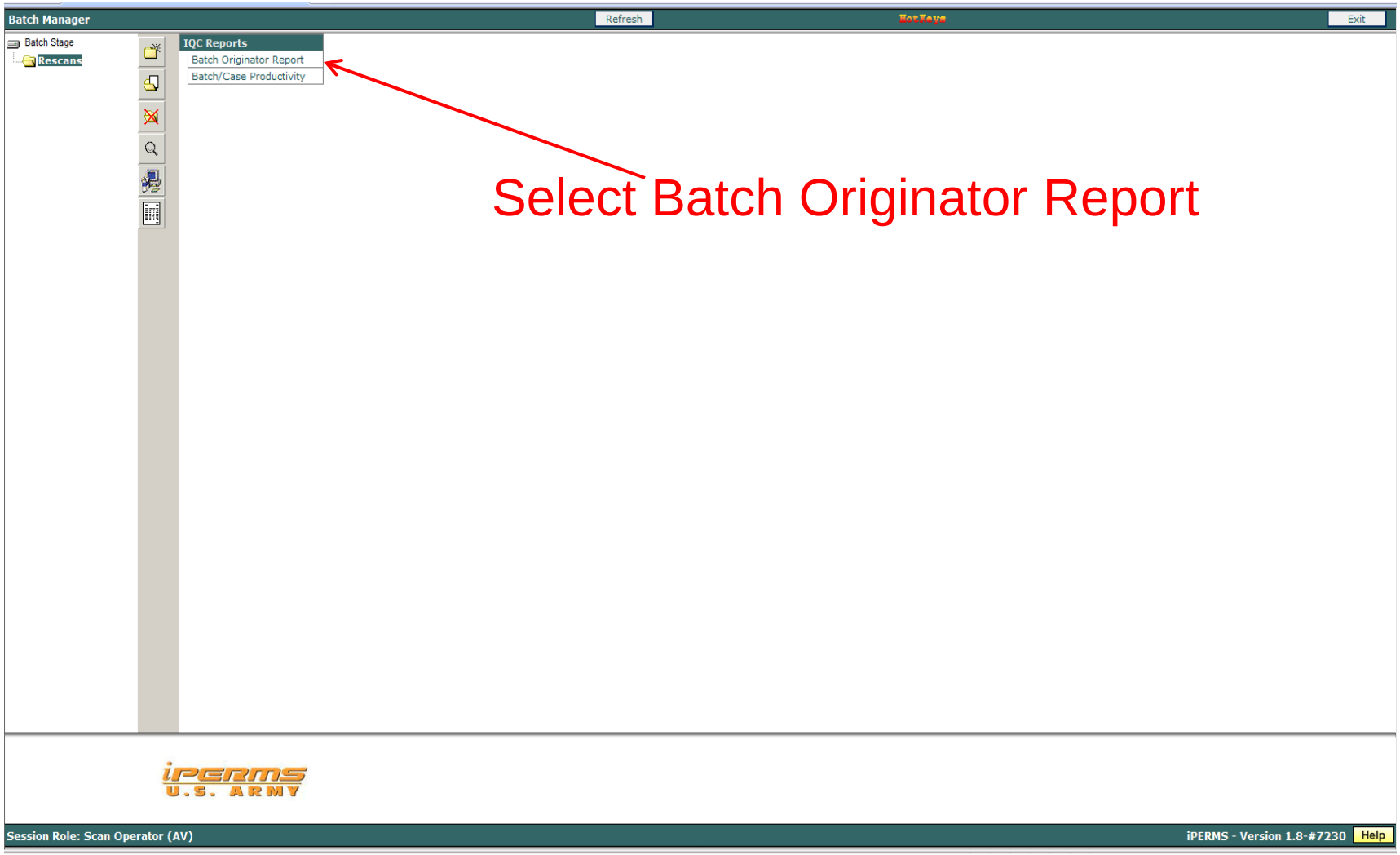
TASK 5
Batch Originator Report

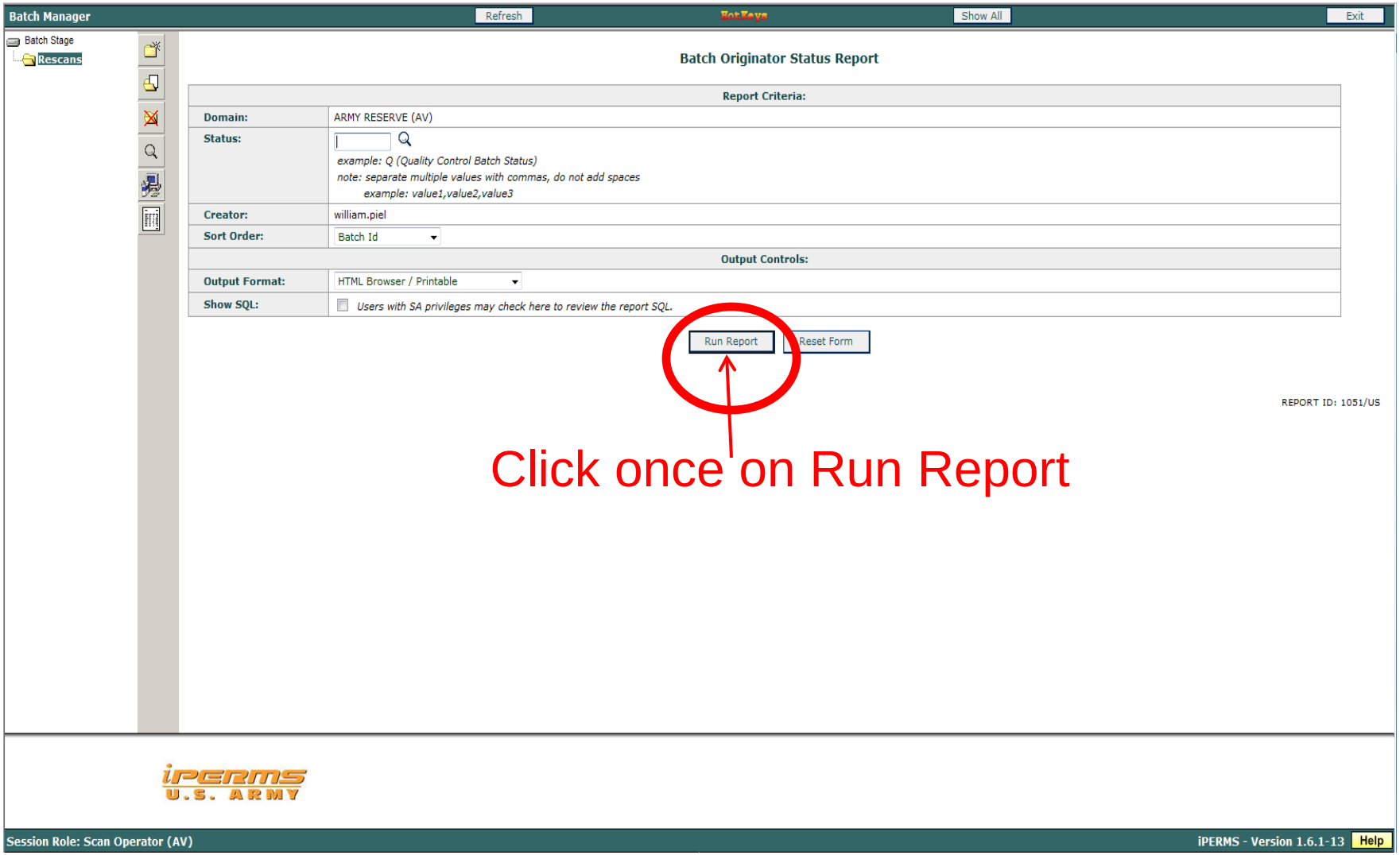
How to access

What data the report will show



Batch Id	Check Out	◇	UICs	Batch Name	Created	Stage	Working	Docs	Errors	Co
#7471777	override	◇	TEAMA/-	Split From AV Batch 7347954	2008-12-04 10:53:55	S		1/1	1	
#7675407	override	◇	TEAMA/-	Split From AV Batch 7531137	2009-01-09 12:42:14	S		1/1	1 I	311/WQ
#8426473	Check Out	◇	TEAMA/-	New Batch 2009-04-21 08:22	2009-04-21 08:24:33	S		1/1	1 X	
#7663577	override	◇	TEAMA/TEAMA	Split From AV Batch 7503057	2009-01-08 11:01:26	S		1/1	1 I	
#7672728	override	◇	TEAMA/TEAMA	Split From AV Batch 7503918	2009-01-09 09:15:54	S		1/1	1 I	
#7676961	Check Out	◇	TEAMA/TEAMA	New Batch 2009-01-09 14:52	2009-01-09 15:21:11	S		396/396	1	392
#7678071	Check Out	⌃	TEAMA/TEAMA	Split From AV Batch 7516275	2009-01-09 16:38:09	S		1/1	1	
#7689609	Check Out	◇	TEAMA/TEAMA	Split From AV Batch 7526485	2009-01-12 09:02:50	S		1/3	1 I	


Batch Manager
Refresh
HotKeys
Exit
Batch Stage
Rescans
IQC Reports
Batch Originator Report
Batch/Case Productivity
Select Batch Originator Report
iPERMS
U.S. ARMY
Session Role: Scan Operator (AV)
iPERMS - Version 1.8-#7230
Help



Click once on Run Report

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Batch Originator Status Report
2010-02-05 15:26

iPERMS U.S. ARMY

Report Criteria
Domain: AV - ARMY RESERVE
Creator: william.piel
Sort Order: Batch Id

Domain	Batch #	Create Date	Creator	Status	Status Description	Status Date	Name	Comment	UICs	Container
AV	960867	2007-01-24 10:31:10		Z	INPUT COMPLETE	2007-01-26 18:59:28	-RMS Reindex filed document 12720711		TEAMD/-	
AV	5587828	2008-02-25 14:03:10		Z	INPUT COMPLETE	2008-02-26 09:02:14	New Batch 2008-02-25 12:14		- /-	PROMV
AV	5588006	2008-02-25 14:27:40		Z	INPUT COMPLETE	2008-02-26 09:02:32	New Batch 2008-02-25 13:26		- /-	PROMV
AV	5588146	2008-02-25 14:47:54		D	DELETED	2008-02-26 12:48:40	New Batch 2008-02-25 13:42		- /-	PROMV
AV	5588554	2008-02-25 15:43:28		Z	INPUT COMPLETE	2008-02-26 11:52:55	New Batch 2008-02-25 14:41		- /-	PROMV
AV	5589213	2008-02-25 16:18:36		Z	INPUT COMPLETE	2008-02-26 13:52:20	New Batch 2008-02-25 15:18		- /-	PROMV
AV	5589313	2008-02-25 16:35:58		Z	INPUT COMPLETE	2008-02-26 13:52:20	New Batch 2008-02-25 15:33		- /-	PROMV
AV	5589538	2008-02-25 17:22:11		Z	INPUT COMPLETE	[illegible]	[illegible]		- /-	PROMV
AV	5591344	2008-02-26 08:14:09		Z	INPUT COMPLETE				- /-	PROMV
AV	5591404	2008-02-26 08:27:24		Z	INPUT COMPLETE				- /-	PROMV
AV	5592198	2008-02-26 09:40:16		Z	INPUT COMPLETE				- /-	PROMV
AV	5592958	2008-02-26 11:12:22		Z	INPUT COMPLETE				- /-	PROMV
AV	5593036	2008-02-26 11:21:59		Z	INPUT COMPLETE				- /-	PROMV
AV	5593089	2008-02-26 11:29:16		D	DELETED				- /-	PROMV
AV	5593210	2008-02-26 11:46:37		Z	INPUT COMPLETE				- /-	PROMV
AV	5595208	2008-02-26 14:24:30		D	DELETED				- /-	PROMV
AV	6227198	2008-06-11 14:23:36		D	DELETED				- /-	PR TEAM
AV	6680900	2008-08-14 11:55:27		Z	INPUT COMPLETE				TEAMA/-	
AV	6682251	2008-08-14 [illegible]		D	DELETED				- /-	

Lookup Batch Status

S - SCAN
I - INDEX/VALIDATION
V - VERIFICATION
Q - QUALITY CONTROL
P - RELEASE PENDING
X - RELEASE IN PROGRESS
Y - INPUT PENDING
Z - INPUT COMPLETE
D - DELETED
A - AWAITING ARISS SHIP BATCH

ASRB iPERMS Access Team

usarmy.knox.hrc.mbx.iperms-accounts@mail.mil

Team Phone

502-613-9109 (DSN) 983-9109