MARINE CORPS HOUSING AUTOMATED SYSTEM (MCHAS)
User's Course

Presented by
MCHAS Training Team
April 2003

(FOR TRAINING PURPOSES ONLY)

TRAINEE GUIDE

FOR

Marine Corps Housing Automated System User's Course

PREPARED FOR

HEADQUARTERS MARINE CORPS HOUSING OFFICE

AND

COMMANDER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
PORT HUENEME, CA

PREPARED BY

COMMANDING OFFICER
NAVAL CONSTRUCTION BATTALION CENTER
TRAINING STANDARDS DEPARTMENT, CODE N7
PORT HUENEME, CA

APRIL 2002

CHANGE RECORD

Number and Description of Change	Entered by	Date

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SECURITY AWARENESS NOTICE

This course does not contain any classified material.

SAFETY/HAZARD AWARENESS NOTICE

This notice promulgates safety precautions to the staff and trainees for the Marine Corps Housing Automated System User's Course in accordance with responsibilities assigned by the Commandant of the Marine Corps.

Anytime a trainee or instructor has apprehension concerning his or her personal safety or that of another, they shall signal for a "Training Time Out" to clarify the situation or procedure and receive or provide additional instruction as appropriate. "Training Time Out" signals, other than verbal, shall be appropriate to the training environment.

Instructors are responsible for maintaining situational awareness and shall remain alert to signs of trainee panic, fear, extreme fatigue or exhaustion, or lack of confidence that may impair safe completion of the training exercise, and shall immediately discontinue training. Instructors shall be constantly alerted to any unusual behavior which may indicate a trainee is experiencing difficulty, and shall immediately take appropriate action to ensure the trainee's safety.

The safety precautions contained in this course are applicable to all personnel. They are basic and general in nature.

The safety precautions contained in this course are applicable to all personnel. They are basic and general in nature. This is a medium risk course.

Special emphasis must be placed on strict compliance with published safety precautions and on personal awareness of potentially hazardous conditions peculiar to Marine Corps Housing Automated System User's Course.

All personnel must have a comprehensive knowledge of emergency procedures, which prescribe courses of action to be followed in the event of equipment failure, or human error as stated in the Pre-Mishap Plan. Strict adherence to approved and verified operating, emergency, and maintenance procedures IS MANDATORY. As a minimum, each individual is responsible for knowing, understanding, and their work areas. In addition, you are responsible for observing the following general safety precautions:

a. Each individual shall report for work rested and emotionally prepared for the tasks at hand.

b. You shall use normal prudence in all your functions, commensurate with the work at hand.

c. You shall report any unsafe conditions on any equipment or material, you consider to be unsafe, and any unusual or developing hazards.

d. You shall warn others whom you believe to be endangered by known hazards or by failure to observe safety precautions, and of any unusual or developing hazards.

e. You shall report to the school staff any mishap, injury, or evidence of impaired health occurring in the course or your work or during non-training environment.

f. You shall wear or use the protective clothing and/ or equipment of the type required, approved, and supplied for the safe performance of your work.

g. All personnel in the immediate vicinity of a designated noise hazardous area or noise hazardous operation shall wear appropriate hearing protective devices.

HOW TO USE YOUR TRAINEE GUIDE

This publication has been prepared for your use while under instruction. It is arranged in accordance with the topics taught, and is in sequence with those topics. By using the table of contents you should be able to locate the lesson topics easily. By following the enclosed course schedule, you should be able to follow the course of instruction in a logical manner.

Under each topic there may be the following instruction sheets:

OUTLINE SHEETS: Provide a listing of major teaching points. The outline is consistent with the outline of the discussion points contained in the Lesson Plan (Instructor's Guide). It allows the trainee to follow the progress of the lesson topic, to take notes as desired, and to retain topic information for future reference.

INFORMATION SHEETS: Amplify supplemental information from the reference materials for the course, from technical manuals, or from instruction books. You may be tested on this material during the course.

PROBLEM SHEETS: Presents practical problems requiring analysis and decision-making similar to what trainees may encounter in their eventual job assignment.

JOB SHEETS: Provide step-by-step instructions for developing your skills in performing assigned tasks and maintaining the equipment when and where the work is assigned, in the laboratory or practical areas.

DIAGRAM SHEETS: These are used as necessary to simplify the instruction. They are to aid you in understanding the systems, equipment, or topics presented.

All of the instruction sheets are identified by their unit and lesson topic number. They are listed in the order of their use. Each lesson topic will contain at least one Enabling Objective.

The Enabling Objectives listed in this Guide specify the knowledge and/or skills that you will learn during the course, and reflect the performance expected of you on the job. The Enabling Objectives specify the knowledge and/or skills you will learn in a specific lesson topic. You should thoroughly understand the Enabling Objectives for a lesson topic and what these objectives mean to you before you start each lesson topic.

Each learning objective contains behavior(s), conditions, and standards.

They are as follows:

The **Behavior** is a description of the performance and/or knowledge that you will learn in that lesson topic;

The **Conditions** under which you will be able to perform or use the knowledge;

The **Standard(s)** states the level to which you will be able to perform or use the knowledge.

The objectives provide a means by which you can check your progress during training. The objectives also enable you to evaluate your training when you have finished, so you can ensure that you have satisfied the goals of the course. Your instructor will explain the objectives to you at the start of the course. Feel free to ask for additional information during training if you feel that you are not learning, as you should.

STUDY TECHNIQUES:

One or more instructors will conduct classroom and Laboratory sessions. You will be responsible for completing the material in this guide, some of it before class time. Prior to starting to use this guide, read through the front matter and become familiar with the organization of the material, then follow directions below for each lesson topic:

1. **READ** the Enabling Objectives for the lesson topic and familiarize yourself with what will be expected of you.

2. **STUDY** each reading assignment.

3. **WRITE** any written assignment.

EXAMINATION AND QUIZZES

Exams and quizzes will be administered as required by the Course Master Schedule. A blitz is an informal test used to check for understanding, and may be given by your instructor at any time. These quizzes do not count toward your final grade. In any event, only the material covered will be tested. All written tests will be in the form of multiple choice, completion, or true/false items. Performance tests will be provided to test job skills as appropriate. Successes on exams are dependent upon an understanding of the objectives, involvement in class activities, and good study habits.

TERMINAL OBJECTIVE (S)

1.0 USE the Marine Corps Housing Automated System (MCHAS) to manage Marine Corps housing in accordance with MCHAS Operating System.

COURSE MASTER SCHEDULE*

WEEK 1 Length of Period: 50 minutes

Day 1

Topic No.	Type	Period	Topic	Ratio
	CLASS	1	Introduction/Overview	VARIES
		2		“
		3		“
		4		“
		5		“
		6		“
		7		“
		8		“
Day 2				
		9		“
		10		“
		11		“
		12		“
		13		“
		14		“
		15		“
		16		“
Day 3				
		17		“
		18		“
		19		“
		20		“
		21		“
		22		“
		23		“
		24		“
Day 4				
		25		“
		26		“
		27		“
		28		“
		29		“
		30		“
		31		“
		32		“

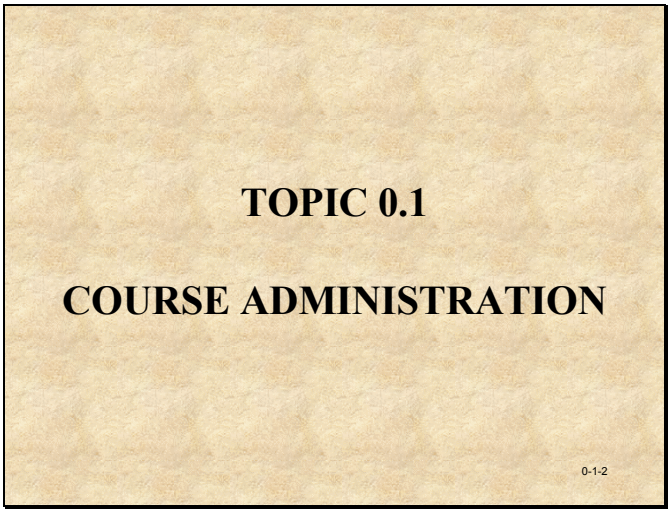
Day 5

Topic No.	Type	Period	Topic	Ratio
		33		VARIES
		34		“
		35		“
		36		“
		37		“
		38		“
		39		“
		40		“

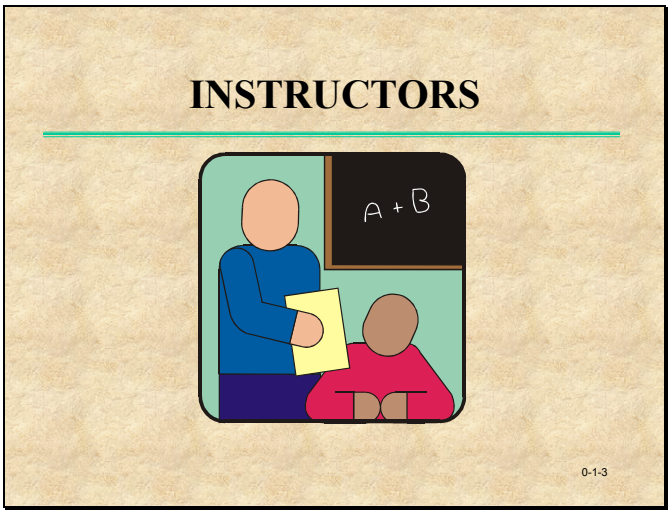
*** NOTE:** Course schedule will be determined by instructors

OUTLINE SHEET 0-1-1

1. Course Introduction

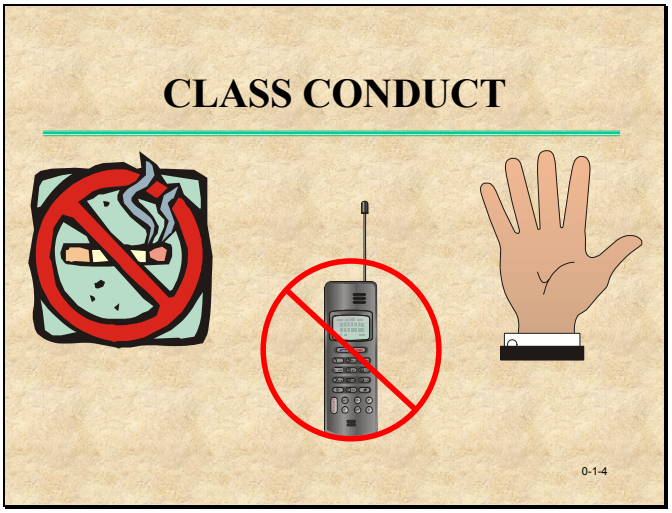


OUTLINE SHEET 0-1-1



Instructors

Class Leader



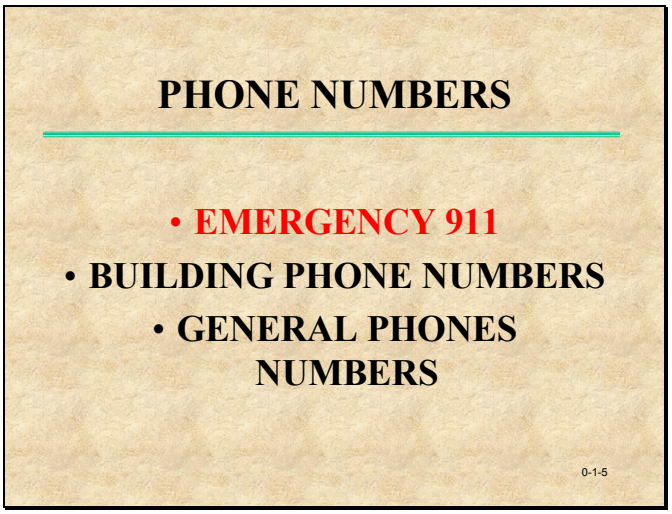
Class Conduct

No Smoking

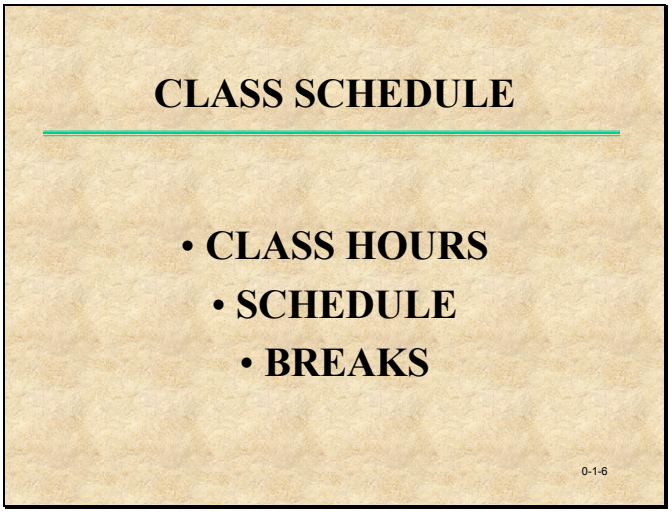
No Cell Phones or beepers

Raise Hands

OUTLINE SHEET 0-1-1

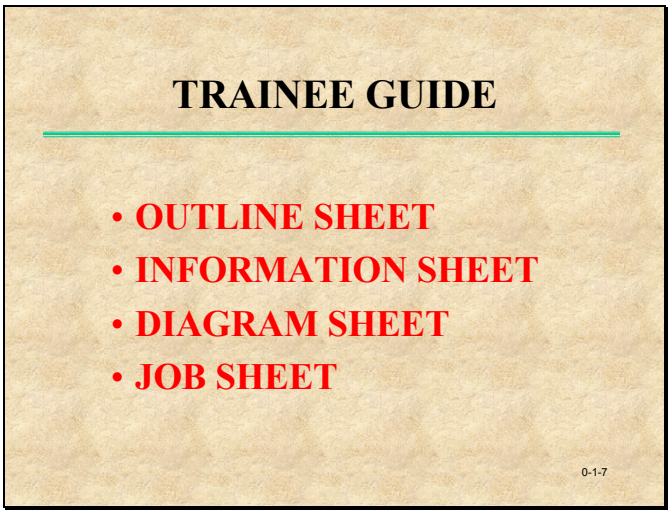


5. Phone Numbers



6. Class Schedule

OUTLINE SHEET 0-1-1



7. Trainee Guide

OUTLINE SHEET 1-1-1

Topic 1.1

MCHAS

1-1-1

1. Topic Enabling Objectives

Topic Objectives

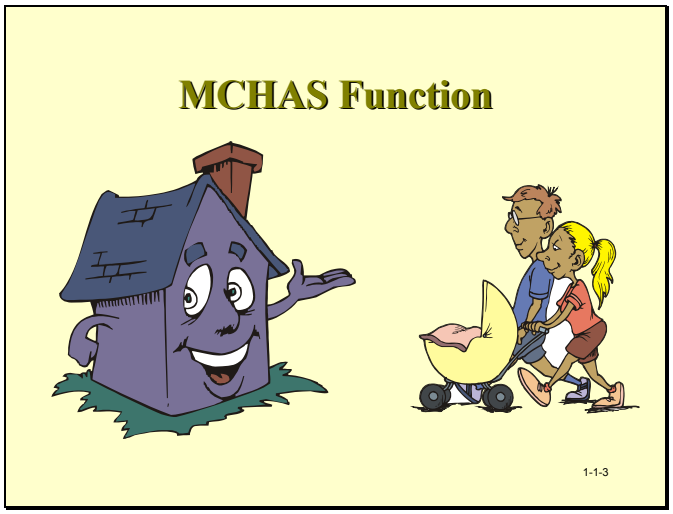
1.1 DESCRIBE the function of the Marine Corps Housing Automated System

1.2 DESCRIBE the modules of the Marine Corps Housing Automated System

1.3 DESCRIBE the system conventions and definitions

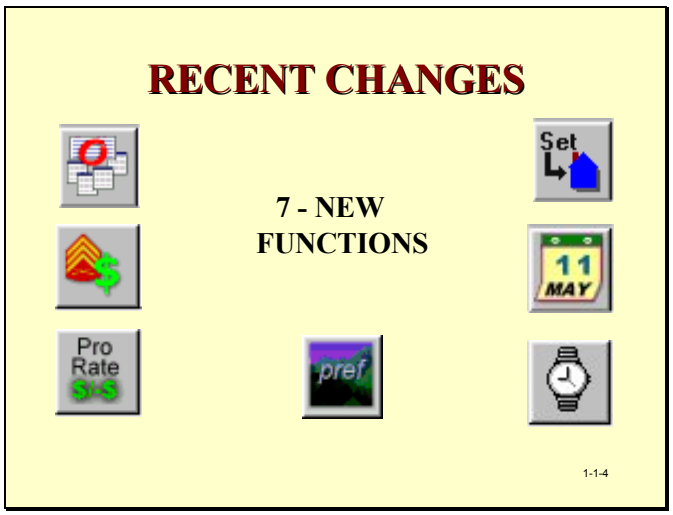
1-1-2

OUTLINE SHEET 1-1-1



2. Function

a. Assist housing personnel and simplify the day to day management of military housing and families

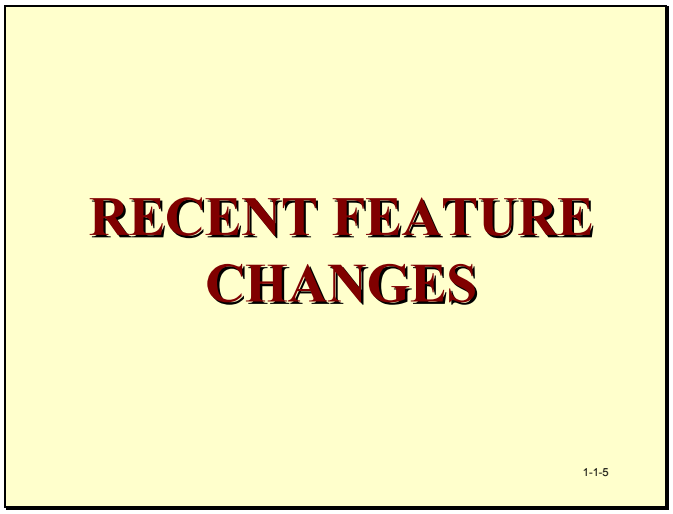


3. Recent Changes

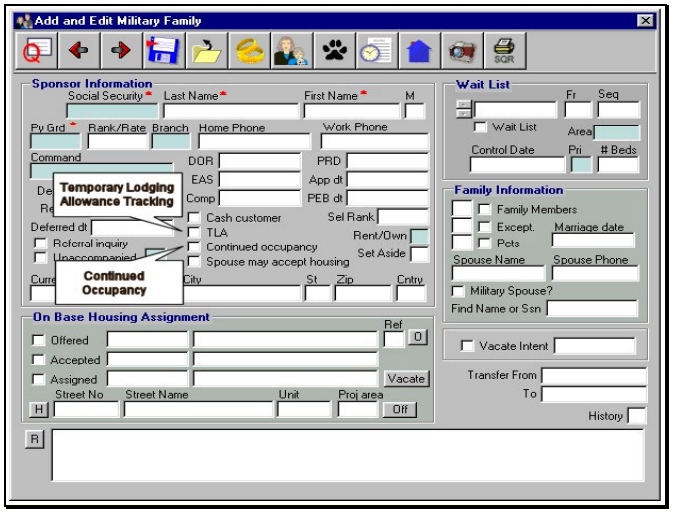
a. 7 new functions

1) Overview
2) Set Aside
3) Pro-Rate
4) Set Default Housing Office
5) View Inspection Calendar
6) View Inspection Timeline
7) Set Preferences from System Admin

OUTLINE SHEET 1-1-1



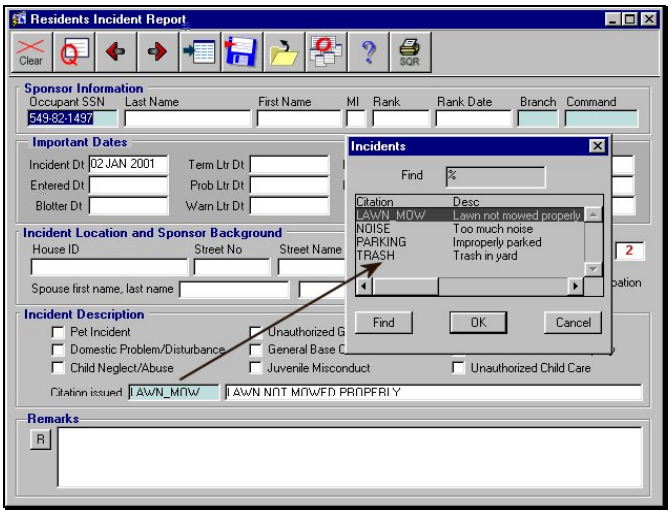
b. Feature changes



1) Family Housing

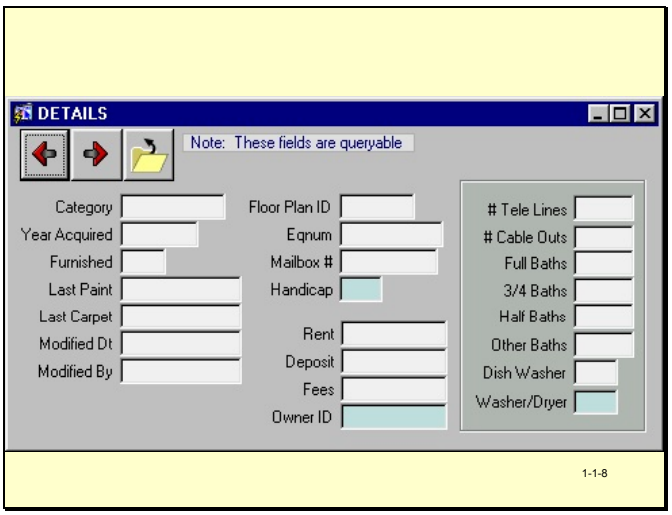
   a) Check Box field for Continued occupancy
   b) TLA Tracking
   c) Family Housing Voucher number now saved
   d) Current address now address of assigned quarters
   e) Leave sponsor on waitlist after assignment

OUTLINE SHEET 1-1-1



2) Incident Reporting

a) Fields added for citations issue



3) Base Housing

a) Additional fields added

- Telephone lines
- Cable lines
- Full, ¾,1/2 baths
- Dishwasher
- Washer/dryer
- Last carpet date

OUTLINE SHEET 1-1-1

4) Referrals

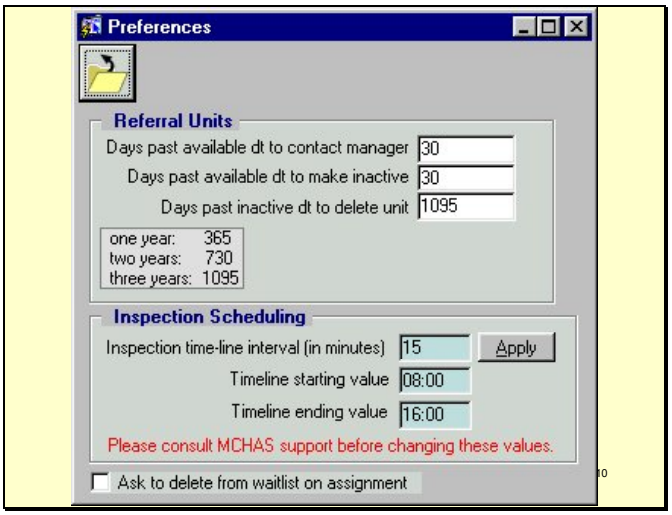
a) Fields added

- Square feet
- Last HRO date
- View and air conditioning

b) Complexes can be marked as affordable

c) Fields added to detail screen

- Non-smoker and paid utilities



5) Admin

a) SSN maintenance/switching occupancy removed from System Admin

b) Preferences included for setting Inactive, delete and Contact Dates

c) Set time increments

d) Start/end time inspection day

6) Wait List

a) Optimized for faster response when changes made

OUTLINE SHEET 1-1-1

NEW FUNCTIONS

- INSPECTION SCHEDULING
- TLA TRACKING
- QUERY REFERRAL DETAILS
- PREFERENCES

1-1-11

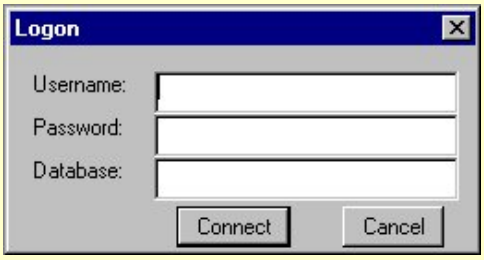
c. New Functions

1) Inspection Scheduling

a) Create inspectors
b) Schedule appointments
c) Inspector calendar

2) TLA Tracking
3) Query Referral Details
4) Setting Preferences

GETTING STARTED



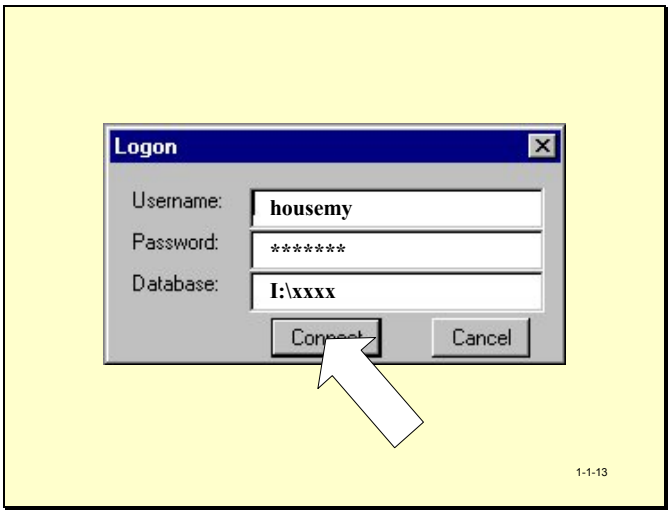
1-1-12

4. Getting Started

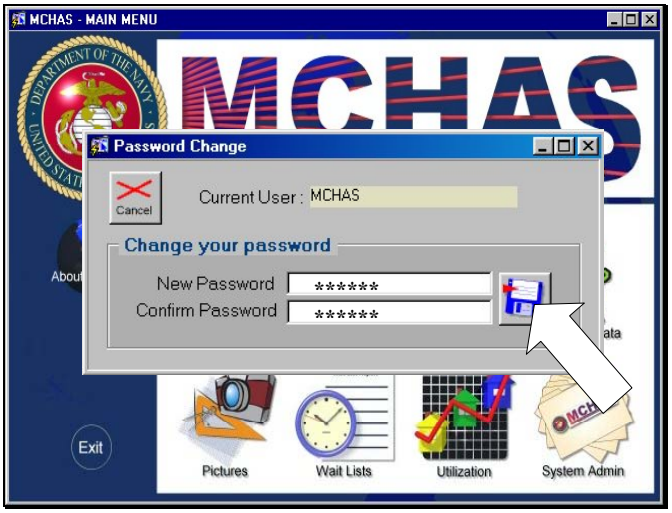
a. Double click MCHAS icon
b. Logon Dialog box

1) Username
2) Password
3) Database

OUTLINE SHEET 1-1-1



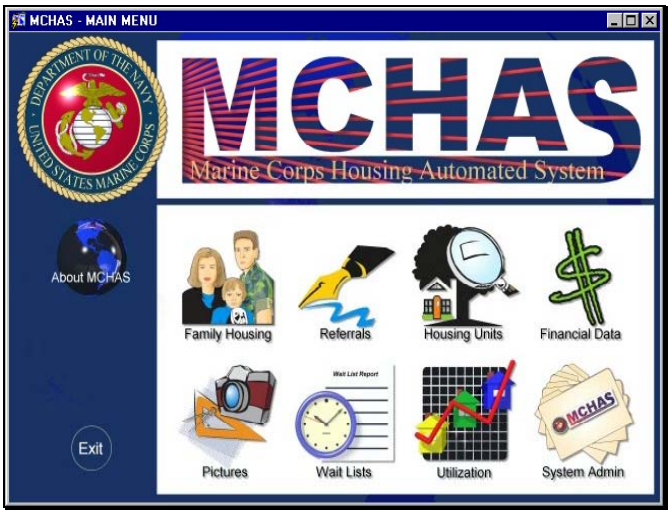
c. Enter data
d. Click “Connect” to enter
e. Click “Cancel” to exit
f. Main menu



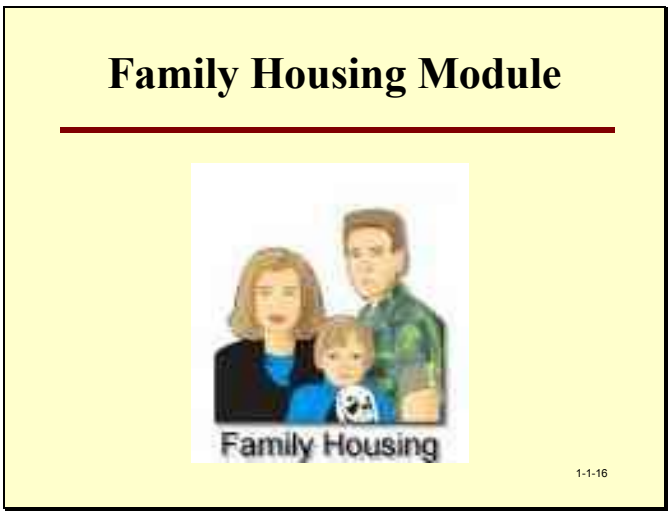
5. Changing Password

a. Globe USMC emblem
b. Password change box
c. Enter new password twice
d. Save icon

OUTLINE SHEET 1-1-1



6. System Modules



a. Family Housing

1) Manage military family data
2) Contents

OUTLINE SHEET 1-1-1

Contents

- Military Family Information
- Vacating Housing Units
- Wait Lists
- Family Search
- Weapons Tracking
- Incidents
- Assignment History
- Unaccompanied Families

1-1-17

Wait List Management Module

1-1-18

b. Wait Lists

1) Manage military housing wait list data

OUTLINE SHEET 1-1-1

Referrals Module

1-1-19

c. Referrals

1) Add, edit, produce lists for off-base housing referrals includes apartments
2) Cost, restrictions, unit descriptions, rents, sizes, etc
3) Contents

a) Managing Off-base referrals
b) Referral Complex Management

Financial Data Module

1-1-20

d. Financial Data

1) Charges
2) Receipts/receipt approval
3) Default charges
4) BAH rates

OUTLINE SHEET 1-1-1

Housing Units Module

1-1-21

e. Housing Units

1) Manage/track housing unit activity
2) Create inspector and inspection schedules

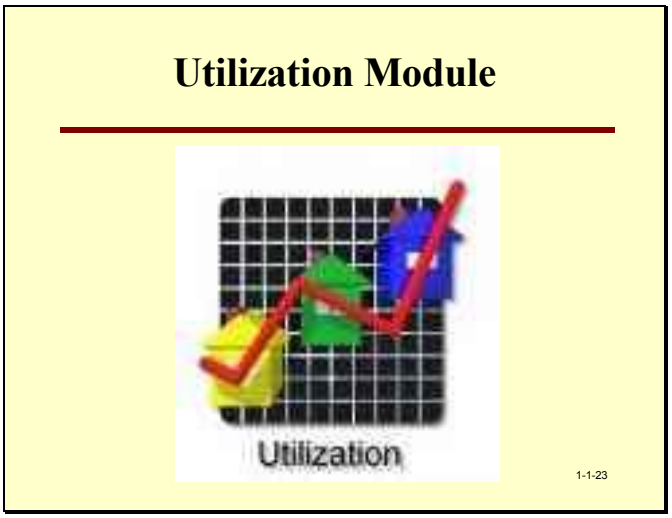
Administration Module

1-1-22

f. System Administration

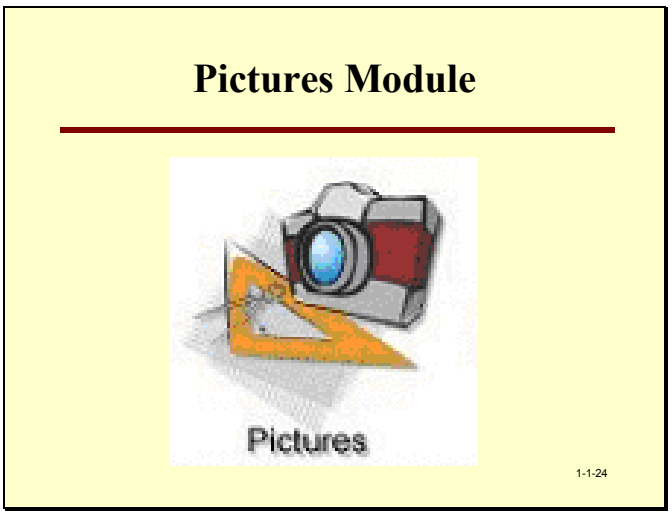
1) Access levels
2) User passwords
3) Security setup

OUTLINE SHEET 1-1-1



g. Utilization

1) Fiscal yearend reporting to Marine Corps Headquarters

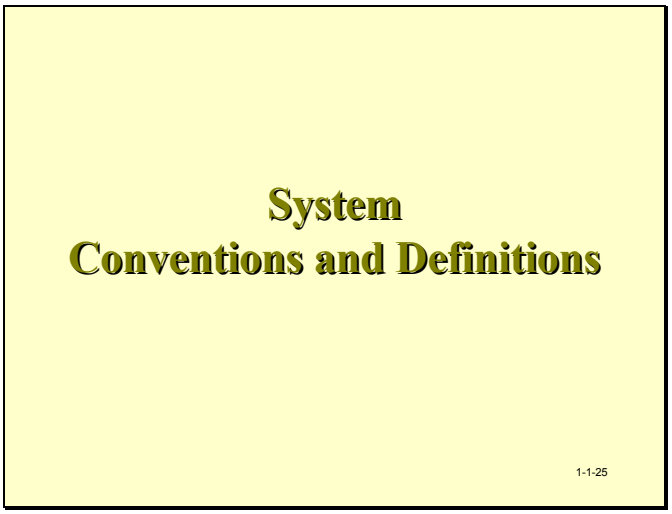


h. Pictures

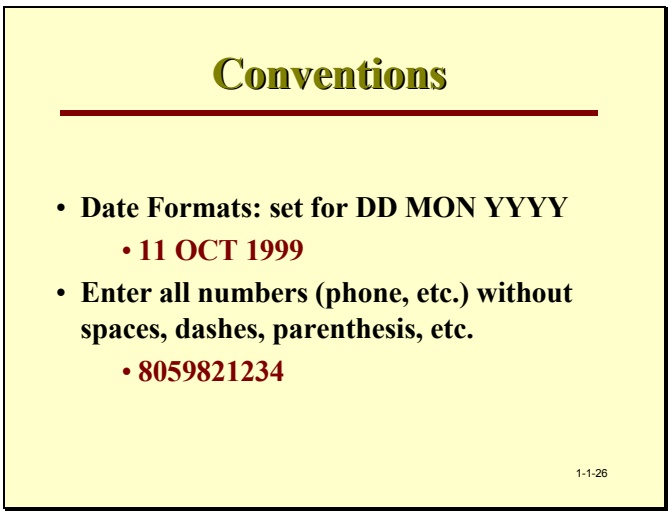
1) View/print pictures

a) Military housing units
b) Referral units

OUTLINE SHEET 1-1-1



7. System Conventions and Definitions



a. Conventions

1) Date formats
2) Number entries

OUTLINE SHEET 1-1-1

Screen Definitions

- **Title bar:** displays name of application screen
- **Main menu bar:** under title bar
  - Displays other menu options
- **Tool bar:** under main menu bar
  - Icons allow use of MCHAS functions
- **Application fields:** are used to input data

1-1-27

b. Definitions

1) Title bar
2) Maim menu bar
3) Toolbar
4) Application fields

Screen Definitions

- **Status bar:** located at bottom of document
  - Instructions, # of records, mode field, messages if required
- **Mode field:** displays mode in use

Enter a query; press F8 to execute, Ctrl+q to cancel.
Count: *0 ENTER QUERY <List>

1-1-28

5) Status bar

a) Instructions
b) Number of records
c) Node field
d) Messages

6) Mode field

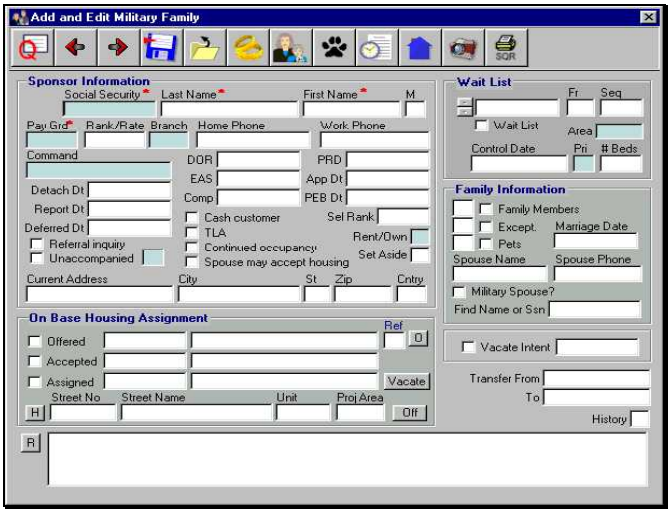
OUTLINE SHEET 1-1-1

Screen Definitions

- **Text color**
  - **BLACK field labels = standard input fields**
  - **BLACK field labels with (*) = "Required" fields**
  - **RED field labels = Queryable fields**

1-1-29

7) Text Color



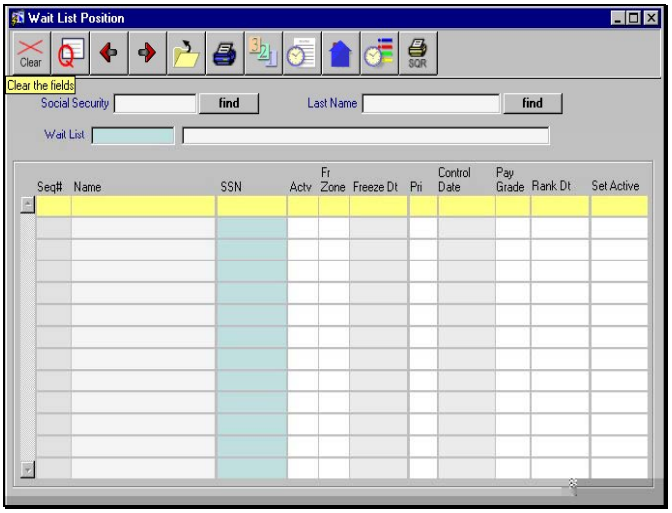
OUTLINE SHEET 1-1-1

Screen Definitions

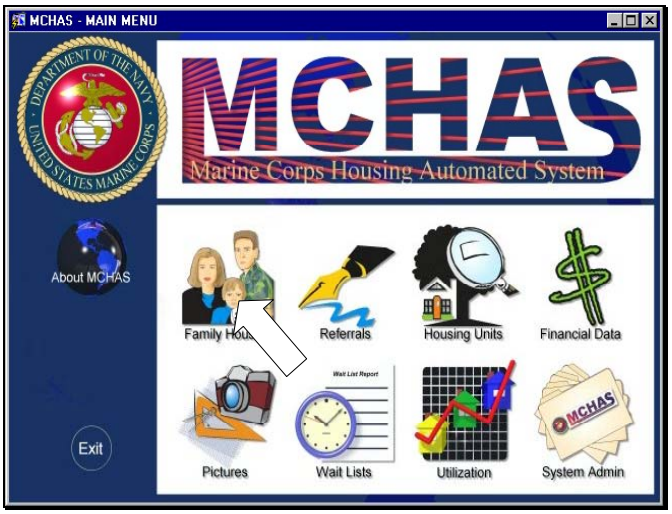
- **Field Color**
  - LIGHT BLUE = **contains value lists**
    - **Also indicated on status bar as <List>**
  - LIGHT GRAY = **new screen or dialog box**
  - LIGHT YELLOW = **highlighted field or row**

1-1-31

8) Field Color



OUTLINE SHEET 1-1-1



8. Opening Module

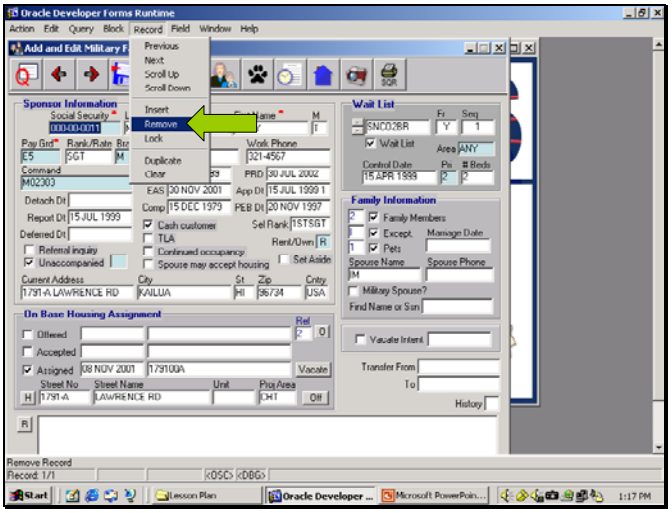
   a. Click Module icon

   b. Click desired application

9. Exiting Module

   a. Click save on active module

   b. Click toolbar close button



10. Deleting Member Records

   a. Query desired record
   b. Click on Record
   c. Click on Remove

OUTLINE SHEET 2-1-1

UNIT 2

Family Housing Module

2-1-1

TOPIC 2.1

Adding/Editing Military Family Information

2-1-2

OUTLINE SHEET 2-1-1

Topic Objectives

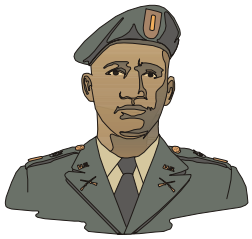
2.1 **DESCRIBE** the procedures to add or edit Military Family Information

2.2 **ADD** Military Family Data

2-1-3

1. Topic Enabling Objectives

Adding/Editing Sponsor Data



2-1-4

2. Adding/Editing Sponsor Data

OUTLINE SHEET 2-1-1

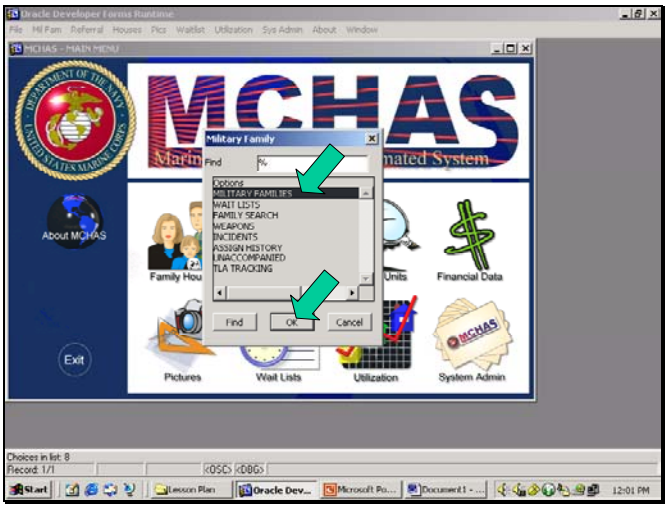
a. Select Family Housing module

1) Right Click
2) Left Click

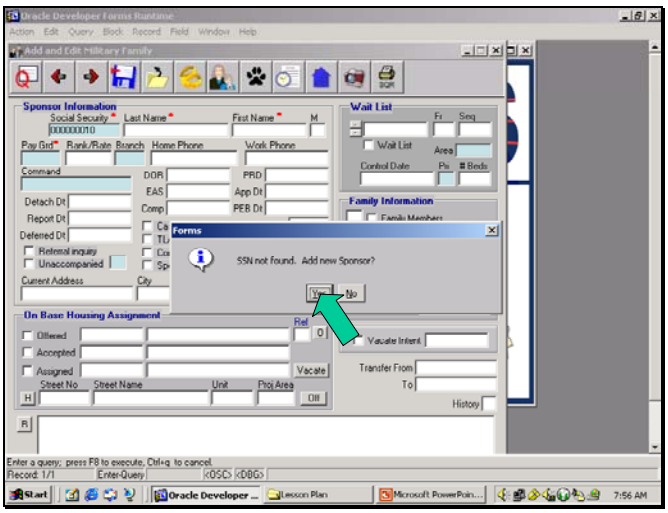
b. Family Housing Module consist of various functions

1) Military Family information
2) Vacating Housing Units
3) Wait list
4) Family Search
5) Weapons tracking
6) Incidents
7) Assignment History
8) Unaccompanied Families

OUTLINE SHEET 2-1-1



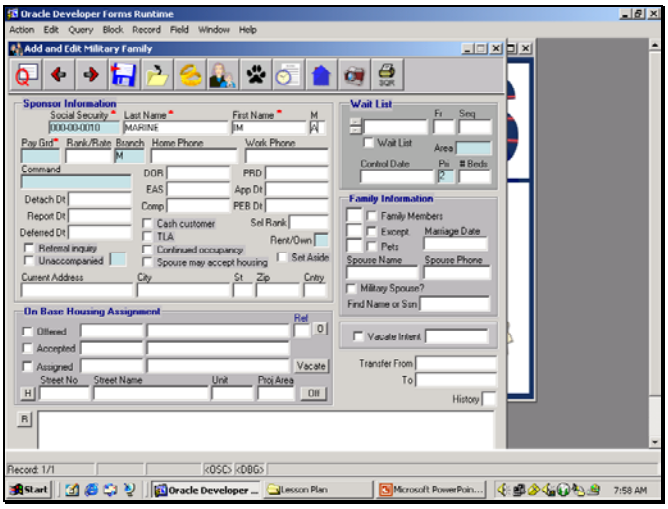
c. Select Military Families from selection list
d. Left Click or Click OK



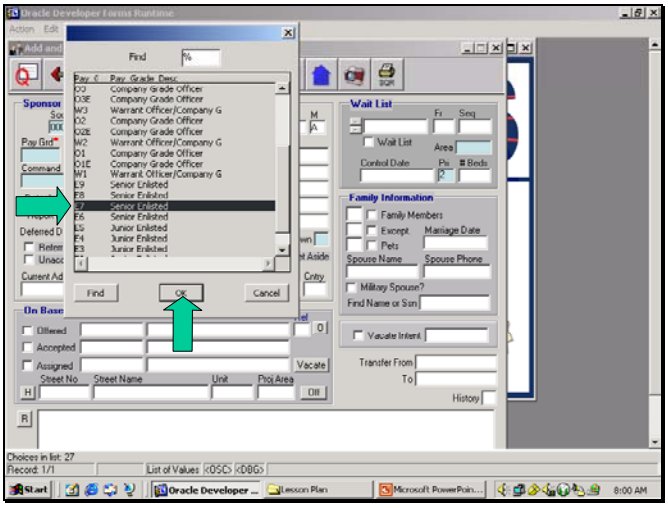
e. Two methods to Query personnel

1) Input SSN and Click Query Button
2) Input member last name and Click Query button
3) Click Yes

OUTLINE SHEET 2-1-1



f. Input sponsor name

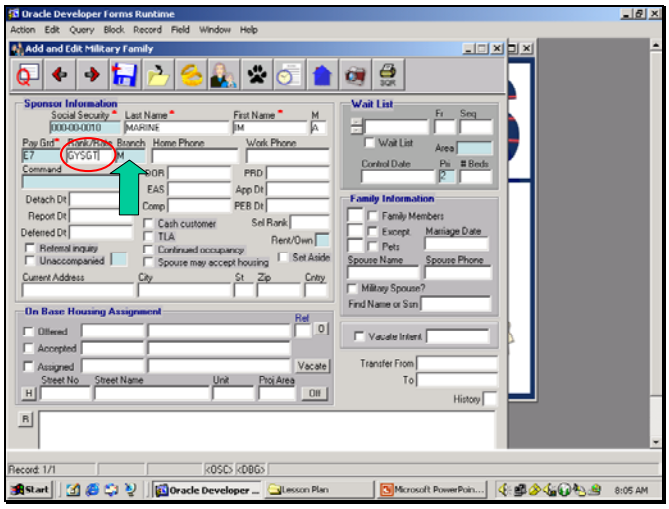


g. Enter Pay Grade

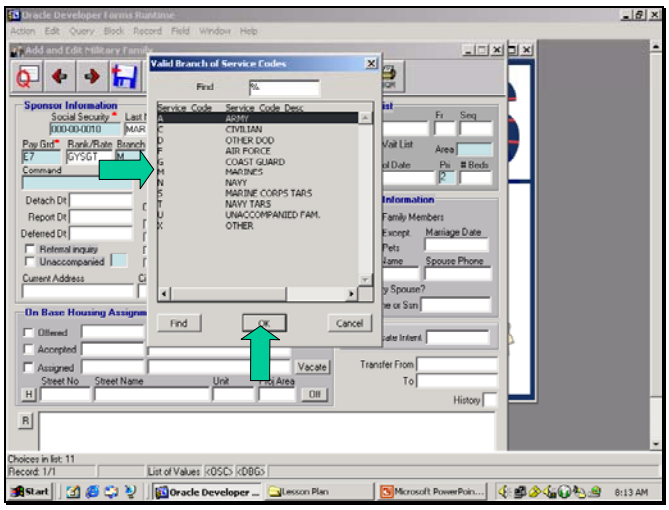
1) Key in or Double Click in Pay grade field

a) Select pay grade
b) Click OK

OUTLINE SHEET 2-1-1



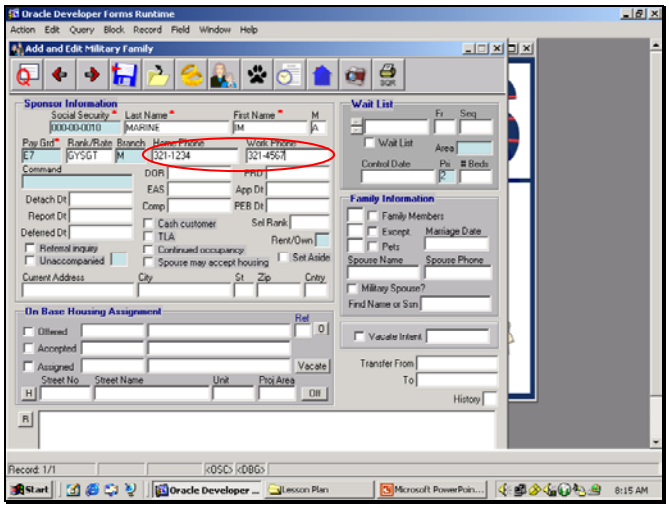
h. Key in member's Rate



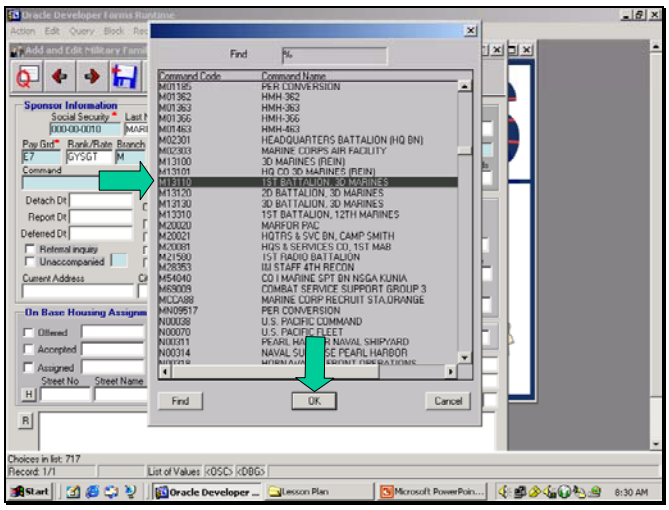
i. Enter member's branch of service

1) Double Click Branch field
2) Select service branch
3) Click OK

OUTLINE SHEET 2-1-1



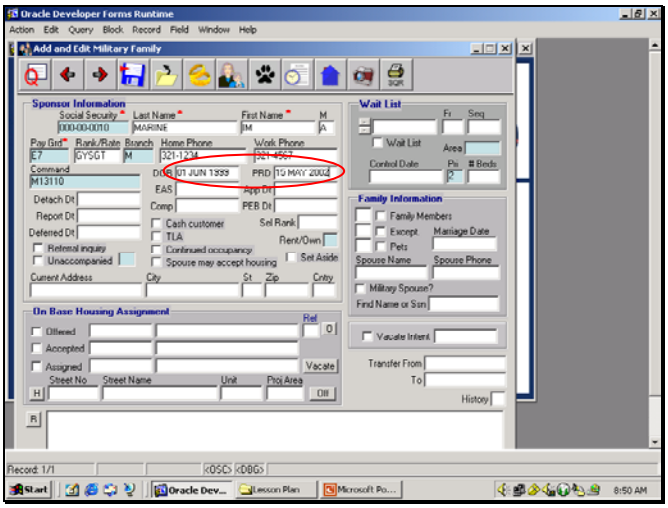
j. Enter members current home/work phone numbers



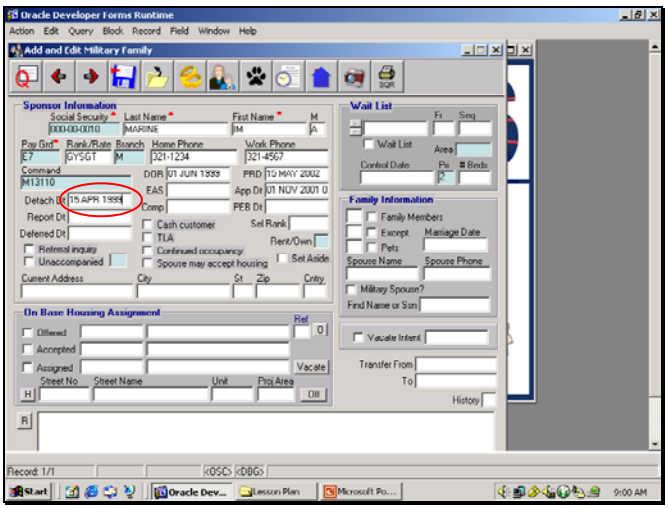
k. Enter members command Unit Identification Code “UIC” or Double Click Command field

1) Select Command
2) Click OK

OUTLINE SHEET 2-1-1

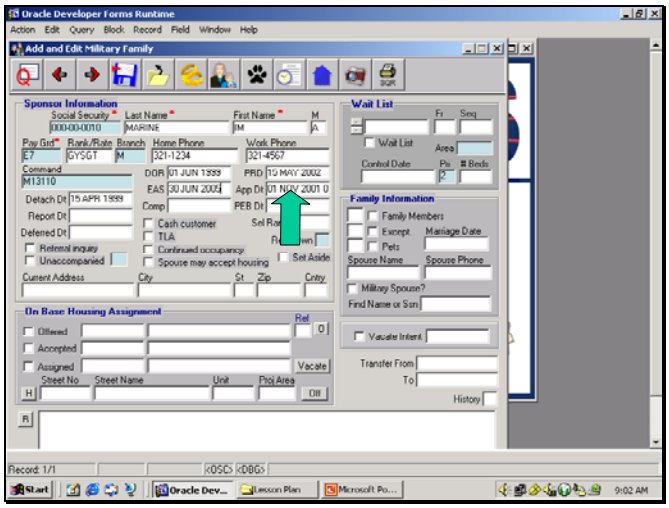


I. Enter members Date of Rank “DOR” and Project Rotation Date “PRD”

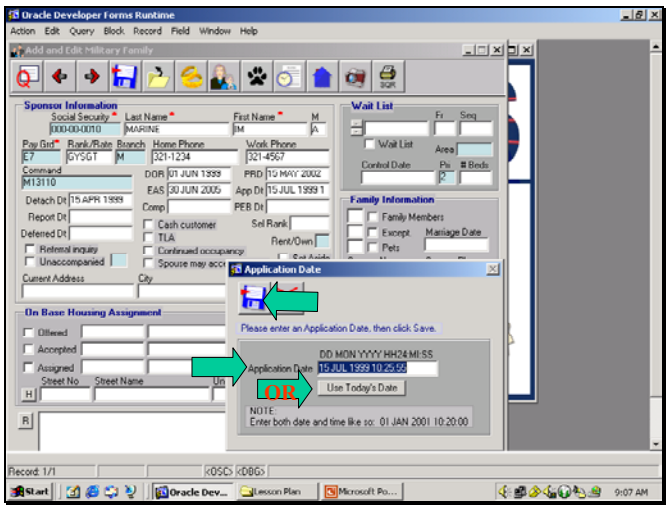


m. Enter member’s Detachment Date

OUTLINE SHEET 2-1-1

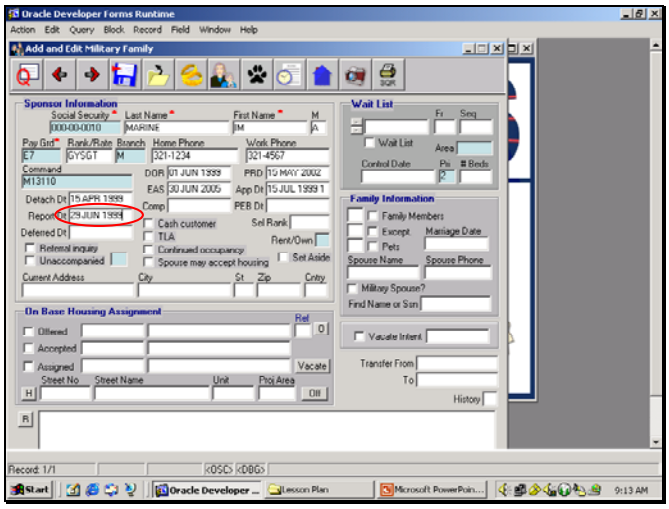


n. Enter member's End of Active Service Date "EAS"
o. Enter Application Date

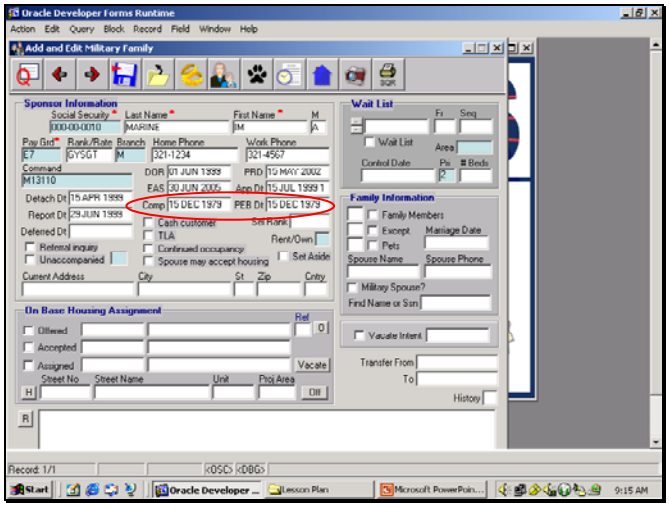


p. Double Click on Application Date field
q. Enter date and time or click on "Use Today's Date" button
r. Click Save button

OUTLINE SHEET 2-1-1



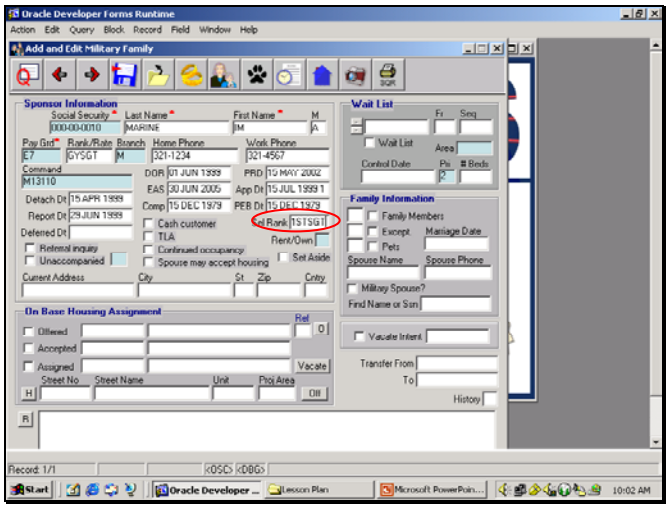
s. Enter member's Report Date



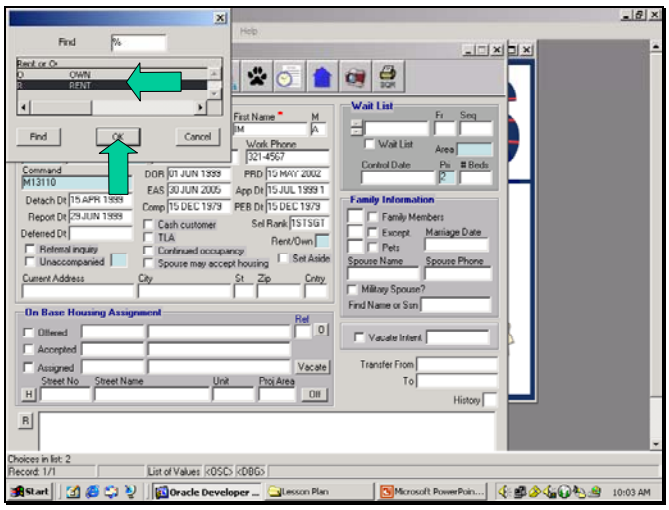
t. Enter member's Computation and Pay Enter Base Date "PEB"

u. Enter Deferred Date if applicable

OUTLINE SHEET 2-1-1

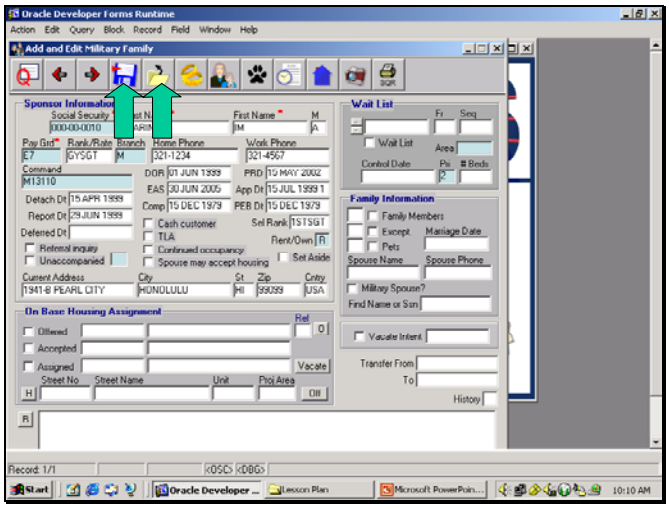


v. Enter Selected for Rank if applicable

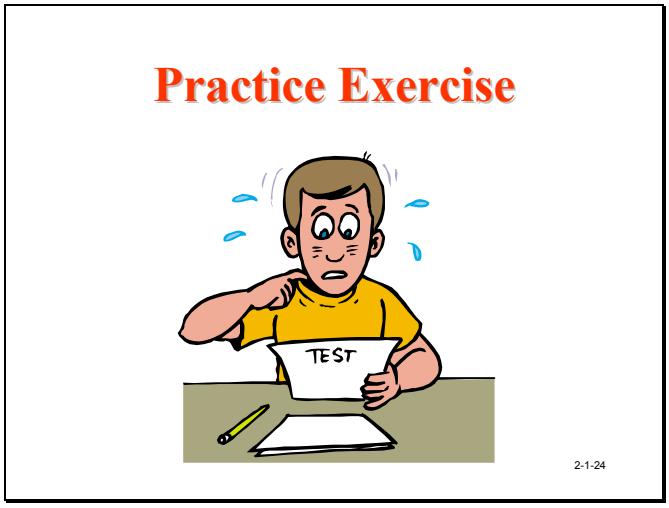


w. Double Click “Rent/Own” field
x. Select Rent or Own option
y. Click OK

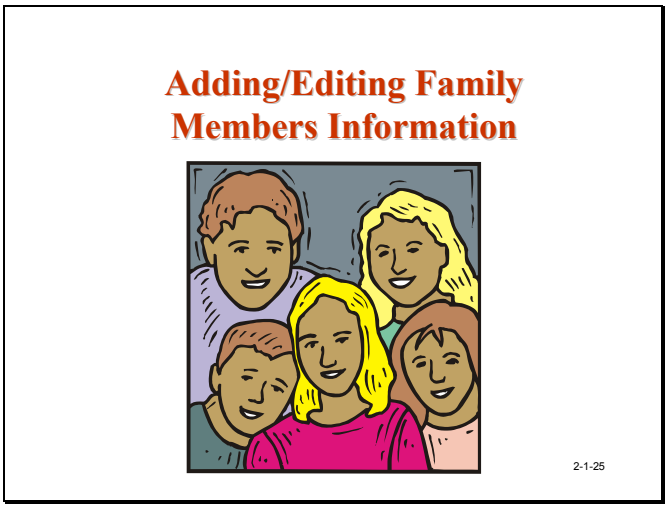
OUTLINE SHEET 2-1-1



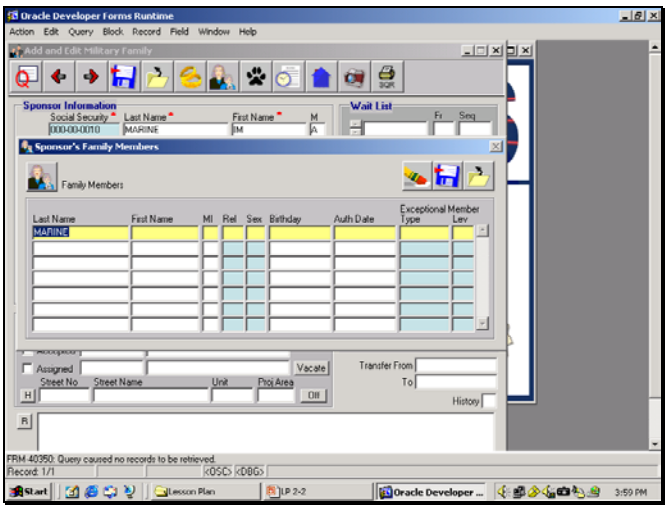
z. Enter member's current address
aa. Click on Save button
bb. Click on Close button



OUTLINE SHEET 2-1-1

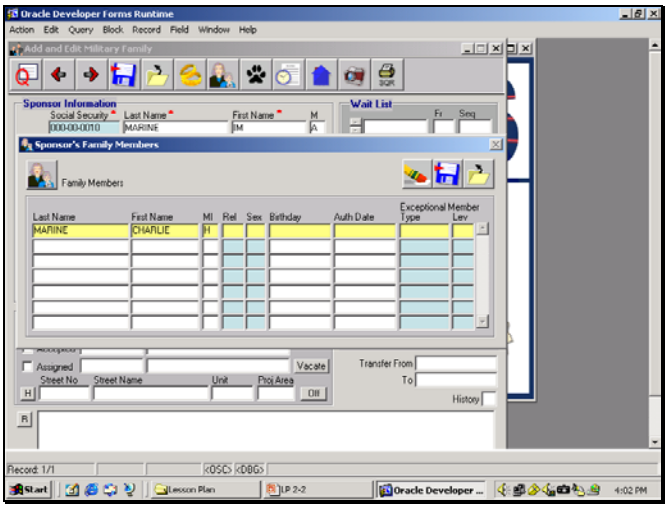


3. Adding and Editing Family Members Information

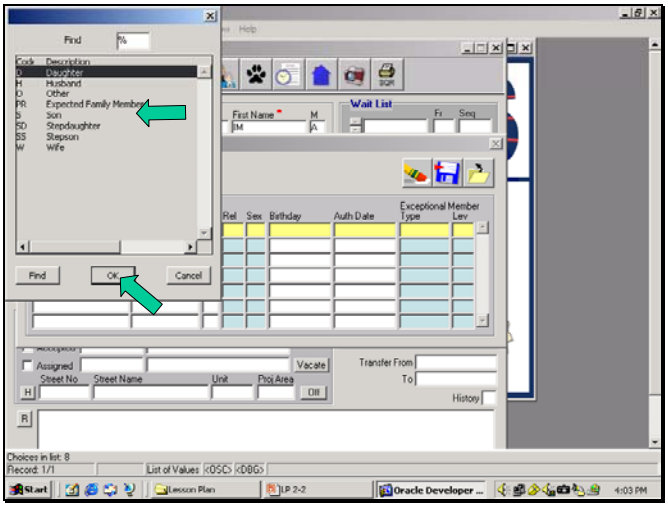


a. Open Add/Edit Military Family screen
b. Click on Family Members button

OUTLINE SHEET 2-1-1

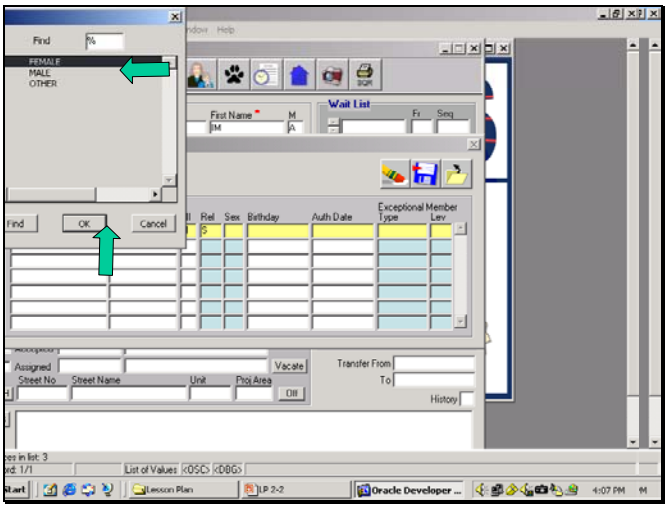


c. Enter family member's name

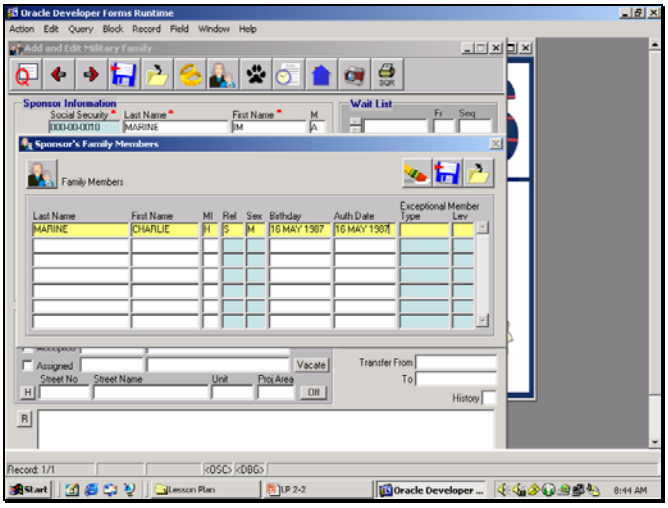


d. Double Click on Relationship field
e. Select family member's relationship
f. Click OK

OUTLINE SHEET 2-1-1

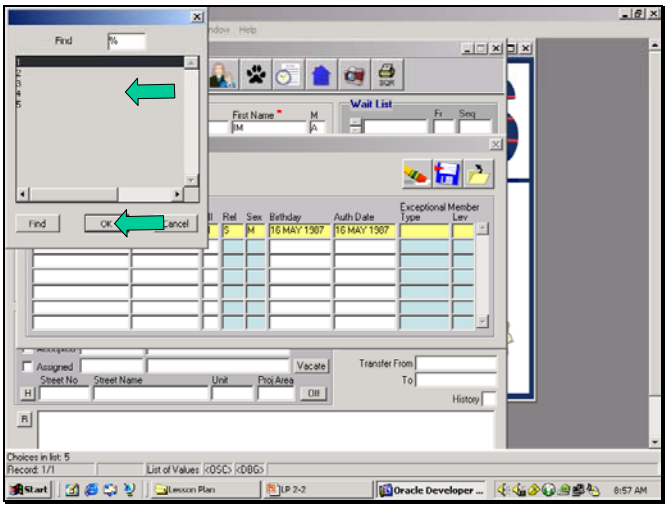


g. Double Click on Sex field
h. Select sex
i. Click OK

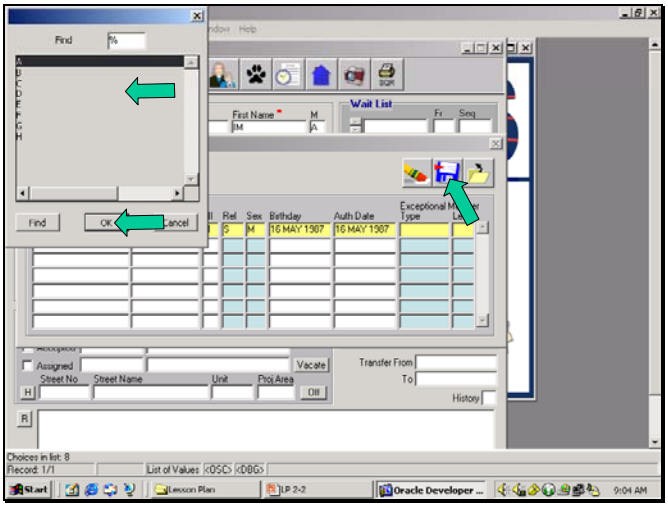


j. Enter family member's Birth date and Authorized Date

OUTLINE SHEET 2-1-1

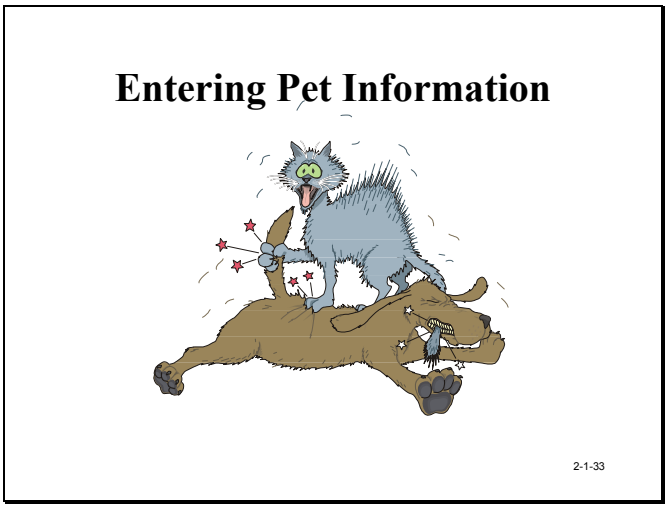


k. Double Click on Exceptional Type field
l. Select Exceptional family member's category code
m. Click OK

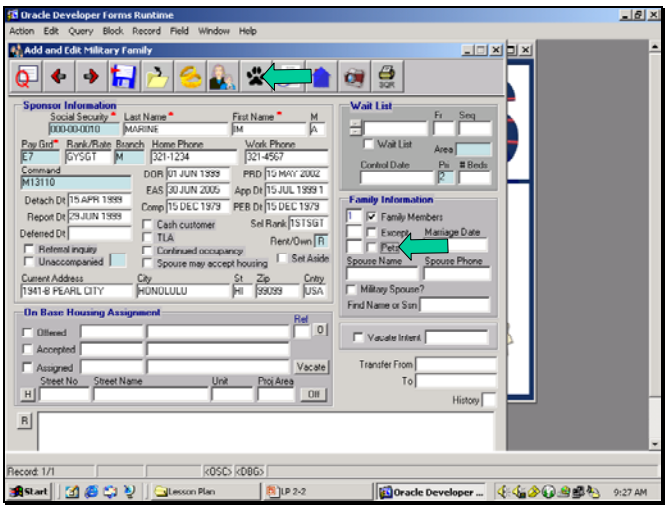


n. Double Click on Family Level field
o. Select desired level
p. Click OK
q. Click Save Button
r. Repeat as needed
s. Click on Close button

OUTLINE SHEET 2-1-1

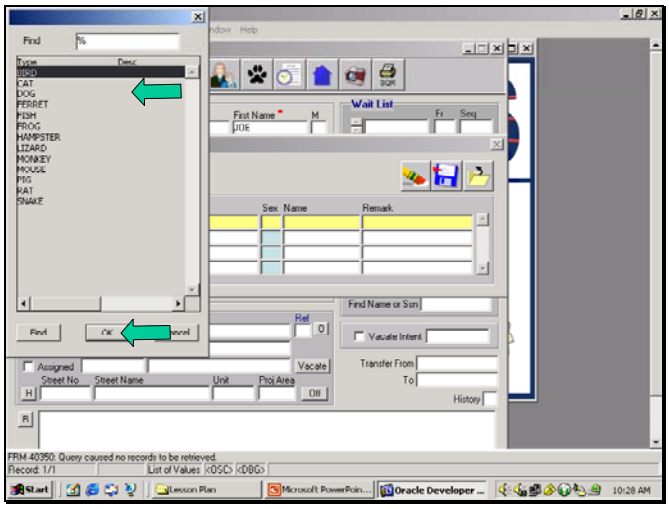


4. Pet Information

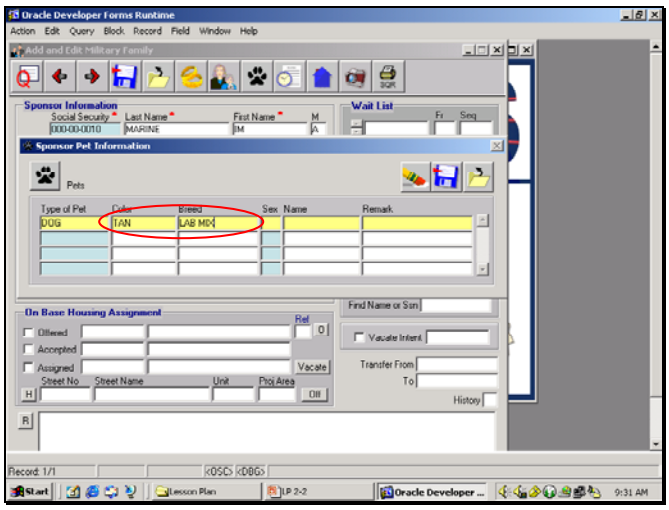


a. Click on Pets Icon or click on Pets in Family Information Block

OUTLINE SHEET 2-1-1

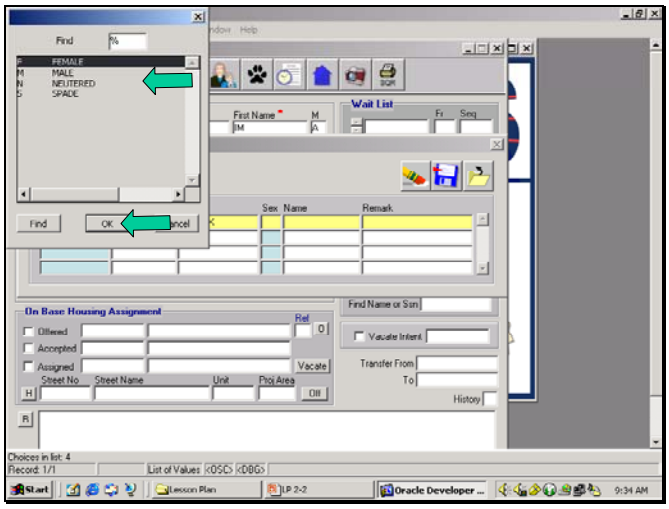


b. Double Click on Type of Pet field
c. Select pet type
d. Click OK

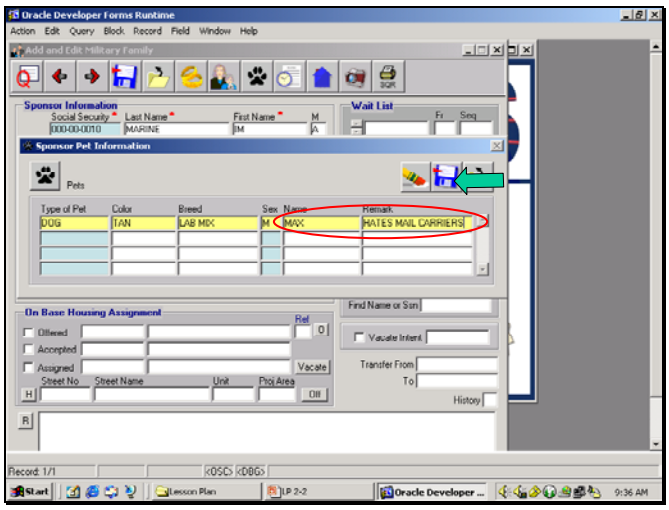


e. Enter pet's Color and Breed

OUTLINE SHEET 2-1-1



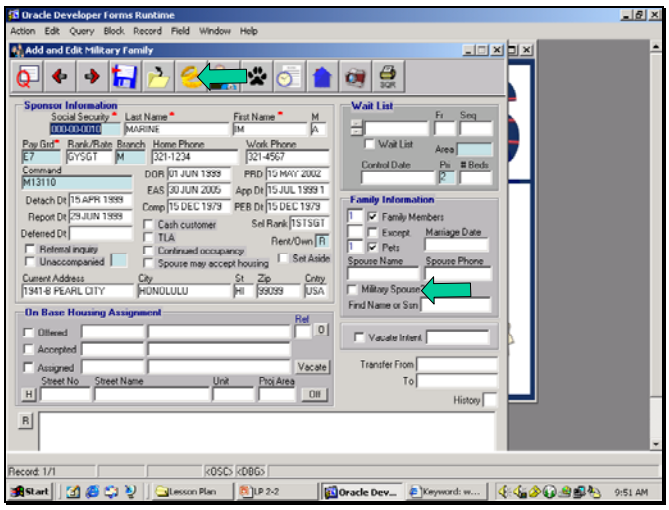
f. Double Click on Sex field
g. Select Sex
h. Click OK



i. Enter pet's name and any remarks
j. Click on Save button
k. Repeat as needed
l. Click on Close button

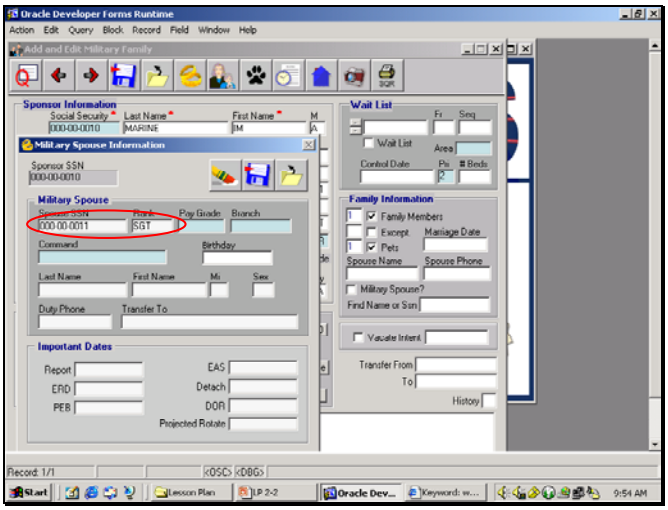
OUTLINE SHEET 2-1-1

5. Military Spouse Information

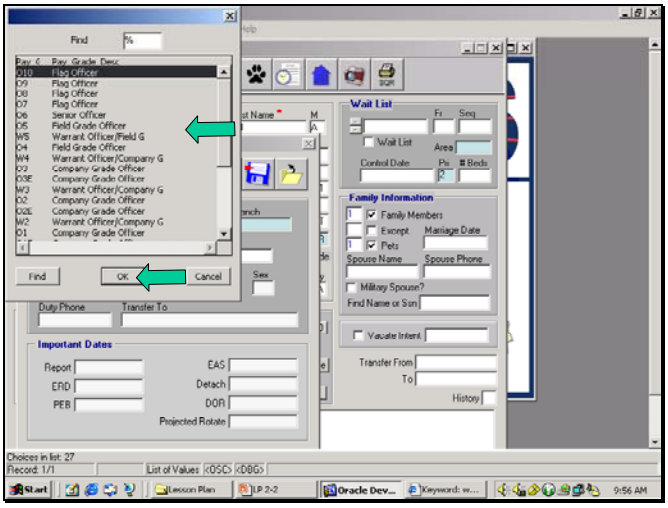


a. Click on Military Spouse Icon or Military Spouse in Family Information block

OUTLINE SHEET 2-1-1

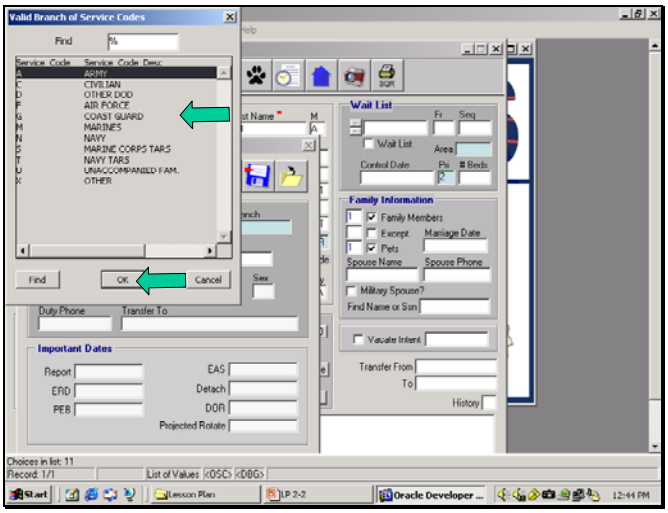


b. Enter spouse's SSN and Rank

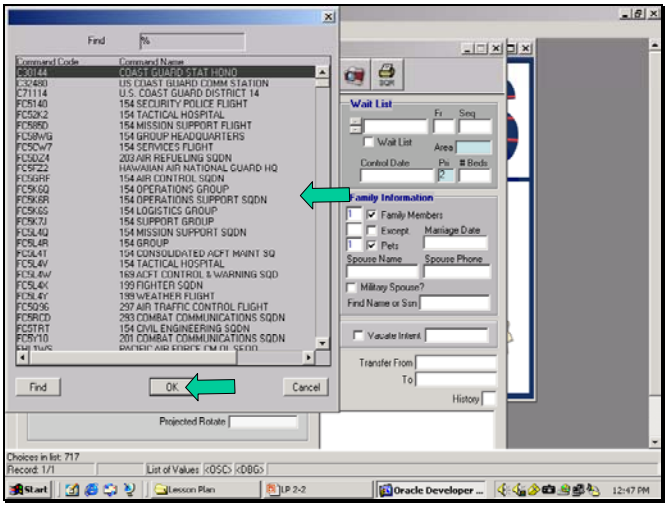


c. Double Click on Pay Grade field
d. Select Pay Grade
e. Click OK

OUTLINE SHEET 2-1-1

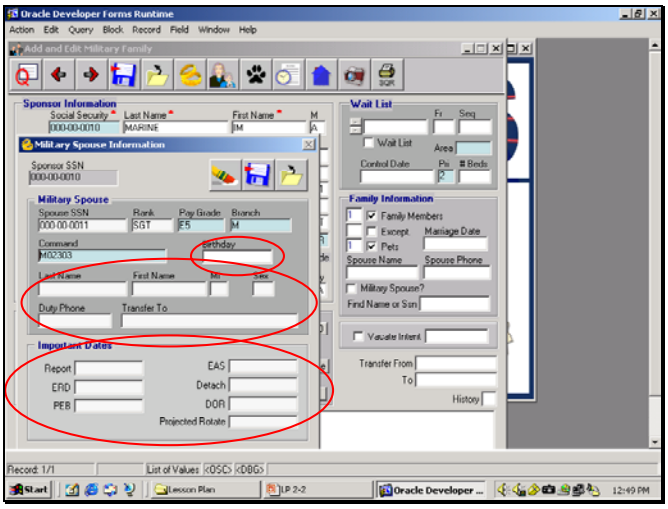


f. Double Click on Branch field
g. Select branch of service
h. Click OK

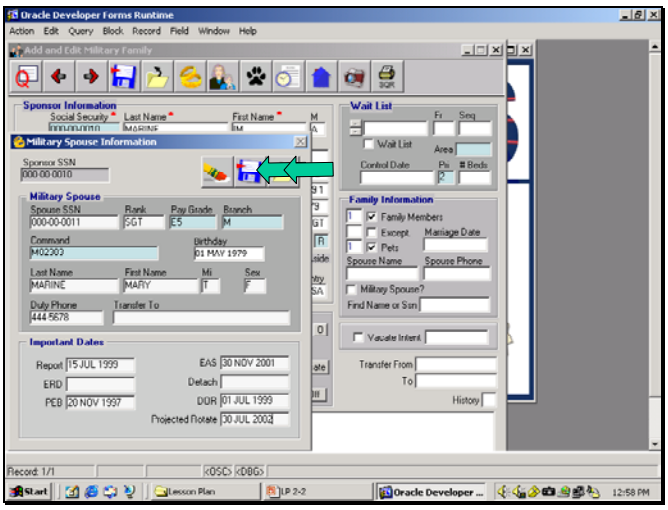


i. Double Click on Command field
j. Select command
k. Click OK

OUTLINE SHEET 2-1-1

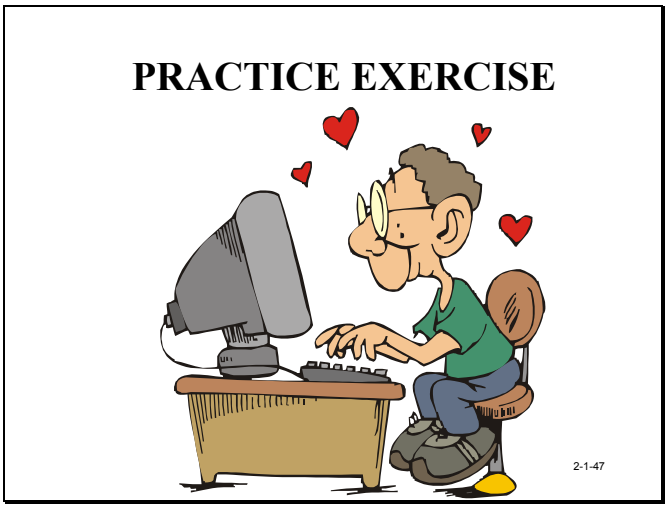


l. Enter remaining data



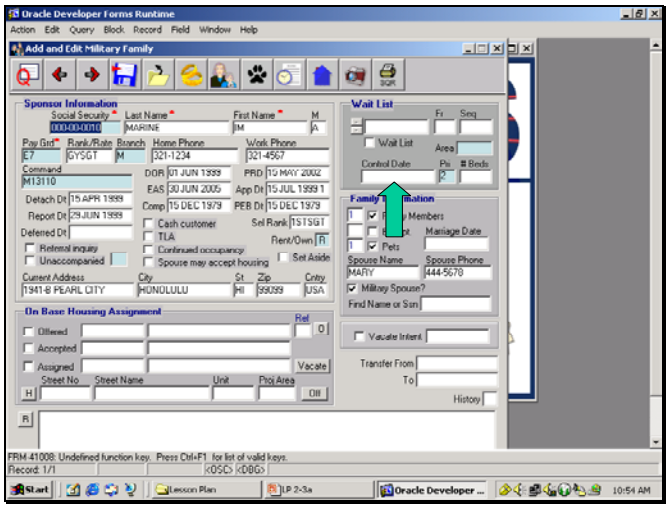
m. Click on Save button
n. Click Close button

OUTLINE SHEET 2-1-1

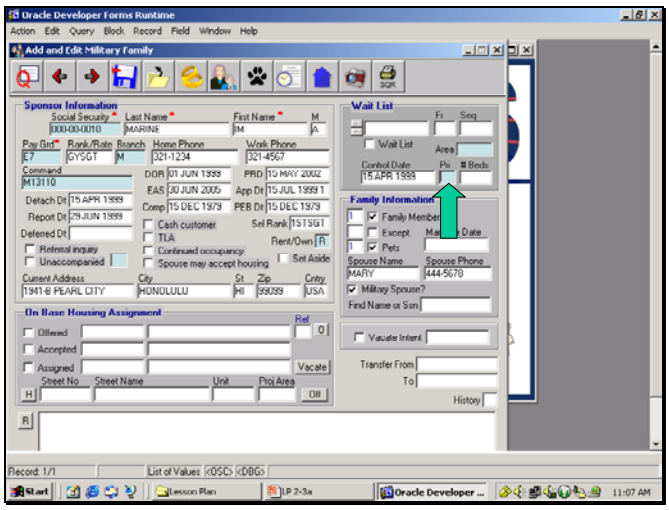


6. Adding/Deleting to and from Wait Lists

OUTLINE SHEET 2-1-1

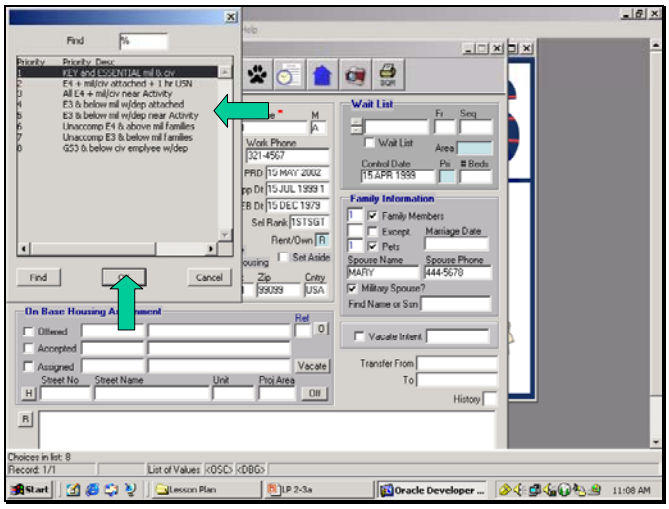


a. Open Add/Edit Military Family screen
b. Query sponsor
c. In Wait List Block enter Control Date

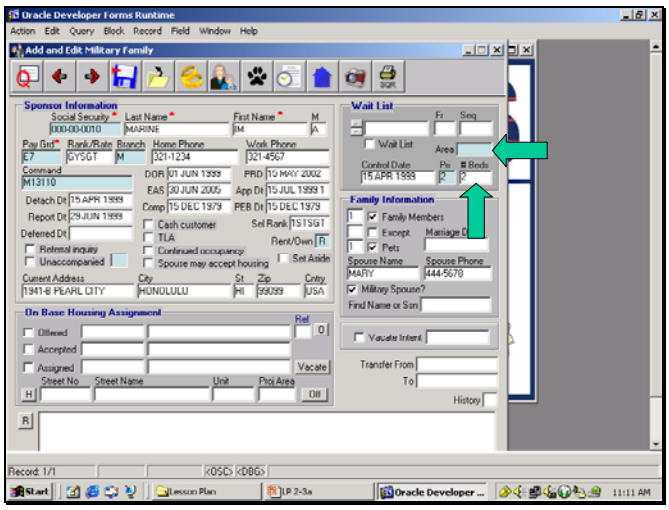


d. Double Click in Priority field

OUTLINE SHEET 2-1-1

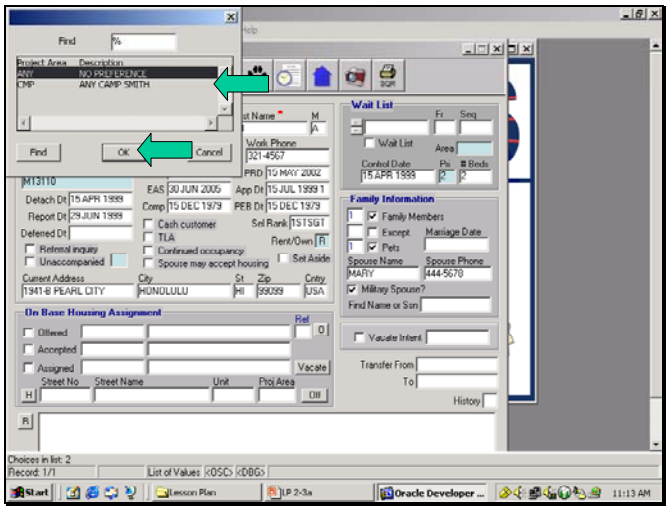


e. Select appropriate priority
f. Click OK

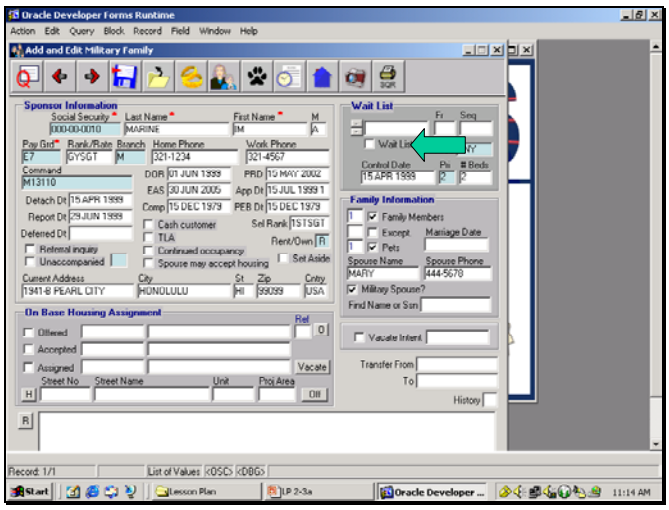


g. Enter number of bedrooms required
h. Double Click in Area field

OUTLINE SHEET 2-1-1

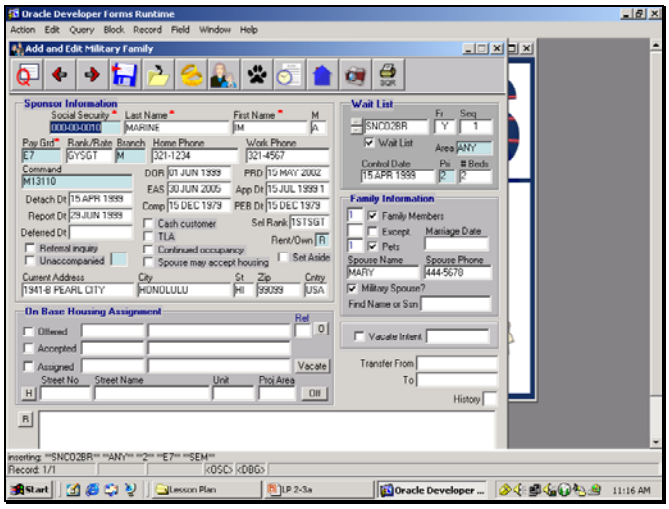


i. Select appropriate Project Area
j. Click OK



k. Click Wait List box

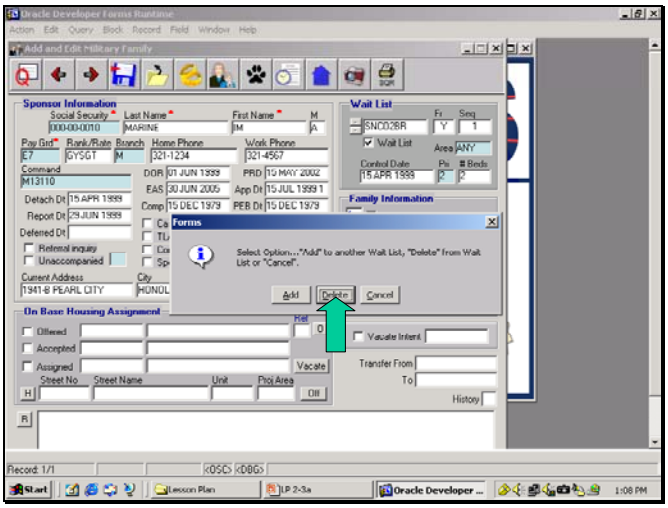
OUTLINE SHEET 2-1-1



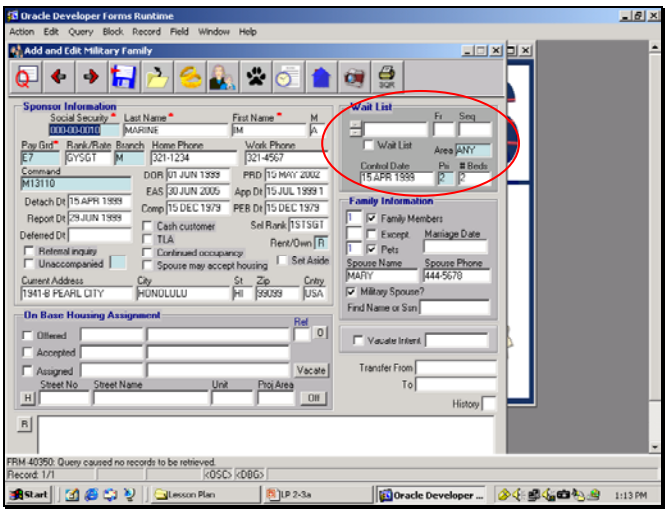
l. Click Yes
m. Click OK
n. Click Save button to save all data

7. Delete a Military Sponsor from Wait List

OUTLINE SHEET 2-1-1



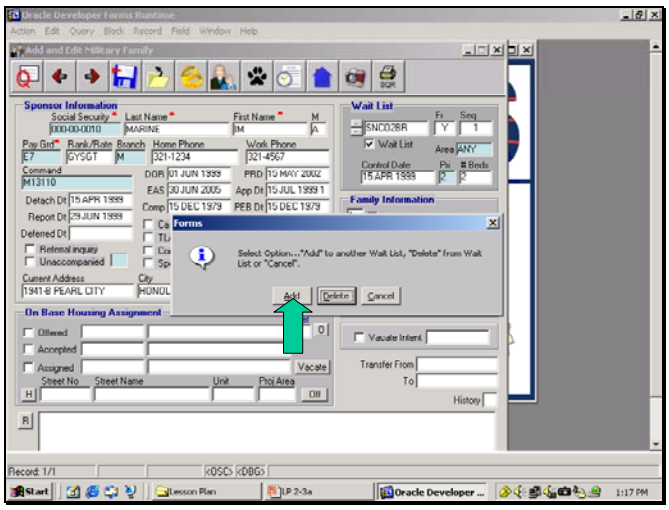
a. Click on Wait List name field
b. Click Delete



c. Click either Yes or No

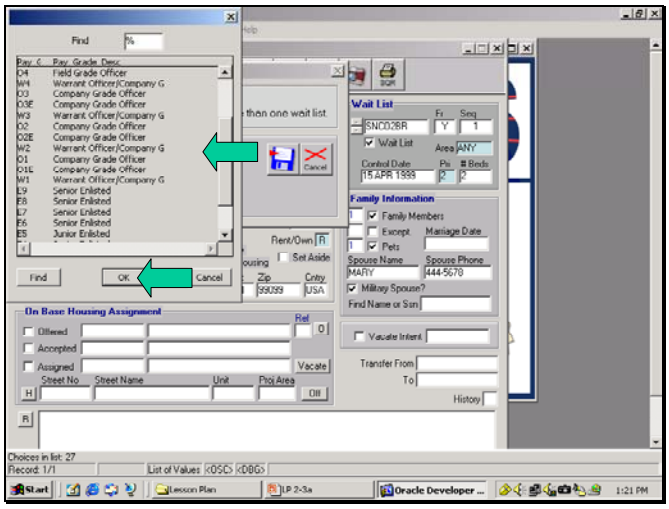
OUTLINE SHEET 2-1-1

8. Add Military Sponsor to an Additional Wait List

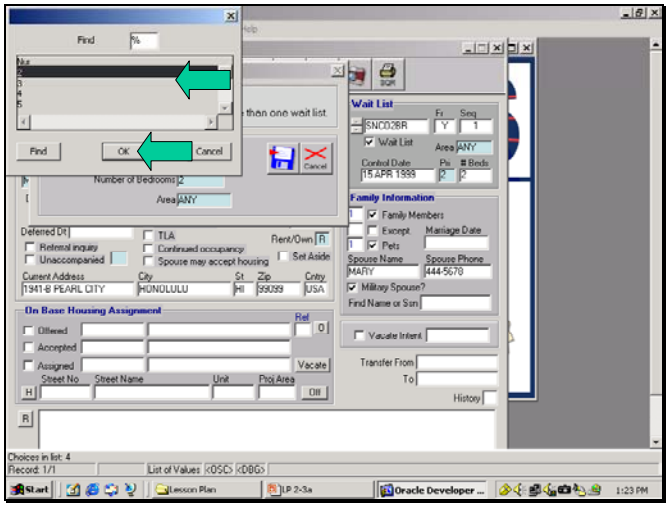


a. Click on Wait List Name field
b. Click Add

OUTLINE SHEET 2-1-1

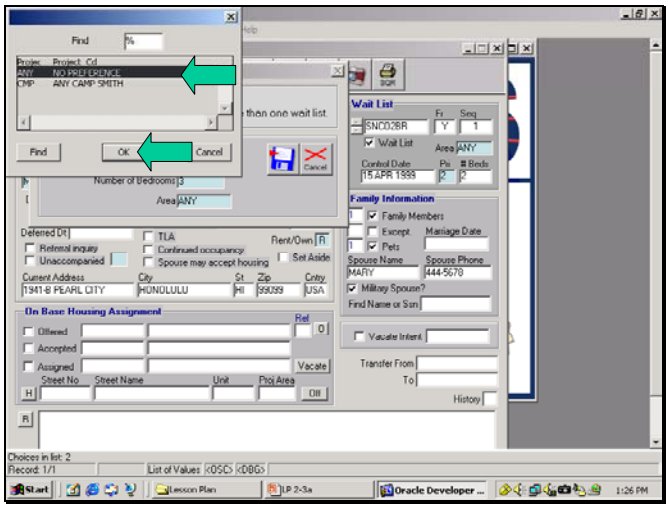


c. Double Click Pay Grade field
d. Select appropriate pay grade
e. Click OK

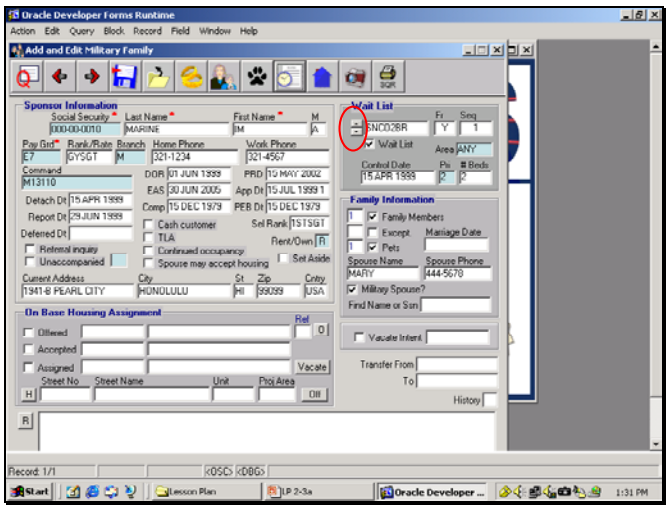


f. Double Click on Number of Bedrooms field
g. Select appropriate bedrooms
h. Click OK

OUTLINE SHEET 2-1-1

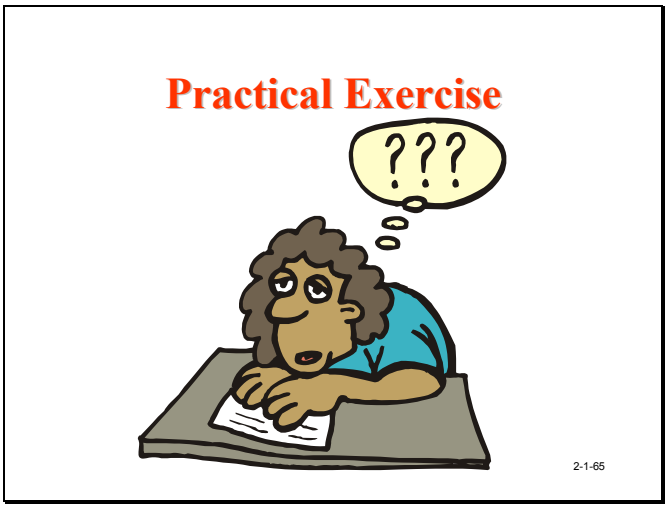


i. Double Click Area field
j. Select appropriate Project Area
k. Click OK



l. Click Save button
m. Click OK

OUTLINE SHEET 2-1-1



JOB SHEET 2-1-2

ADDING/EDITING SPONSOR DATA

A. Introduction

This **Job Sheet** provides a skill exercise in Adding and Editing Sponsor Data in the MCHAS Program.

B. References

1. Trainee Guide Outline Sheet 2-1-1

C. Equipment:

1. Computer System w/ MCHAS Program Database

D. Scenario

1. Using the basic Information below and proper steps, Add a New sponsor to the MCHAS Database

a. SSN:	Your SSN
b. Name:	Your Name
c. Pay Grade:	Select one from field
d. Rank/Rate:	What Pay Grade is equal too
e. Branch:	Select one from field
f. Phone Numbers:	Make up
g. Command:	Select one from field
h. Date of Rate:	16 November 1997
i. Projected Rotation Date:	3 yrs from current date
j. Report date:	Current date
k. Computation Date:	1 November 1997
l. End of Active service date:	4 yrs from current date
m. Application date:	Current date
n. Detach Date:	40 days before current date
o. Pay Entry Base Date	25 December 1981
p. Selected Rank:	Leave Blank
q. Rent/Own:	Select Rent
r. Current Address:	Use your current address

INFORMATION SHEET 2-1-3 (CONT)

EXCEPTIONAL FAMILY MEMBERS

A. Introduction

This **Information Sheet** provides detailed information on the Exceptional Family Member program and the types and levels of handicaps.

B. References

1. OPNAVINST 1754.2A Exceptional Family Member Program
2. MCO P1754.4A Exceptional Family Member Program

C. Information

1. Types of Handicaps

   a. Physical
   b. Intellectual
   c. Emotional
   d. Long-term Chronic Medical

2. Levels of Handicaps

   a. Level I

      1) Those whose medical and/or educational condition require monitoring by the CMC (MHF) EFMP Manager, but does not preclude the sponsor's assignment to overseas/isolated duty stations, nor requires assignment near a major medical treatment facility.

   b. Level II

      1) Those whose medical and/or educational condition requires special placement in compatible geographic areas, pinpointing assignment in CONUS or overseas.

INFORMATION SHEET 2-1-3 (CONT)

c. Level III

1) Those who are exempt from accompanied overseas assignment. The medical and/or educational condition of this category of EFM precludes the assignment of the sponsor to an accompanied overseas location based on non-availability of medical and/or educational services. Sponsor is eligible for an unaccompanied overseas assignment.

d. Level IV

1) Those that require sponsor's family members to be located near a major medical treatment facility, either military or civilian (preferably military), in CONUS ONLY. Sponsor is eligible for an unaccompanied overseas assignment.

e. Level V

1) Those who have submitted the application and are in the process of completing the medical and educational forms. After the application has been reviewed by the local EFMPC and a central screening committee for recommendation of a category code.

f. Level VI

1) Those who have joint custody of EFM, but the EFM does not reside with the sponsor on a full-time basis. Also, if sponsor is Active Reserve on Inactive Reserve status and could return to active status.

JOB SHEET 2-1-4

Add/Edit Family Members Information

A. Introduction

This **Job Sheet** provides a skill exercise in adding family members information to the MCHAS program.

B. References

1. Trainee Guide Outline Sheet 2-1-1

C. Equipment:

1. Computer System w/ MCHAS Program Database

D. Scenario

1. Using the following information, input family data into the MCHAS program.

   a. Spouse is a Military Member

SSN:	100-00-1000
Rank:	HM1
Pay Grade:	E6
Branch:	USN
Command:	Select one from field
Birthday:	May 1, 1960
Name:	Use your current spouse's name or make up one
Sex:	Select sex
Phone Number:	Insert any phone number
Transfer to:	Leave Blank
Report date:	Current Date
End of Active Service Date:	July 31, 2005
Projected Rotation Date:	3 yrs from current date
Detach Date:	40 Days prior to current date
Date of Rank:	25 March 1997
Pay Entry Date:	June 15 1987

JOB SHEET 2-1-4

b. Dependent information

1) Mother-in-law

a. DOB: April 10, 1933
b. Authorized Date: 15 May 1999
c. Janice P. Barlow

2) Son:

a. Jose M. (Your Last Name)
b. DOB: 23 July 1983

3) Daughter:

a. Dawn N. (Your Last Name)
b. DOB: Aug 1, 1987
c. Level I, Physical Handicap

c. Pet Information

1) Dog

a. Max
b. Black/Brown
c. Male
d. Doberman
e. Hates Mailmen

JOB SHEET 2-1-5

ADDING/DELETING TO/FROM WAIT LIST (S)

A. Introduction

This **Job Sheet** provides a skill exercise in adding and deleting a military sponsor from Wait List(s).

B. References

1. Trainee Guide Outline Sheet 2-1-1

C. Equipment:

1. Computer System w/ MCHAS Program Database

D. Scenario

1. Open Add/Edit Family screen

2. Query your record then add yourself to a 4-bedroom wait list.

   a. Control Date is your detach date
   b. Select appropriate priority

3. Close Module

4. Open Add/Edit Family screen and select a record from the MCHAS database and delete sponsor from a wait list.

5. Query your record and add yourself to a 3-bedroom wait list.

OUTLINE SHEET 2-2-1

Topic 2.2

Offer/Assign/Vacate Military Families

2-2-1

1. Topic Enabling Objectives

Topic Objectives

2.3 DESCRIBE the procedures to offer housing to a Military Family

2.4 DESCRIBE the procedures to assign housing to a Military Family

2.5 DESCRIBE the procedures to vacate a Military family from housing

2-2-2

OUTLINE SHEET 2-2-1

Topic Objectives

2.6 OFFER housing to a Military Family

2.7 ASSIGN housing to a Military Family

2.8 VACATE a Military Family from housing

2-2-3

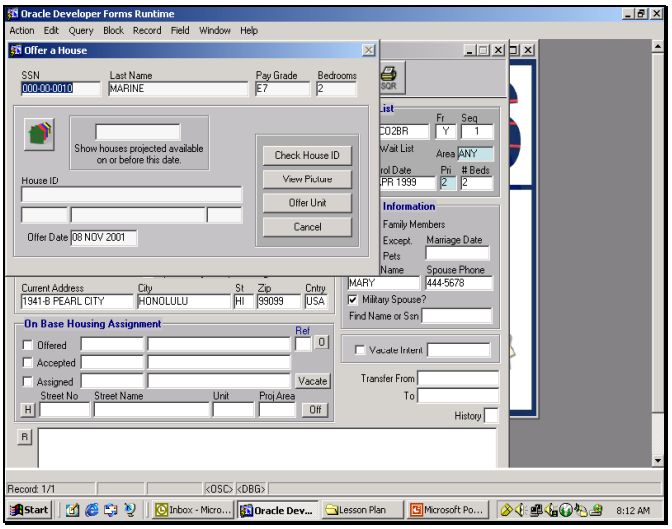
Offers and Acceptances of Quarters

2-2-4

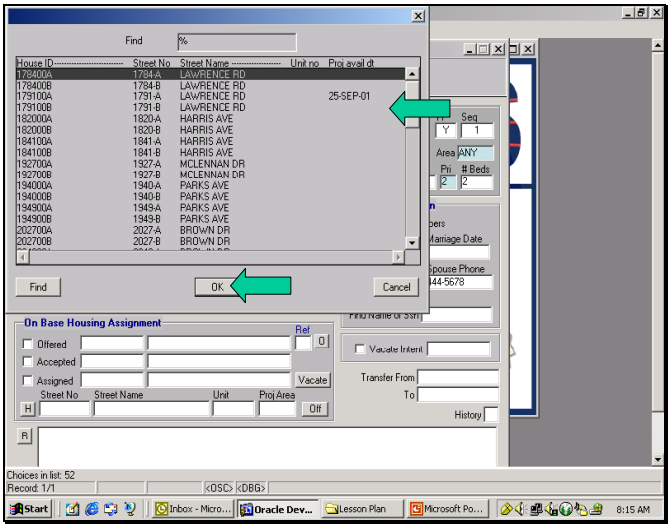
2. Offers and Acceptances

   a. Open Add and Edit Military Family screen

OUTLINE SHEET 2-2-1

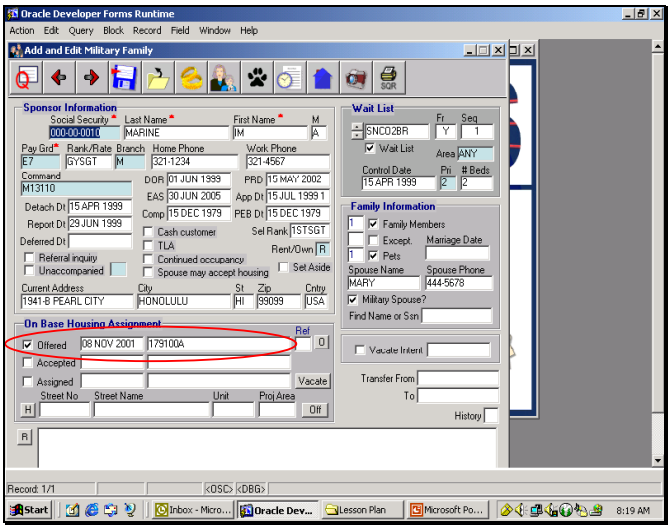


b. Click on “Offered” check box

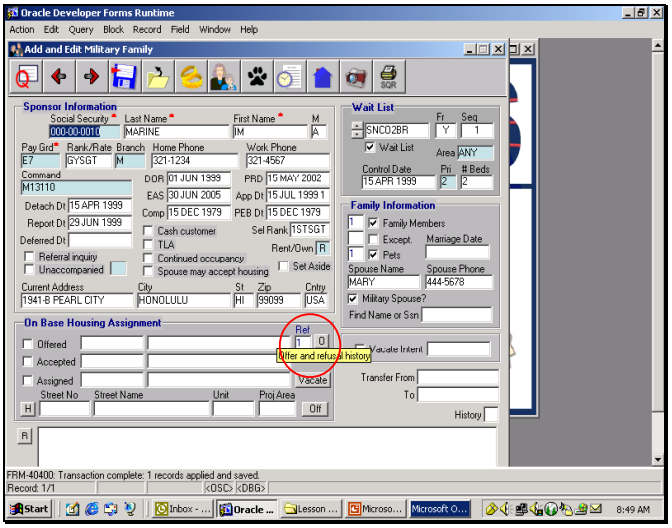


c. Click “House Lookup” button
d. Select house being offered
e. Click OK

OUTLINE SHEET 2-2-1



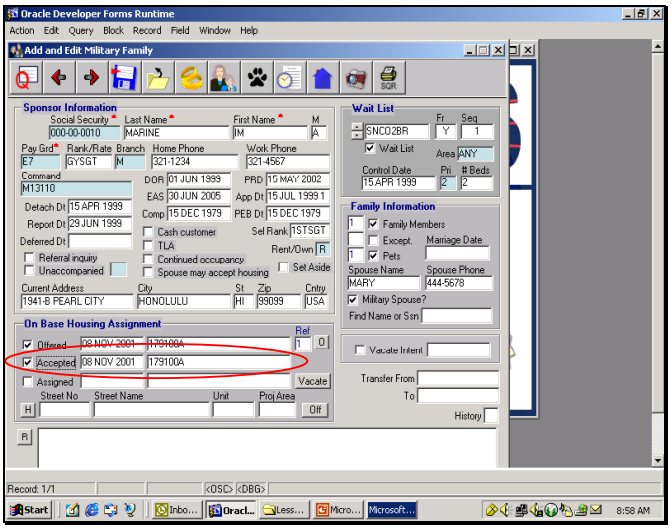
f. Click on “Offered Unit” button



g. Sponsor refuses offer

1) Click on “Offer” check box
2) Click Yes
3) Click Yes

OUTLINE SHEET 2-2-1

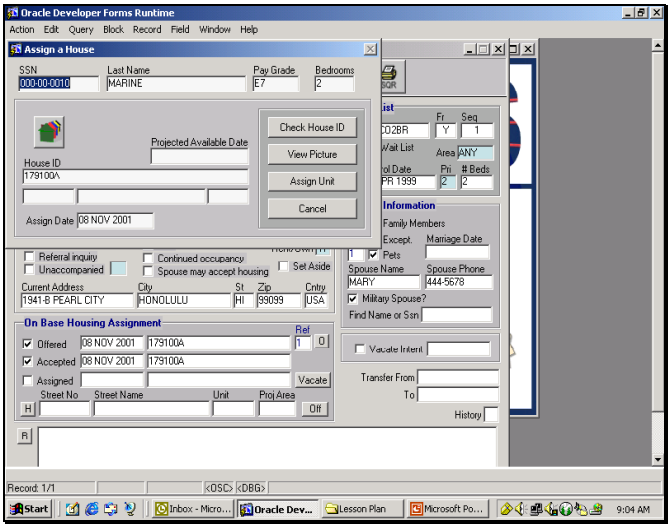


h. Sponsor Accepts offer

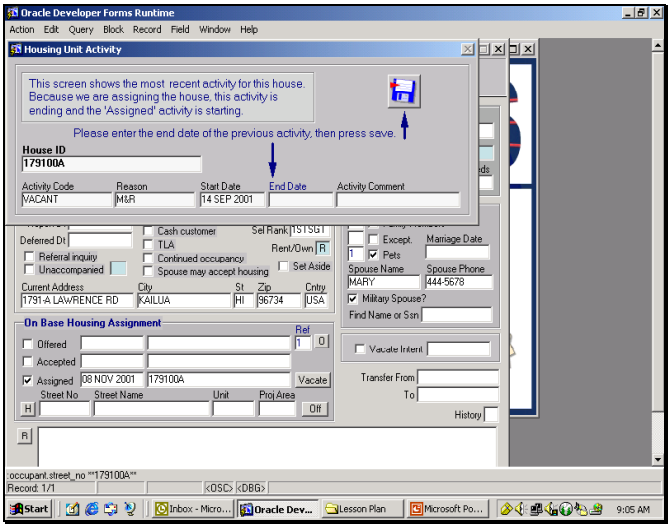
1) Click on “Accepted” check box

3. Assign Military Family to Housing Unit

OUTLINE SHEET 2-2-1

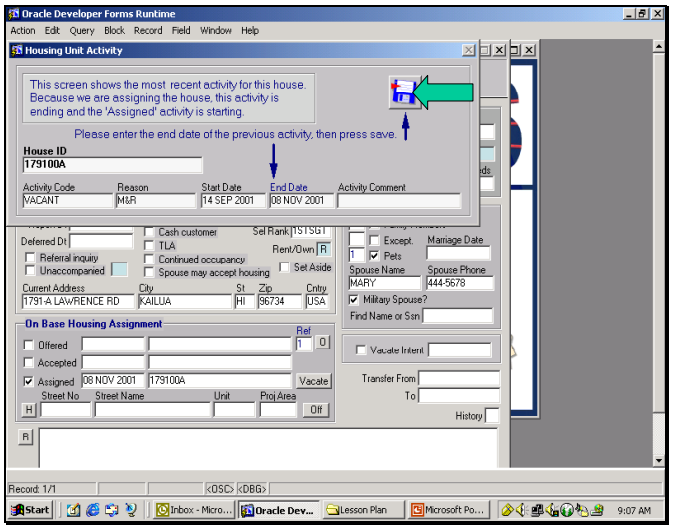


a. Click on “Assigned” check box

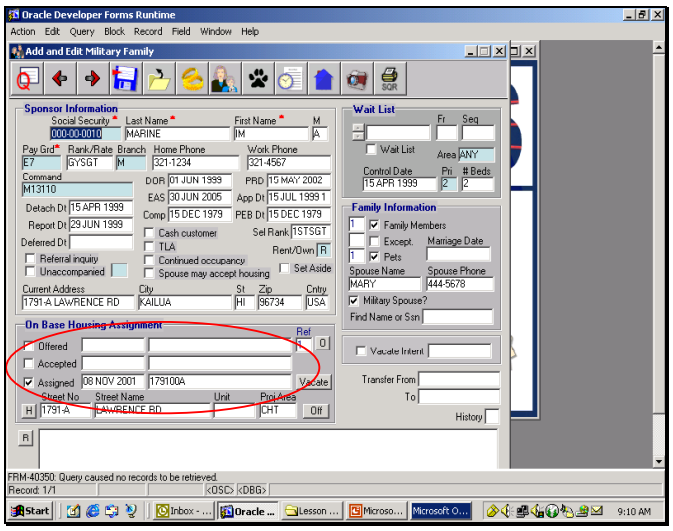


b. Click Assign Unit button

OUTLINE SHEET 2-2-1

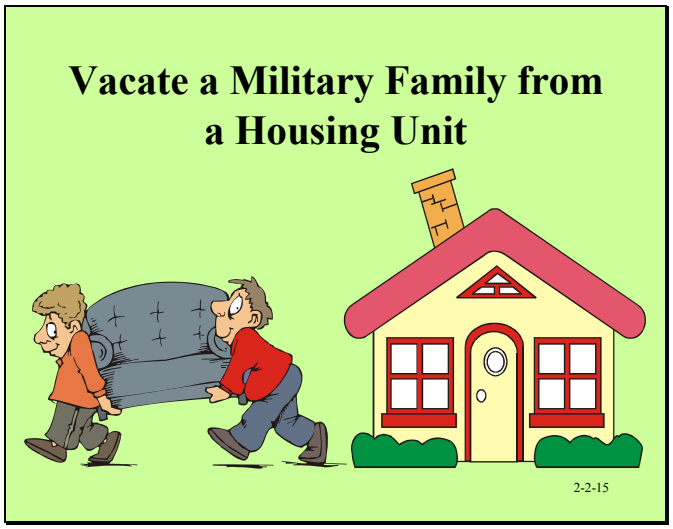


c. Enter “End Date”
d. Click Save button

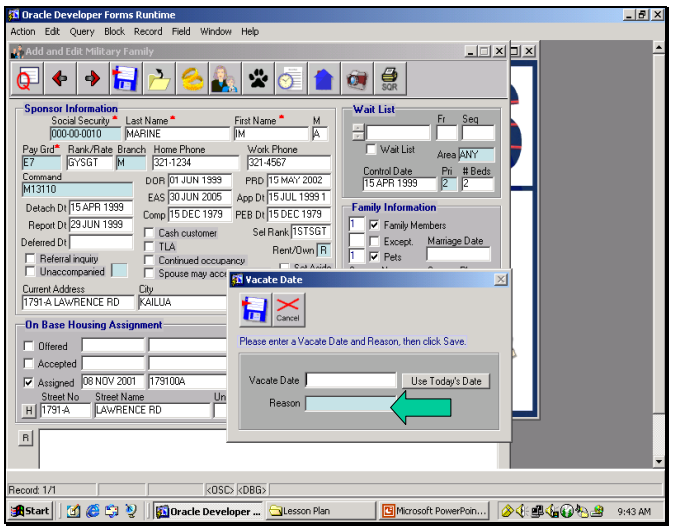


e. Click Close

OUTLINE SHEET 2-2-1

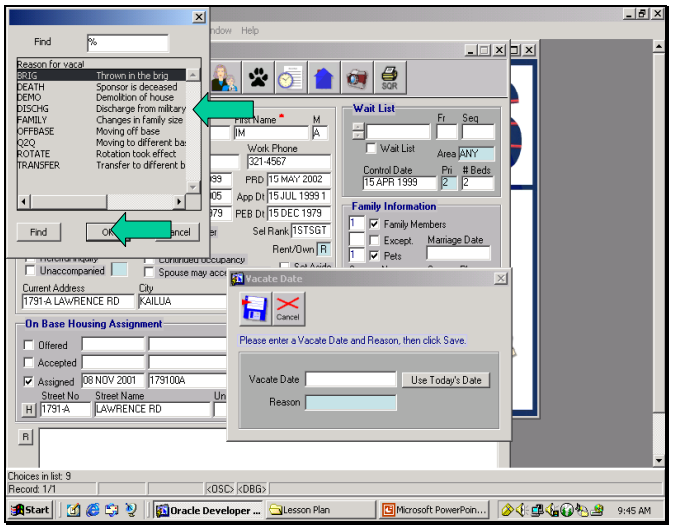


4. Vacate Military Family from Housing Unit

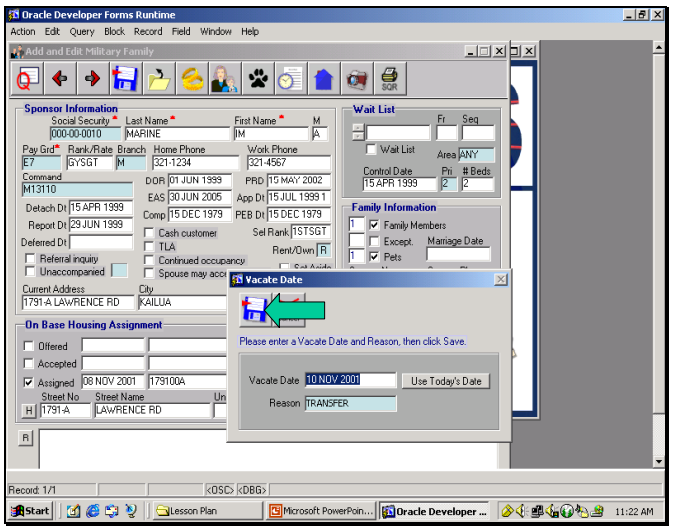


a. Open Add/Edit Military Family screen
b. Click “Vacate” button
c. Double Click “Reason” box

OUTLINE SHEET 2-2-1

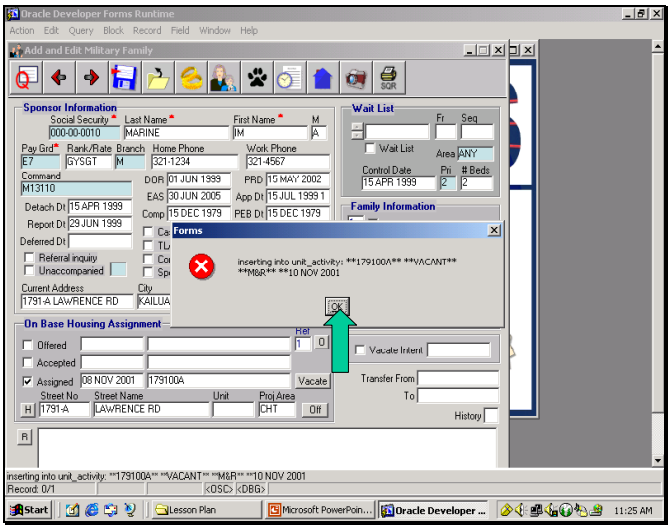


d. Select vacate reason
e. Click OK

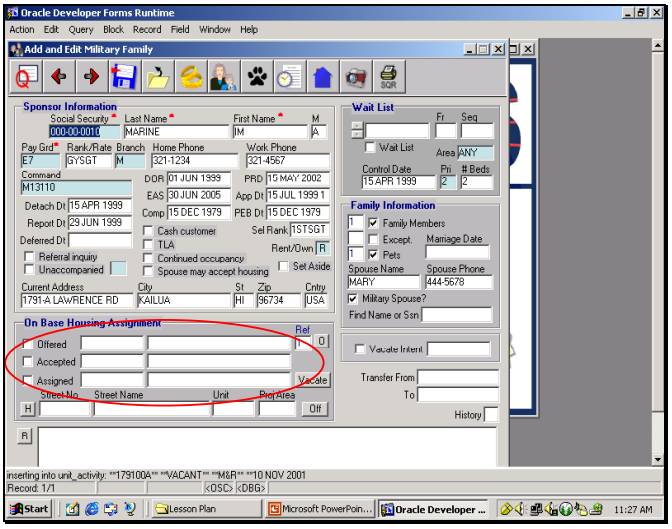


f. Enter Vacate Date
g. Click Save button

OUTLINE SHEET 2-2-1



h. Select appropriate vacate status
i. Click OK



j. Click Close button

OUTLINE SHEET 2-2-1

JOB SHEET 2-2-2

OFFER/ASSIGN/VACATE HOUSING EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in offering, assigning and vacating military families from housing.

B. References

1. Trainee Guide Outline Sheet 2-2-1

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. Using your record and proper steps, offer yourself a housing unit.

2. Using your record and proper steps, accept housing offer.

3. Using your record and proper steps, assign the housing unit.

   a. Use current date as End Date.

4. Close Module

5. Open Add/Edit Family Screen and query your record from MCHAS database

6. Using proper steps, vacate yourself from housing using one of the reasons from the Reason field and a date 2 days from current date.

7. Close module.

OUTLINE SHEET 2-3-1

TOPIC 2.3
Unaccompanied Families

2-3-1

1. Topic Enabling Objectives

Topic Objectives

2.9 DESCRIBE the procedures to add Unaccompanied family information

2.10 DESCRIBE the procedures to add an additional unaccompanied record

2.11 DESCRIBE the procedures to view general unaccompanied family information

2-3-2

OUTLINE SHEET 2-3-1

Topic Objectives

2.12 ADD unaccompanied information

2.13 ADD additional unaccompanied record

2.14 VIEW general unaccompanied family information

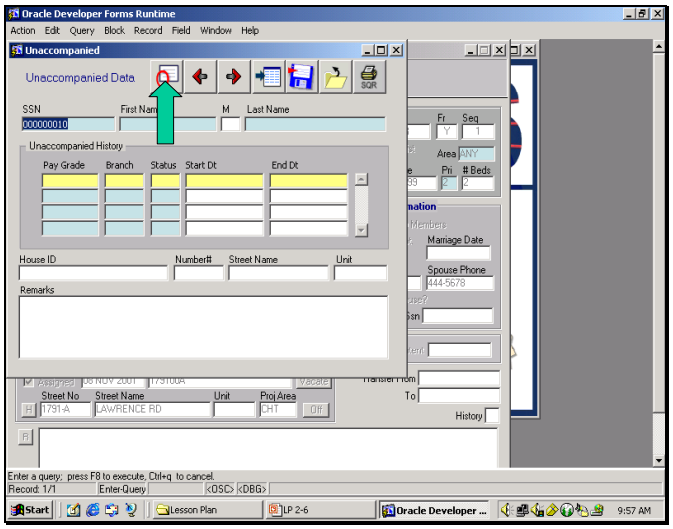
2-3-3

2. Add Unaccompanied Information

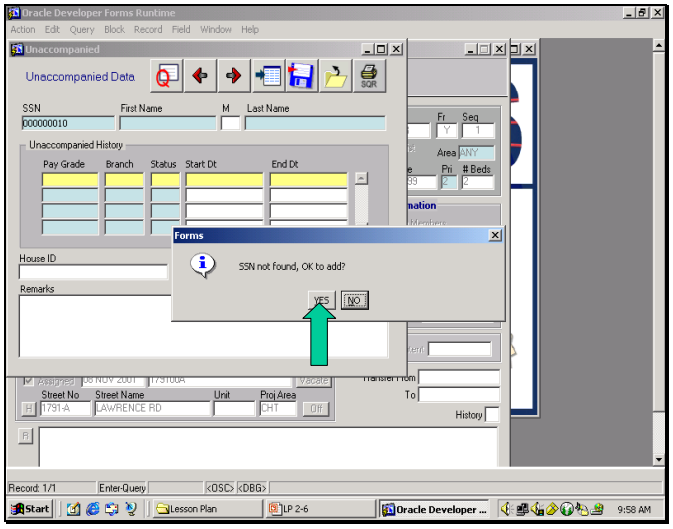
Add Unaccompanied Information

2-3-4

OUTLINE SHEET 2-3-1

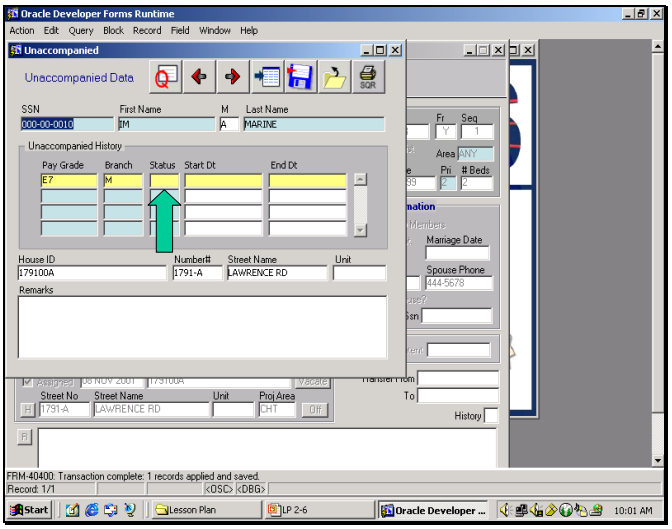


a. Click Unaccompanied check box on Add/Edit screen
b. Enter SSN
c. Click Query button

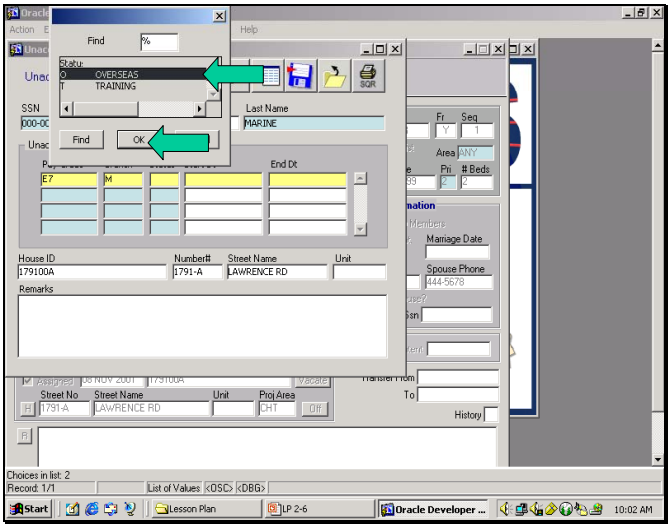


d. Click Yes

OUTLINE SHEET 2-3-1

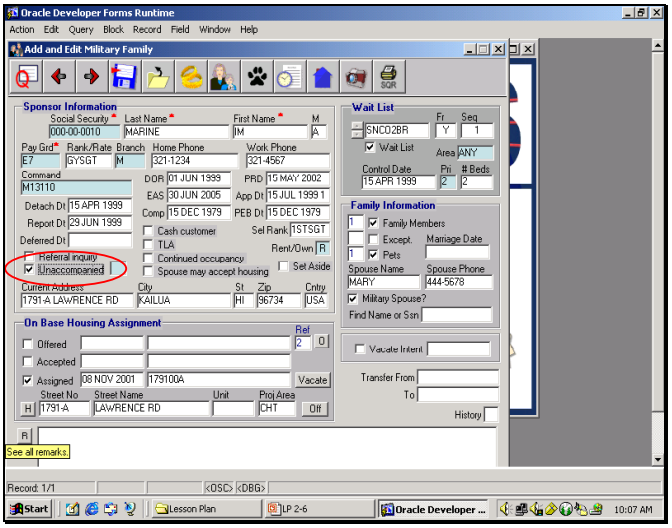


e. Click Save button
f. Verify current data
g. Double click in Status field

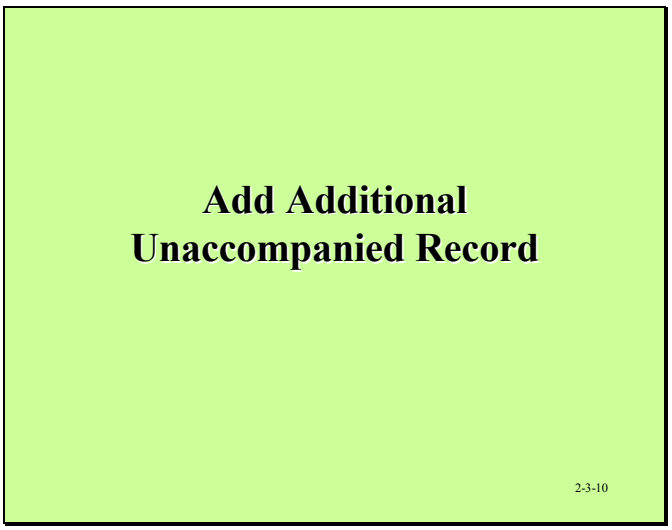


h. Select appropriate Status
i. Click OK

OUTLINE SHEET 2-3-1

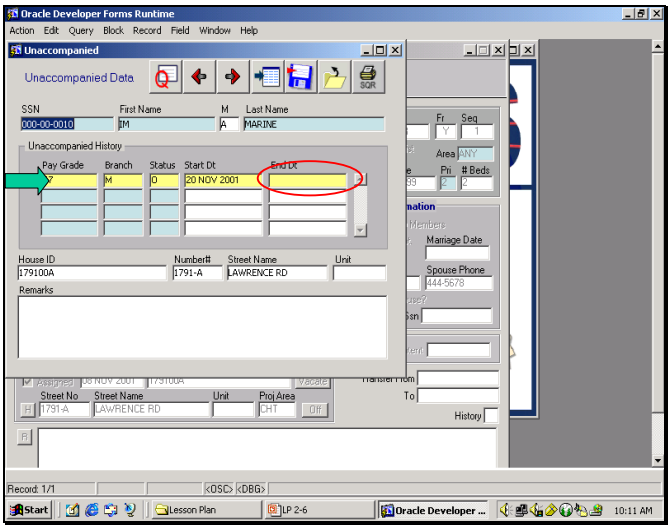


j. Enter Start Date
k. Click Save button
l. Click Close button

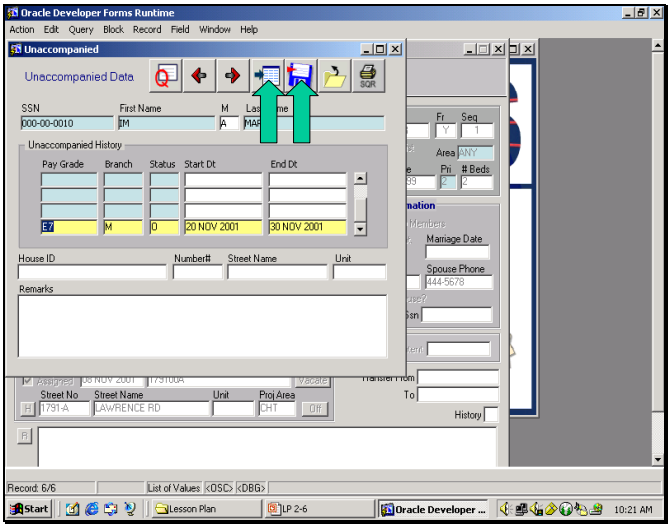


3. Add Additional Unaccompanied Record

OUTLINE SHEET 2-3-1

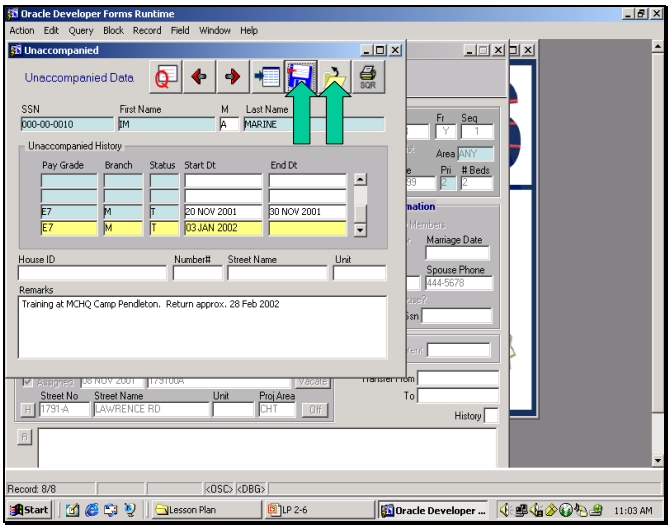


a. Click Unaccompanied check box
b. Place cursor in Unaccompanied History section
c. Enter a End Date

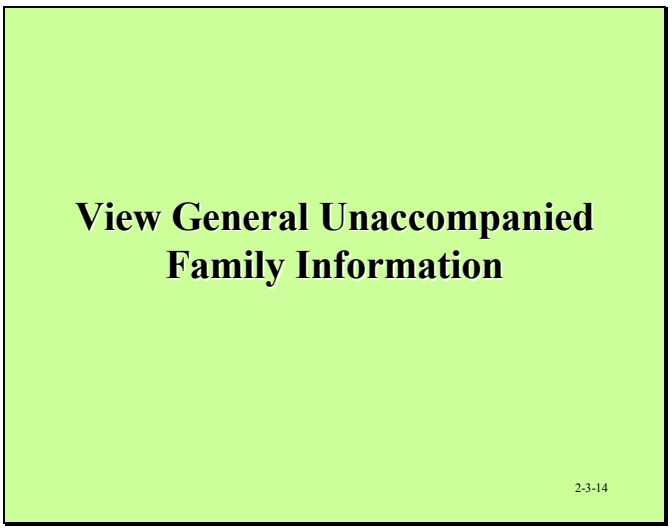


d. Click Save button
e. Click Insert a Record button

OUTLINE SHEET 2-3-1

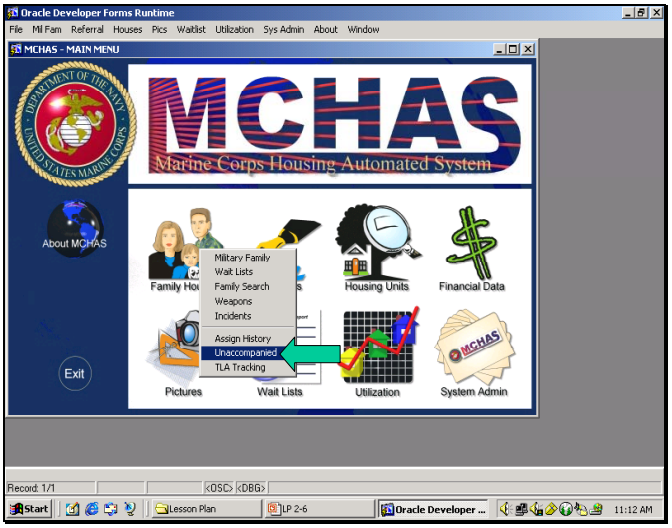


f. Enter required data in Unaccompanied History section
g. Enter any remarks
h. Click Save button
i. Click Close button

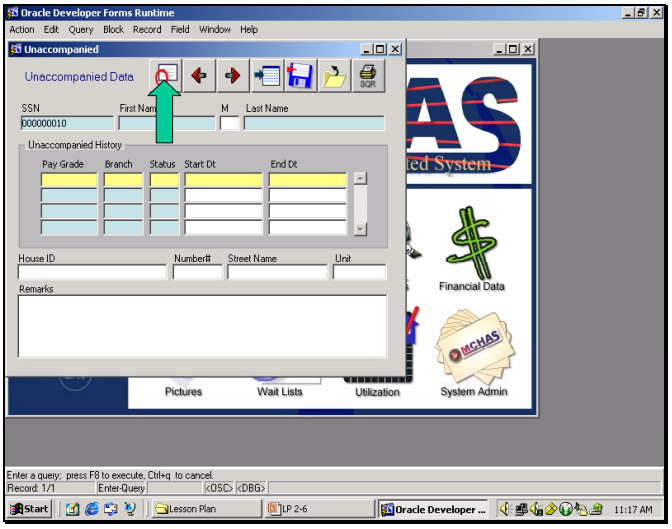


4. View General unaccompanied Family Information

OUTLINE SHEET 2-3-1

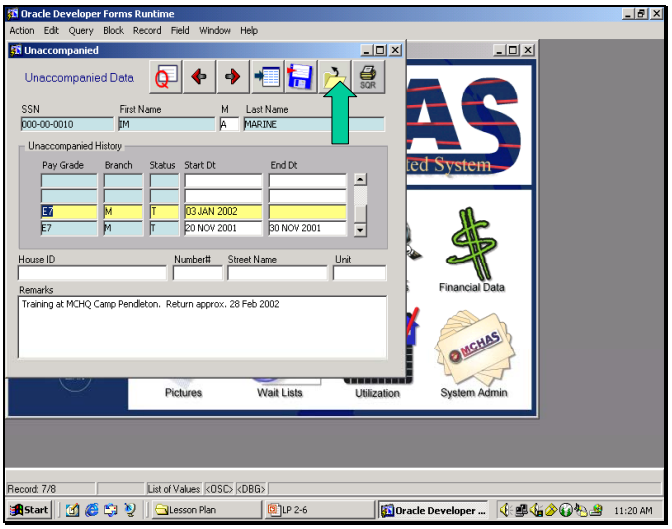


a. Select Unaccompanied from Main Menu

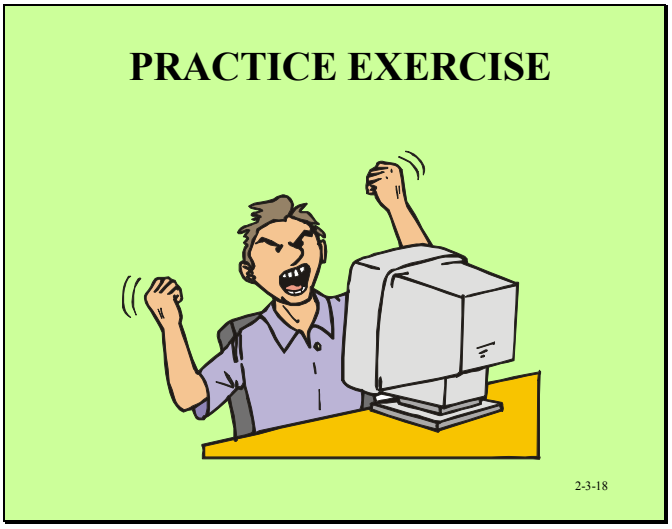


b. Enter SSN
c. Click Query button

OUTLINE SHEET 2-3-1



d. Scroll through Unaccompanied History list
e. Select desired record to view
f. Click Close button



JOB SHEET 2-3-2

UNACCOMPANIED FAMILY EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in adding unaccompanied family information to the MCHAS database.

B. References

1. Trainee Guide Outline Sheet 2-3-1

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. From Add/Edit Family Member screen, query your record.

2. Using the proper steps and the following data, input data into MCHAS database

   a. Status: Overseas
   b. Date: 30 Sep 00

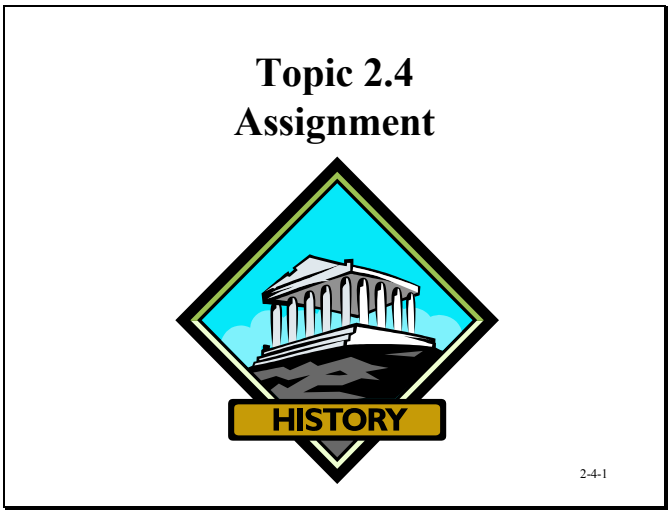
3. Enter Overseas-ending date: 30 Mar 01

4. Add new unaccompanied data

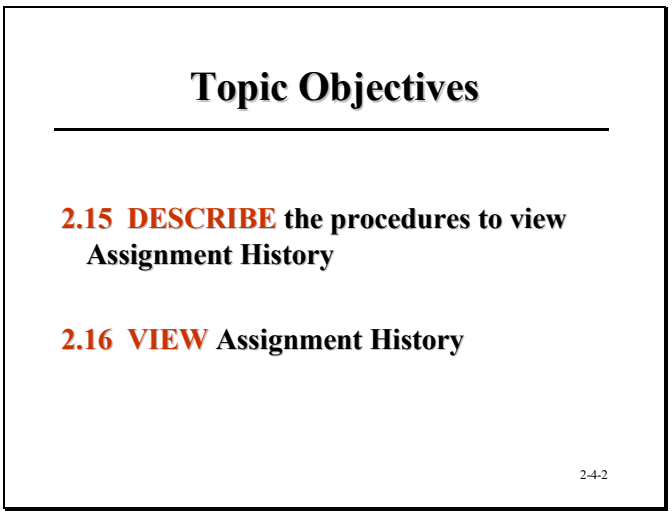
   a. Status: Training
   b. Date: June 1, 2001 through July 30, 2001
   c. Remarks: Exercise
   d. Status: Overseas
   e. Date: 30 Nov 2001 and on going.

5. Query a record from the MCHAS database that has unaccompanied information and review.

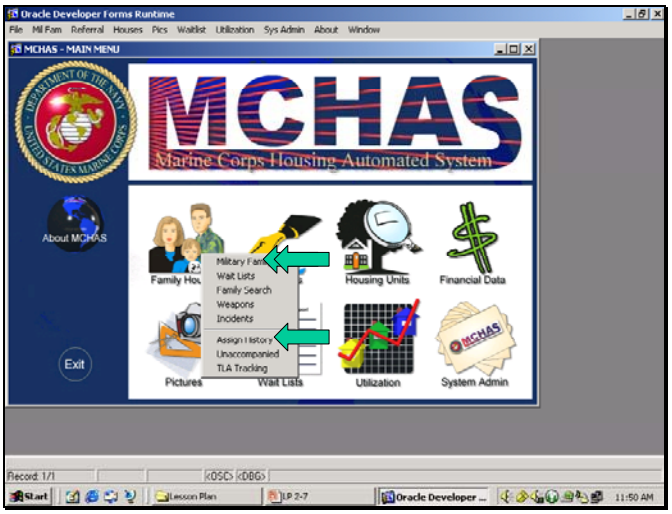
OUTLINE SHEET 2-4-1



1. Topic Enabling Objectives

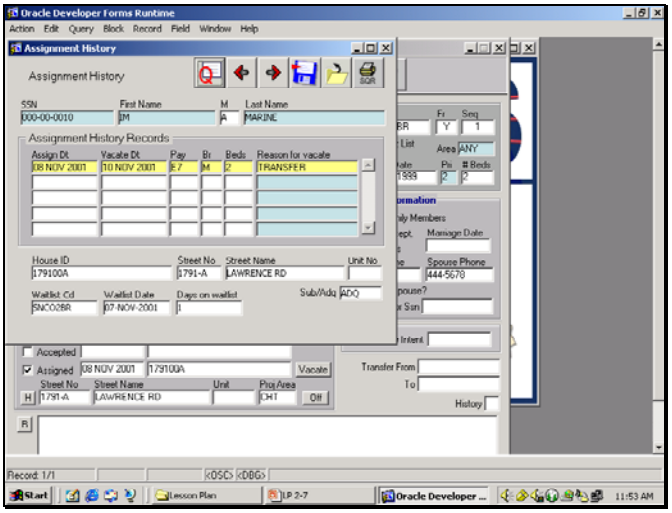


OUTLINE SHEET 2-4-1



2. View Assignment History

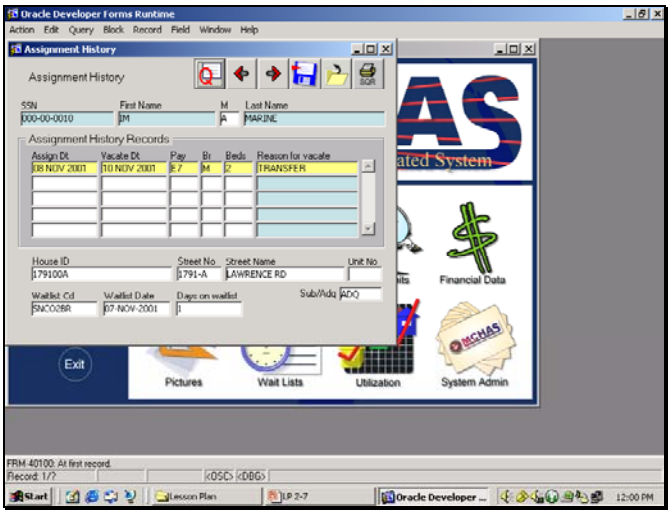
a. Select Military Family or Assign History



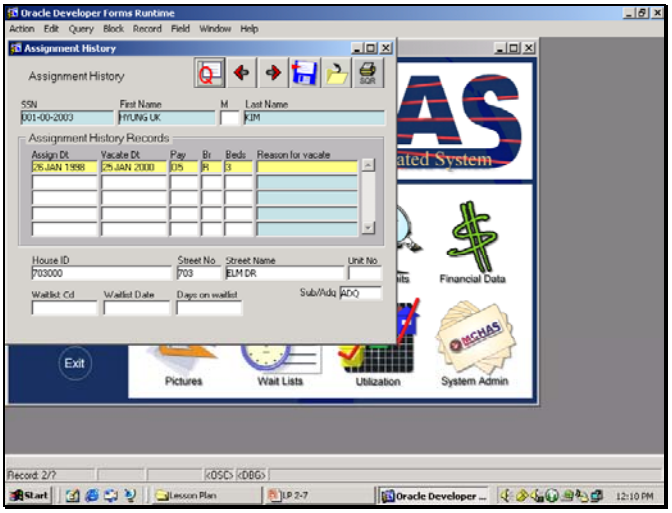
b. Query required record on Add/Edit Military Family screen

c. Click on “H” button next to current quarter’s assignment information

OUTLINE SHEET 2-4-1

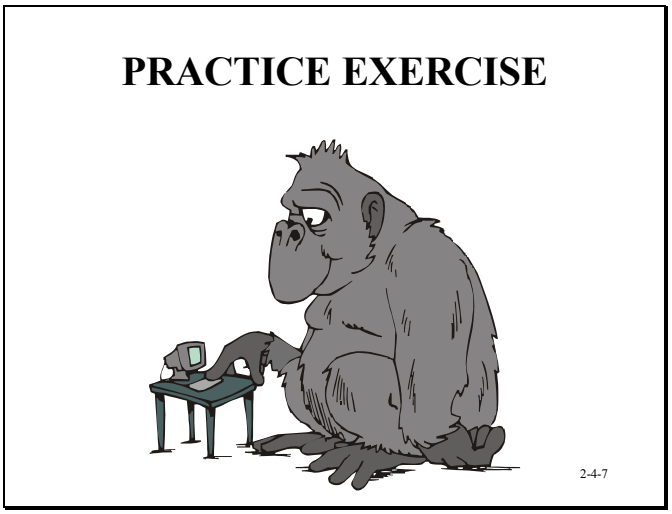


d. Select Assign History from Family Housing module
e. Query desired record



f. Click Query button
g. Click Forward button

OUTLINE SHEET 2-4-1



JOB SHEET 2-4-2

ASSIGNMENT HISTORY EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in viewing housing assignment history's.

B. References

1. Trainee Guide Outline Sheet 2-4-1

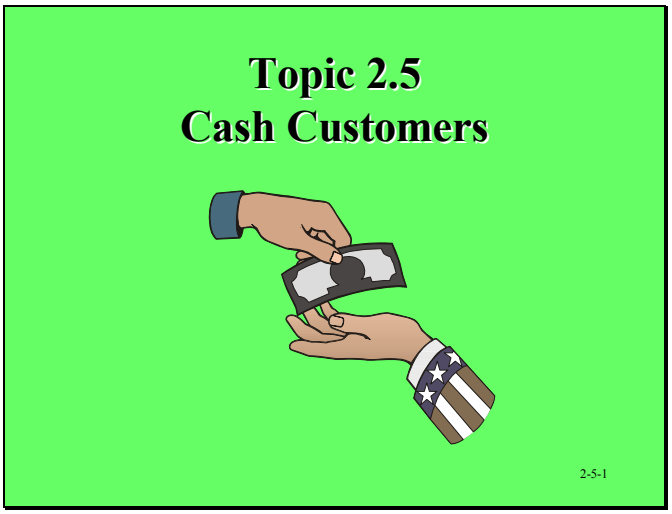
C. Equipment:

1. Computer System w/ MCHAS program database

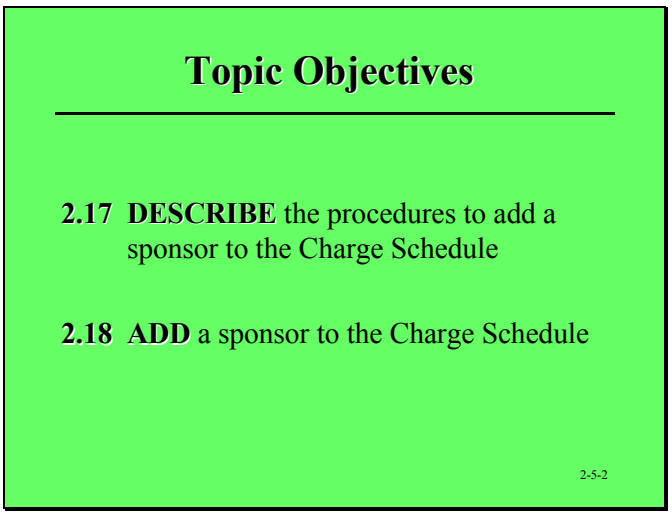
D. Scenario

1. Open Add/Edit Family screen.
2. Query a record from MCHAS database.
3. View the assignment history for queried record by opening Assignment History screen.

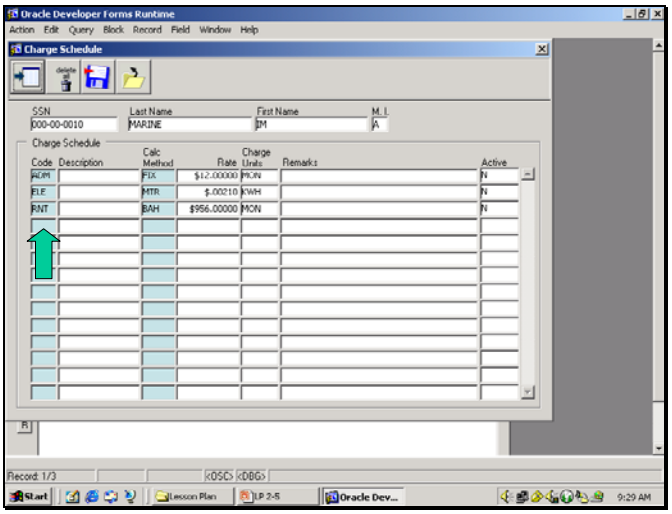
OUTLINE SHEET 2-5-1



1. Topic Enabling Objectives

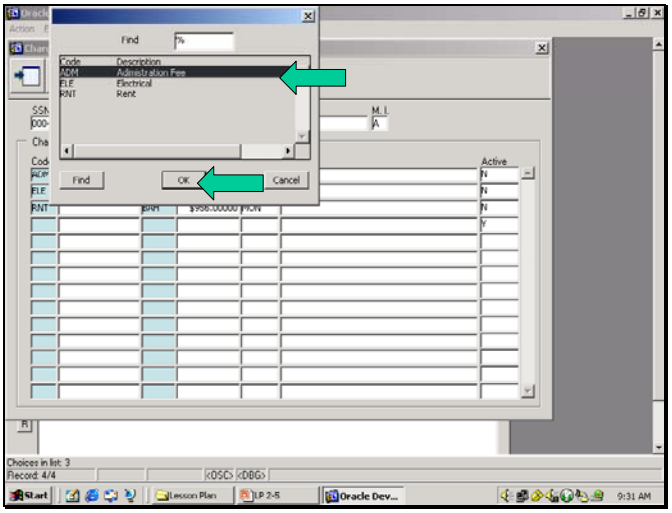


OUTLINE SHEET 2-5-1



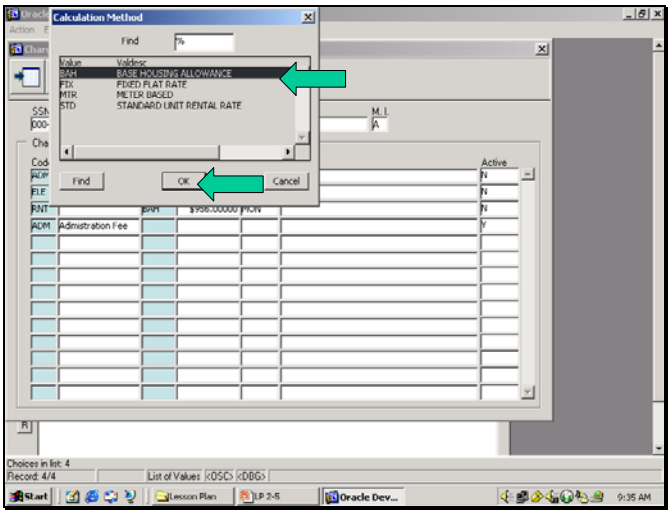
2. Adding Cash Customer

a. Open Add/Edit Military Family screen
b. Click on Cash Customer
c. Double Click on Code field

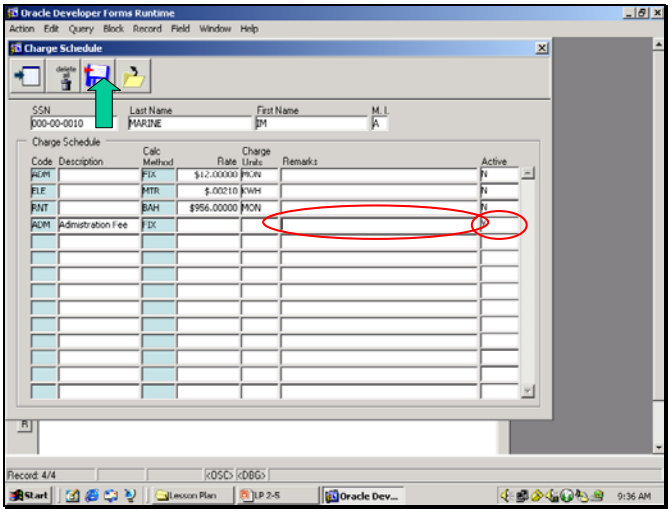


d. Select Code
e. Click OK

OUTLINE SHEET 2-5-1

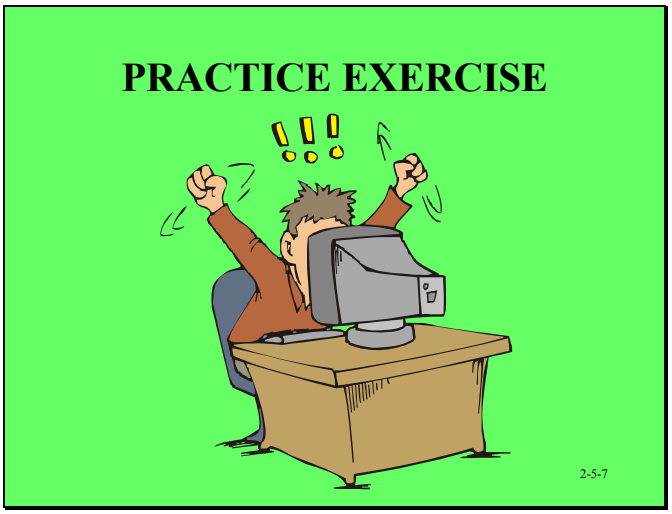


f. Double Click on Calc Method field
g. Select method
h. Click OK



i. Enter any remarks
j. Change Active field to “Y”
k. Click on Save button
l. Repeat for other charges

OUTLINE SHEET 2-5-1



JOB SHEET 2-5-2

ADDING CASH CUSTOMERS EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in adding a sponsor to the MCHAS Charge Schedule.

B. References

1. Trainee Guide Outline Sheet 2-5-1

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. Open Add/Edit Family screen.

2. Query a record.

3. Open Charge Schedule screen.

4. Add the following charges to the queried record

   a. Rent: $550/mo BAH
   b. Electrical: Metered at $.00156 KwH
   c. Gas: Metered at $.025 HCF
   d. Administration Fee: Fixed $10.00/month

OUTLINE SHEET 2–6-1

Topic 2.6
OTHER MCHAS FEATURES

2-6-1

1. Topic Enabling Objectives

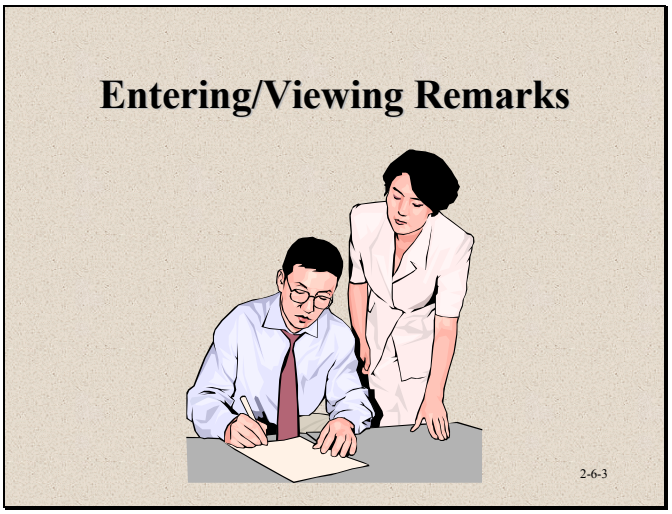
Topic Objectives

2.19 DESCRIBE the procedures to use the other features in MCHAS

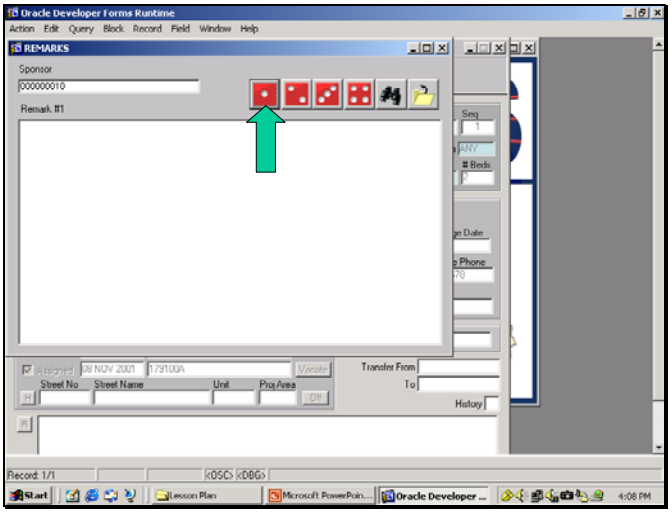
2.20 USE the other features on MCHAS

2-6-2

OUTLINE SHEET 2–6-1



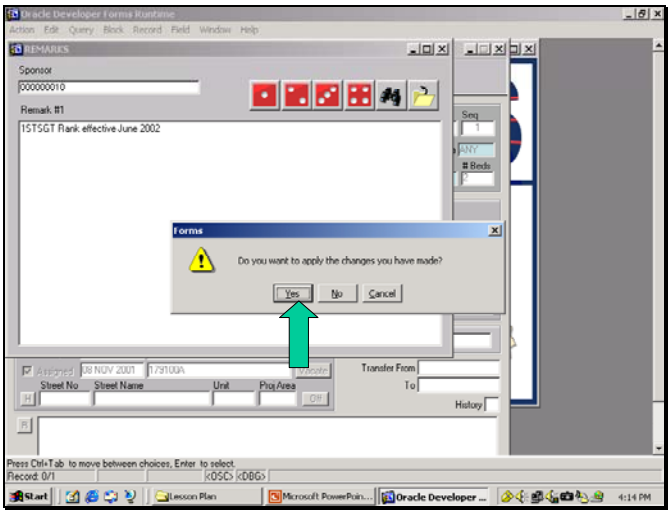
2. Enter/Viewing Remarks



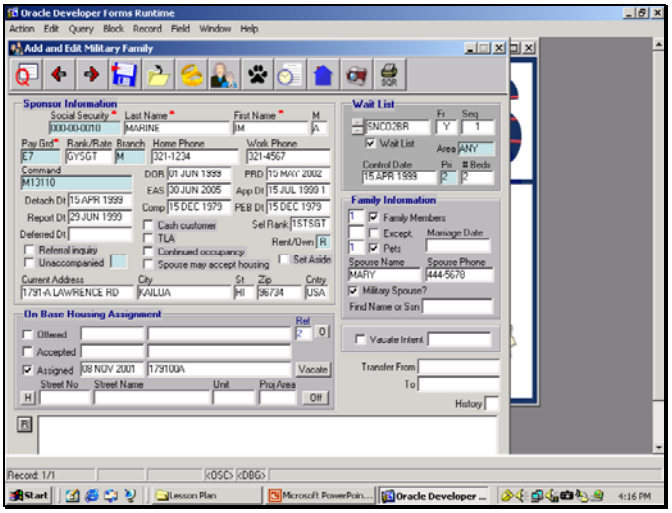
a. Entering Remarks

1) Open appropriate Add/Edit Military Family screen
2) Click “R” button
3) Click on a Remark button

OUTLINE SHEET 2–6-1

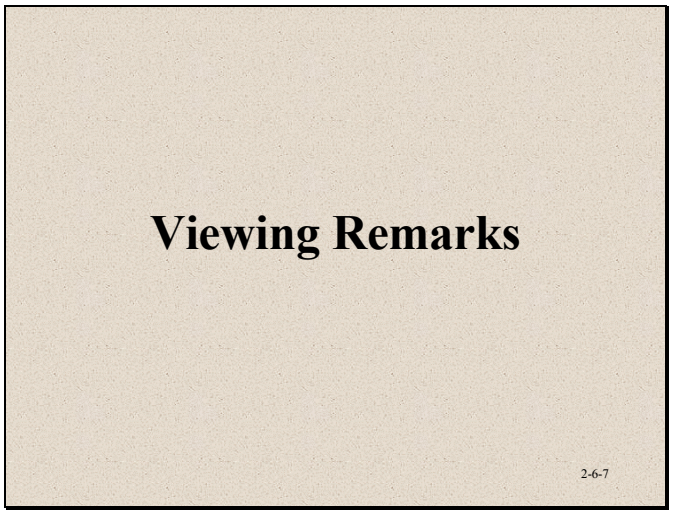


4) Click inside text field and enter remark
5) Click Close button
6) Click Yes on Pop-up

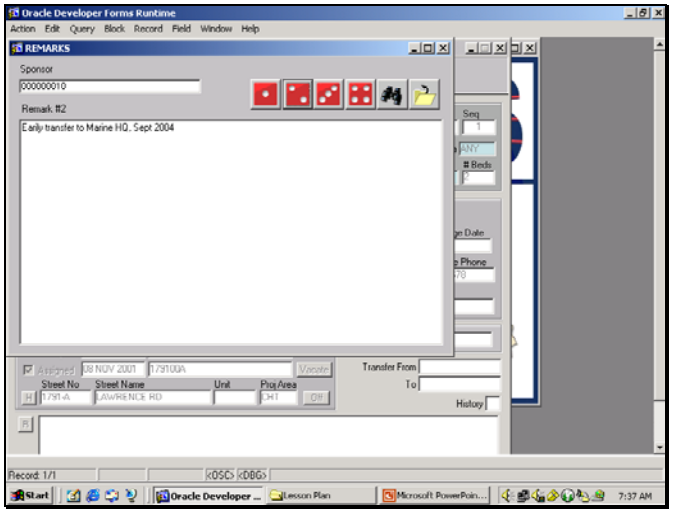


7) Click OK

OUTLINE SHEET 2–6-1

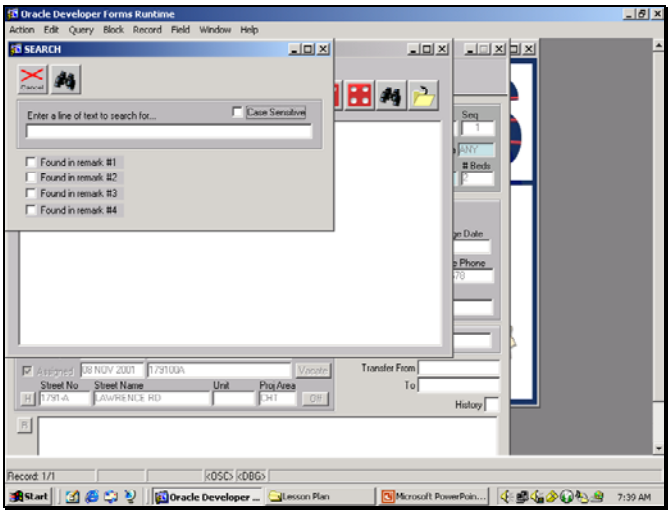


b. Viewing Remarks



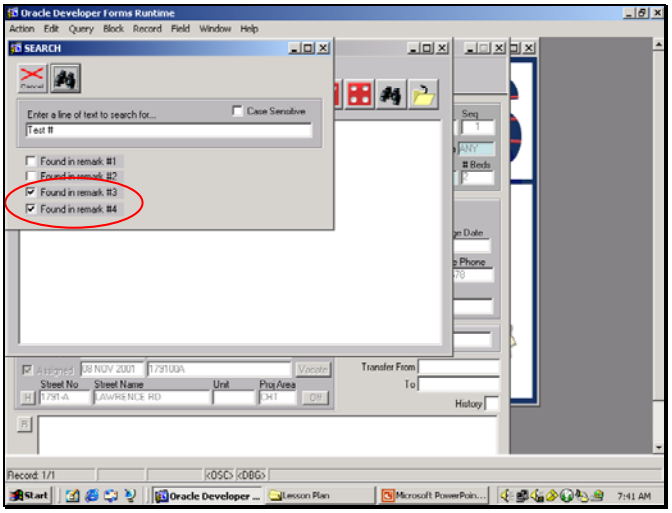
1) Click “R” button on Add/Edit screen
2) Click on any Remark button to review remarks

OUTLINE SHEET 2–6-1



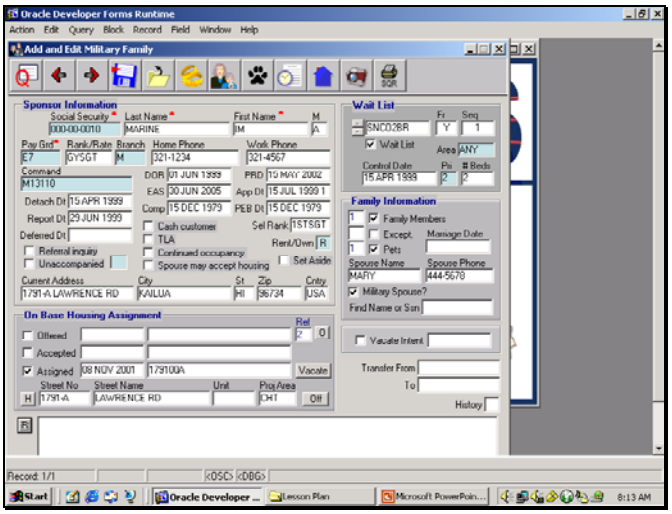
3) Searching for Remark text

a) Click Remarks Search button
b) Enter text to search

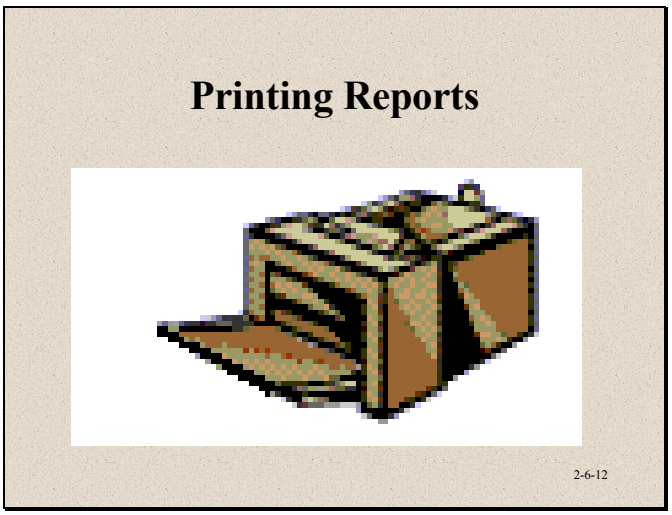


c) Click Find button

OUTLINE SHEET 2–6-1

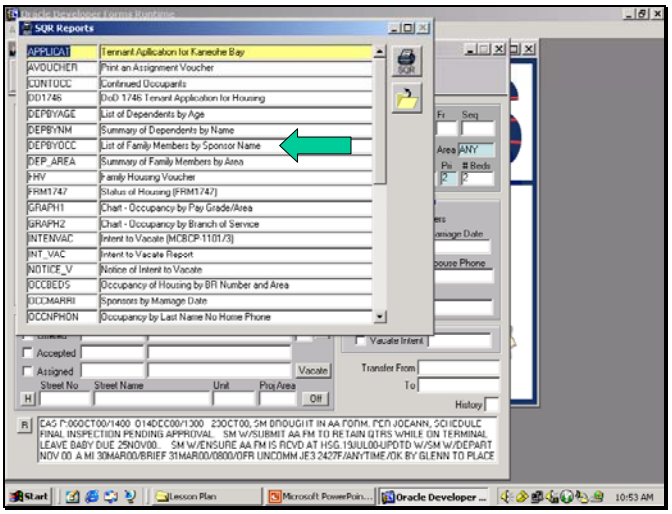


d) Click on Check Mark to retrieve remarks
e) Click Close button after completing viewing

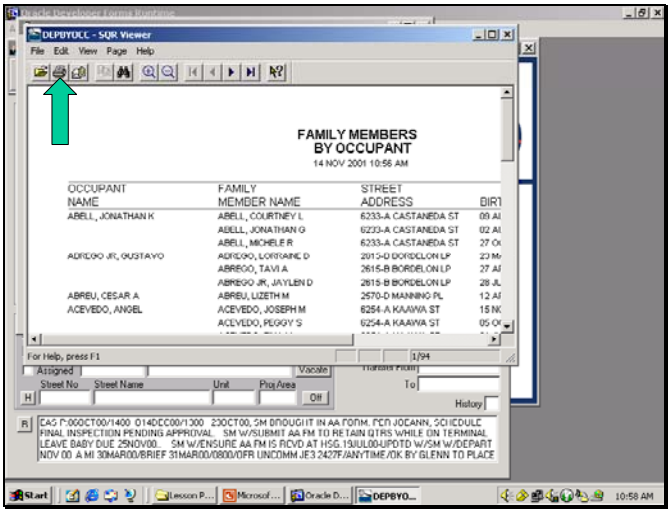


3. Printing Reports

OUTLINE SHEET 2–6-1



a. Open Add/Edit Military Family screen
b. Click on SQR button
c. Select desired report



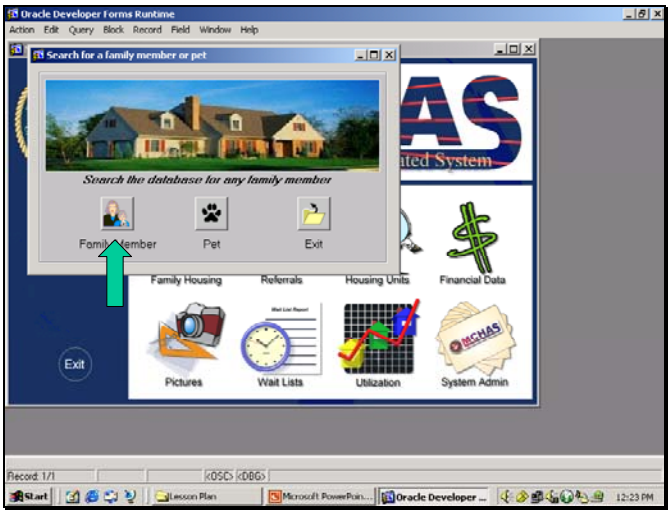
d. Click on SQR button
e. Click Print button

OUTLINE SHEET 2–6-1

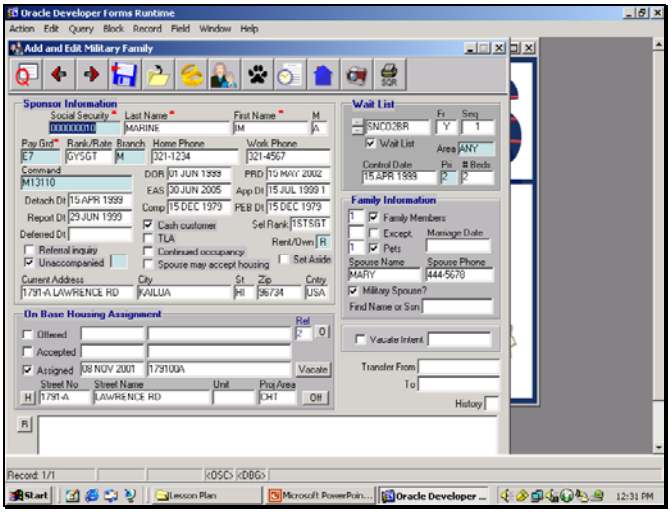
4. Search for Dependents and Pets

a. Search for Family Members

OUTLINE SHEET 2–6-1



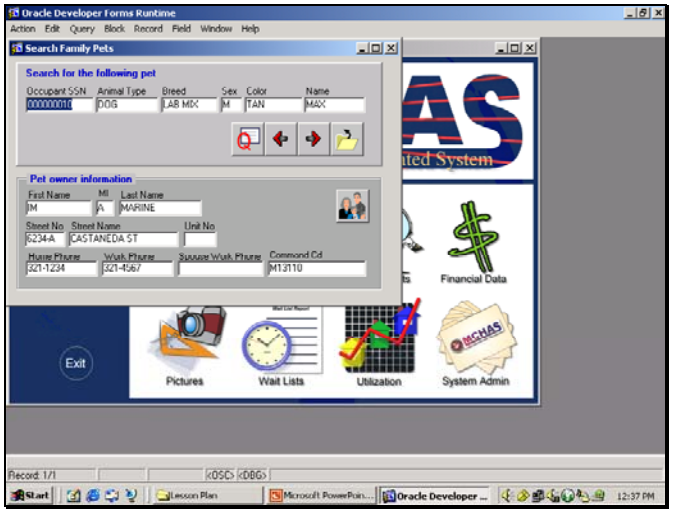
1) Select Family Search from Family Housing module
2) Click on Family Member button



3) Input known information
4) Click Query button

OUTLINE SHEET 2–6-1

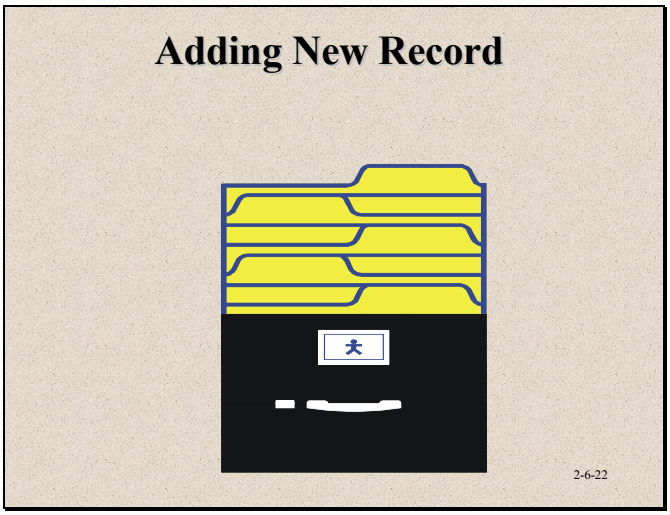
b. Search for Pets



1) Select Family Search from Family Housing module
2) Click on Pet button
3) Enter known information
4) Click Query button

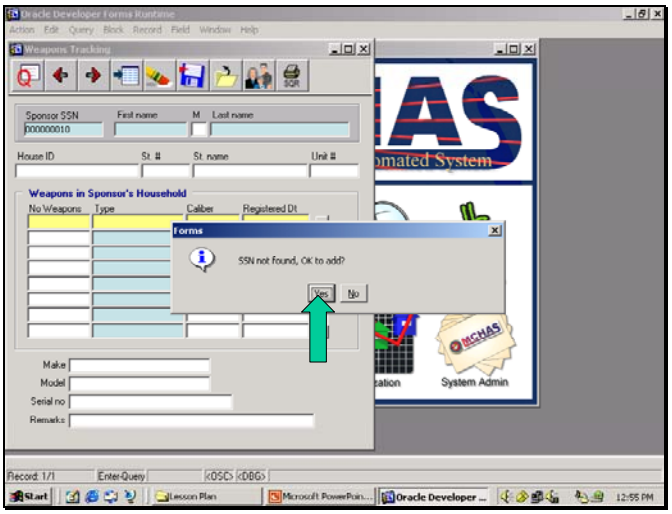
OUTLINE SHEET 2–6-1

5. Weapons Tracking

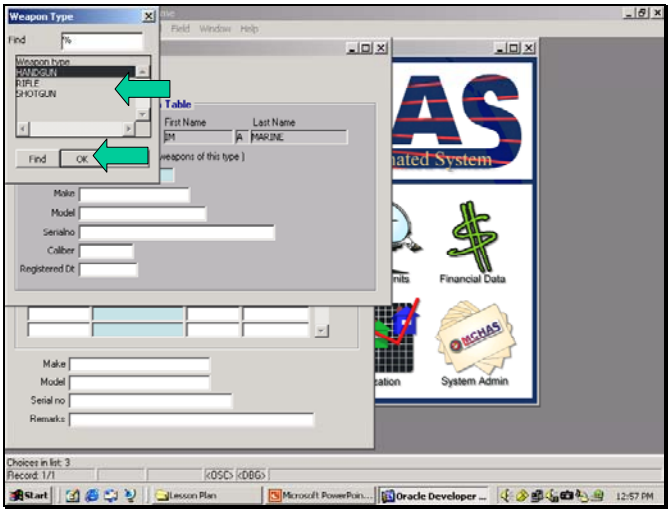


a. Adding New Records

OUTLINE SHEET 2–6-1

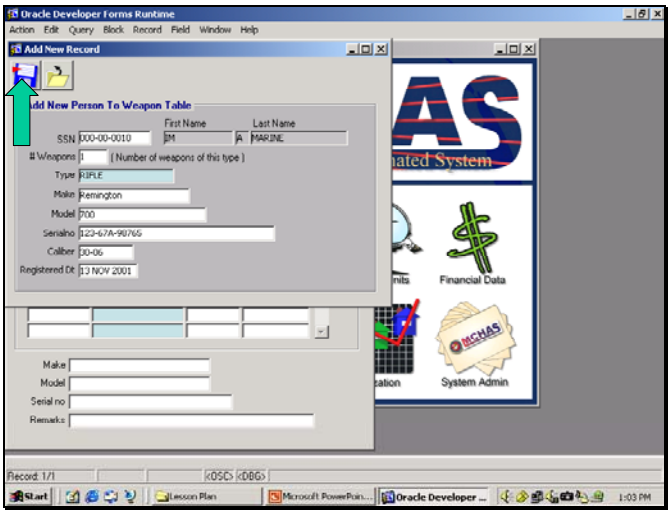


1) Select Weapons from Family Housing module
2) Enter SSN
3) Click Query
4) Click OK

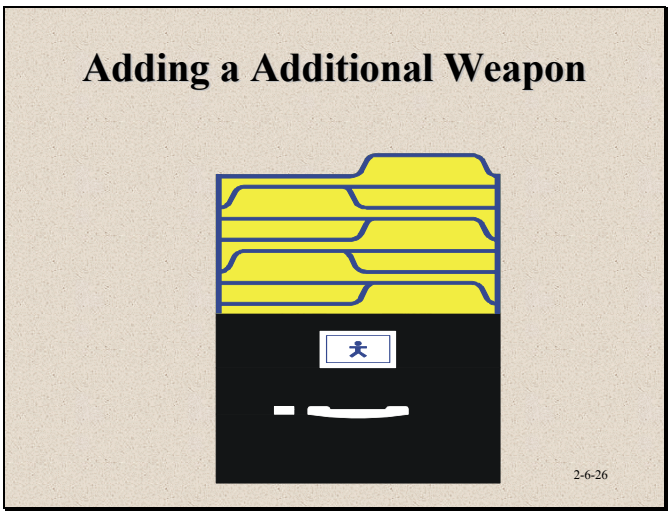


5) Enter Number of type of weapon
6) Double Click Type field
7) Select Type
8) Click OK

OUTLINE SHEET 2–6-1

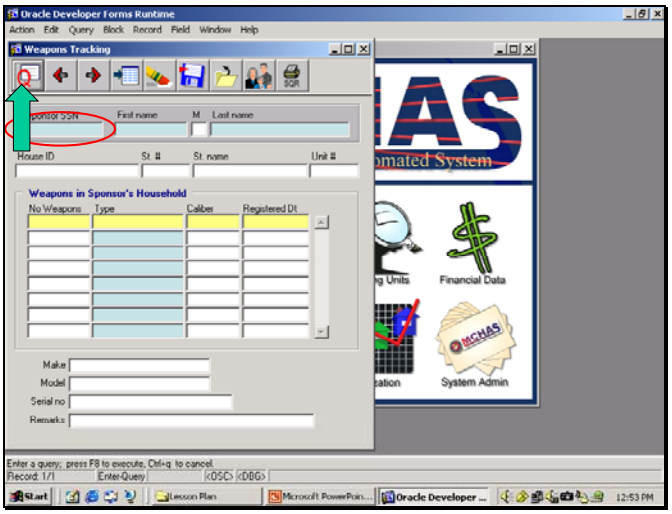


9) Complete remaining fields
10) Click Save button

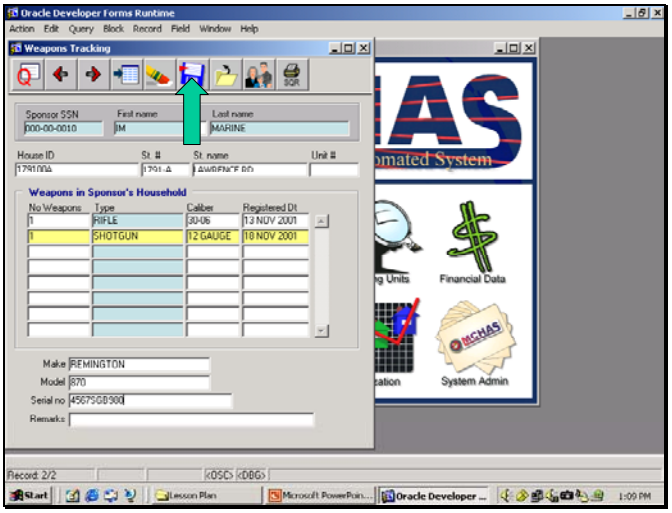


b. Adding Additional Weapons

OUTLINE SHEET 2–6-1

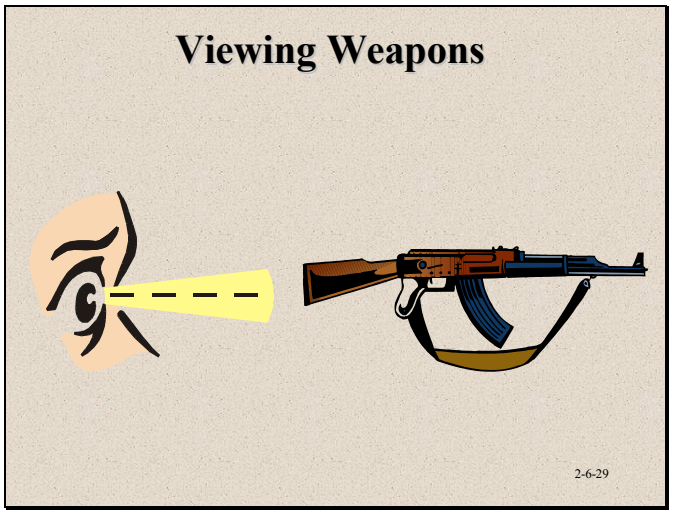


1) Select Weapons from Family Housing module
2) Enter SSN
3) Click Query button

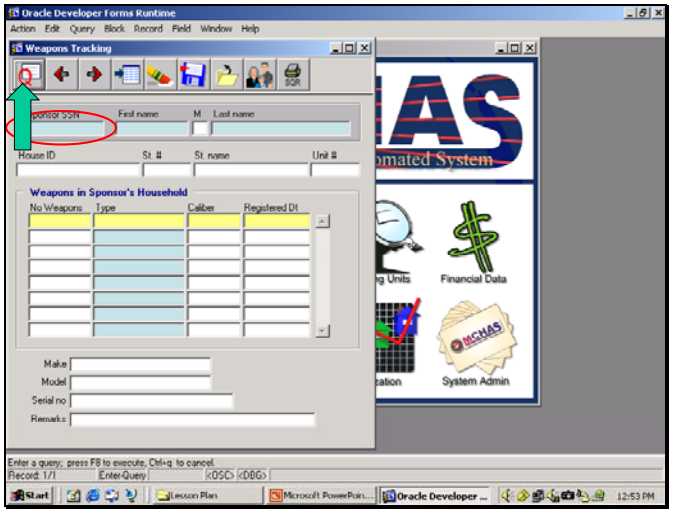


4) Click New Record button
5) Enter required information
6) Click Save button

OUTLINE SHEET 2–6-1

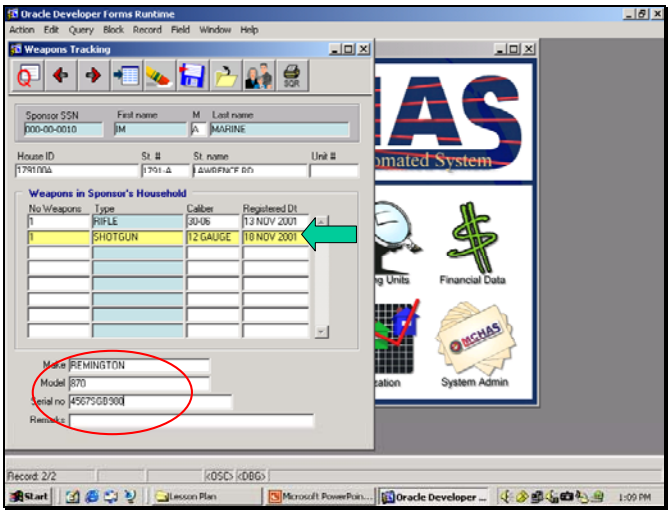


c. Viewing Weapons

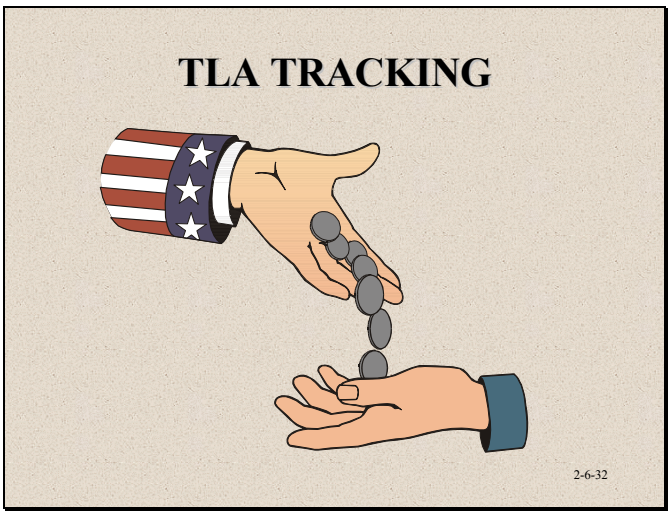


1) Open Weapons Tracking screen
2) Query desired sponsor

OUTLINE SHEET 2–6-1

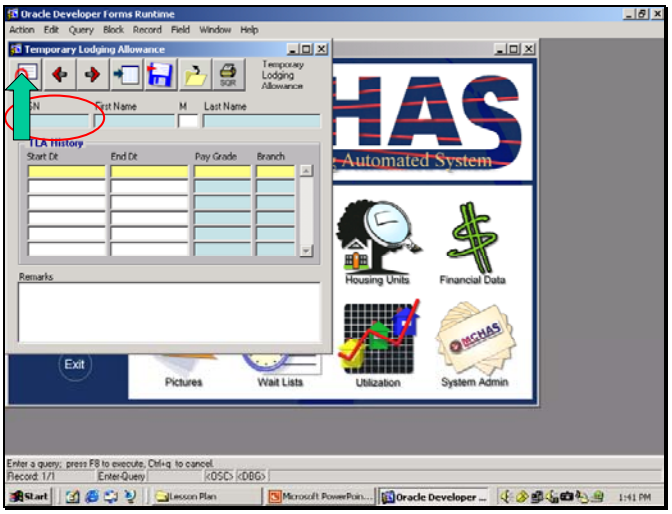


3) Place cursor in desired field to view weapons information

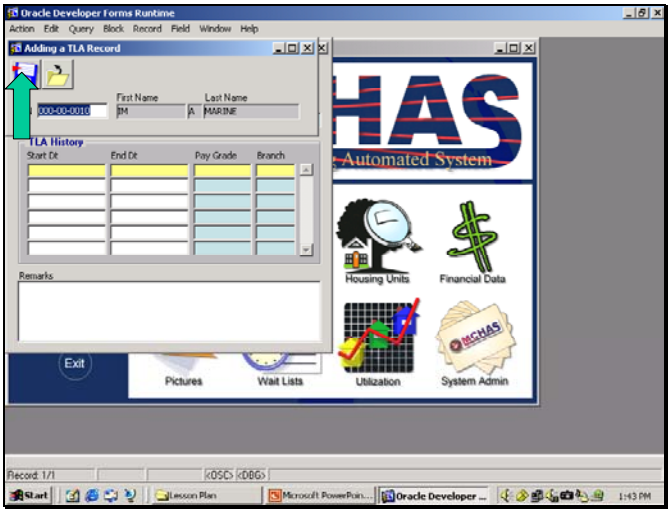


6. Temporary Lodging Allowance “TLA” Tracking

OUTLINE SHEET 2–6-1

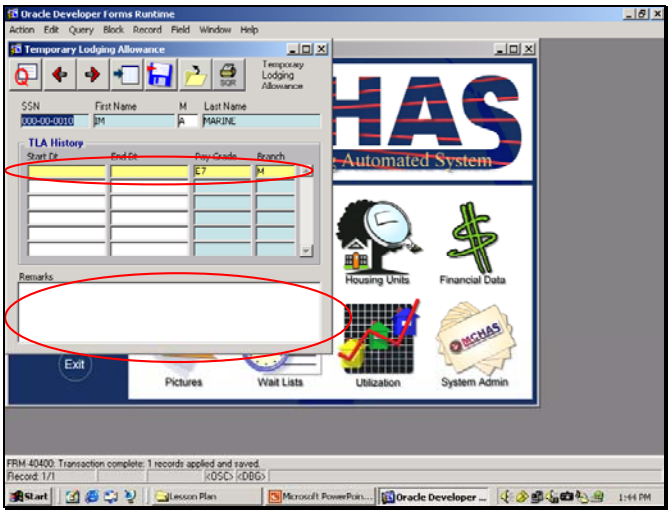


a. Select TLA from Family Housing module
b. Enter SSN
c. Click Query

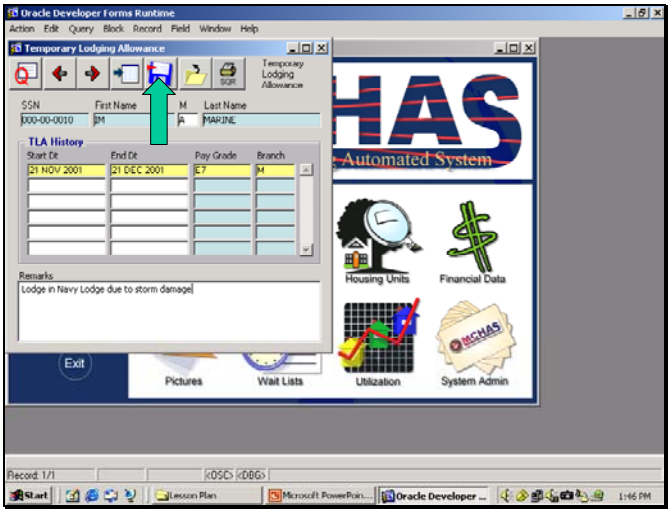


d. Click Yes
e. Click Save button

OUTLINE SHEET 2–6-1



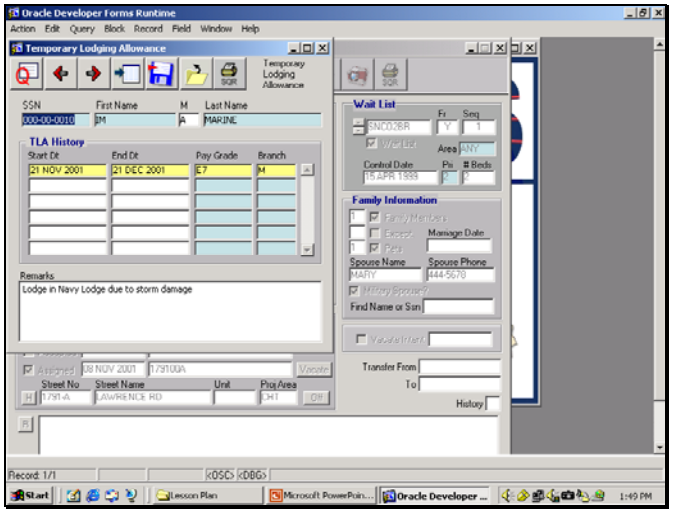
f. Enter Start and/or Stop date
g. Enter any Remarks



h. Click Save button

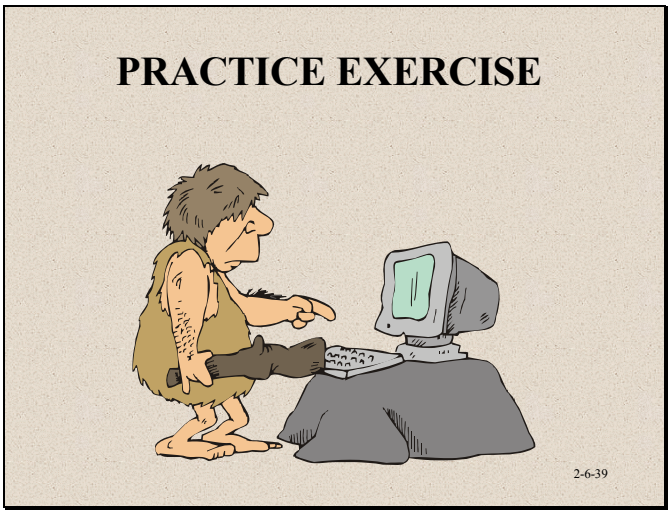
OUTLINE SHEET 2–6-1

7. Viewing TLA for a Sponsor



a. Open Add/Edit Military Family screen
b. Click on TLA check box

OUTLINE SHEET 2–6-1



JOB SHEET 2-6-2

OTHER MCHAS FEATURES EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in using the other MCHAS features.

B. References

1. Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. Select a record from the database and insert the following general remark:

   a. Mother is being placed on sponsor's records starting xxxxxx

2. Select a record and review any remarks in sponsor's data.

3. Select a record from the database and print a Notice to Vacate. (DO NOT actually print a record)

4. Select a record from the database and perform a search for sponsor's pet(s)

   a. What kind of pet does sponsor have? _____
   b. What is pet(s) Name? _____

5. Select a record from the database and add the following weapons to it:

   a. .38 Handgun, Smith & Westin, Model number 38WST, Serial number 777-8900-5674.
   b. Remington M870, 12 ga. Shotgun, model number M870A23, serial number 3477-7890-007

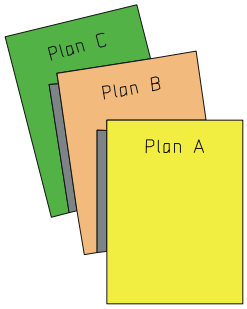
JOB SHEET 2-6-2

6. Select a record from the database and assign sponsor TLA for a 14-day time using the current date as ending date.

OUTLINE SHEET 3-1-1

UNIT 3

WAIT LIST MANAGEMENT



3-1-1

Topic 3.1

Manage Wait Lists

3-1-2

OUTLINE SHEET 3-1-1

Topic Objectives

3.1 **DESCRIBE** the procedures to manage wait lists

3.2 **MANAGE** the wait lists

3-1-3

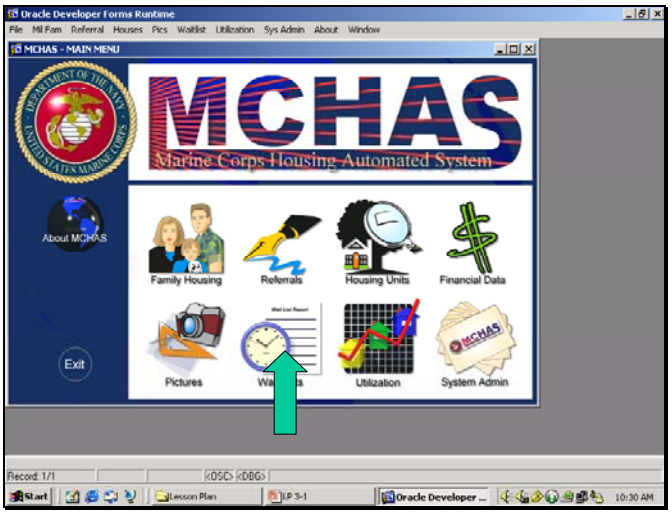
1. Topic Enabling Objectives

Viewing Wait Lists

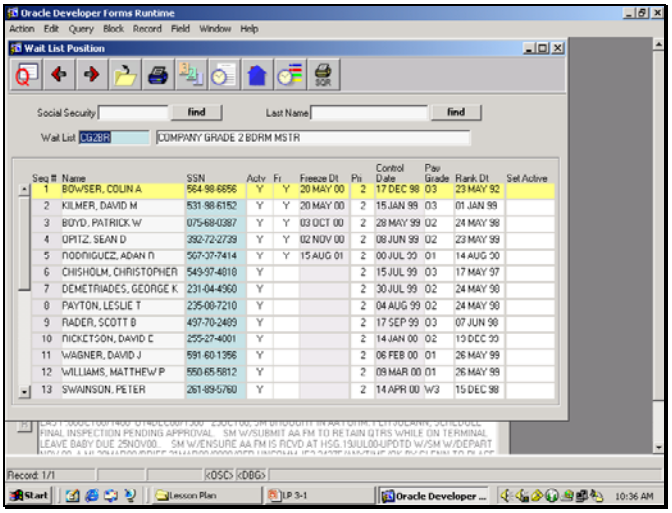
3-1-4

2. Viewing Wait Lists

OUTLINE SHEET 3-1-1

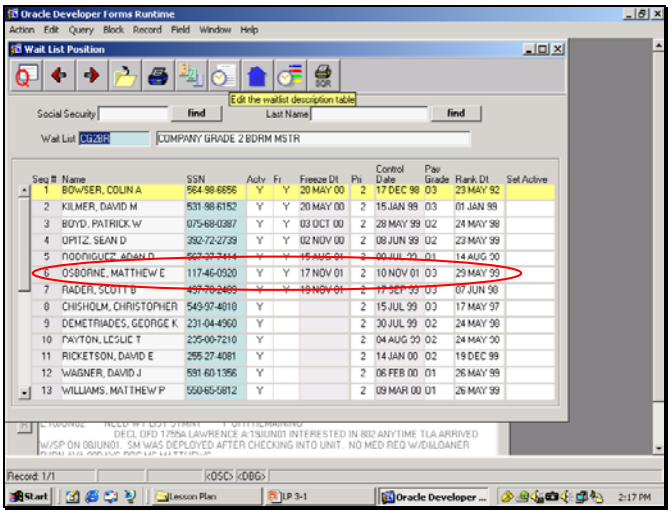


a. Click on Family Housing module and select Wait Lists or Click Wait List module from main menu



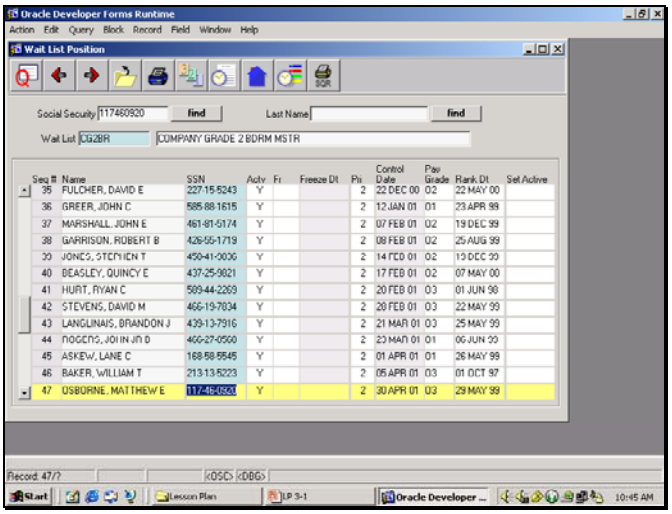
b. Double click in Wait List field
c. Select desired Wait List
d. Click OK

OUTLINE SHEET 3-1-1



3. Finding Sponsor on Wait Lists

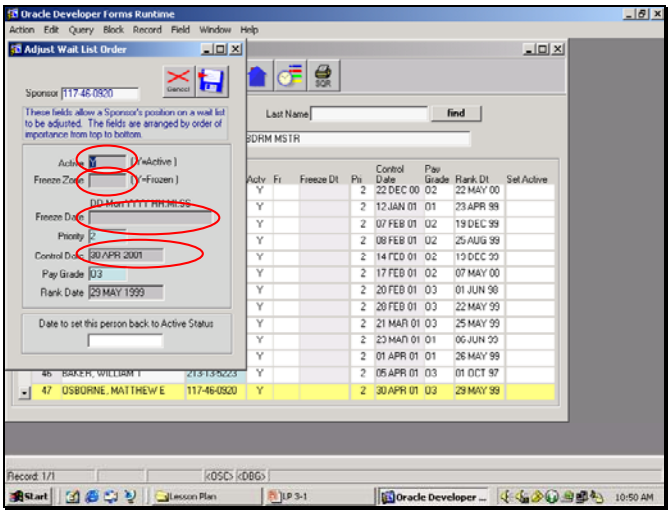
OUTLINE SHEET 3-1-1



a. Enter SSN of sponsor desired
b. Click on Find button

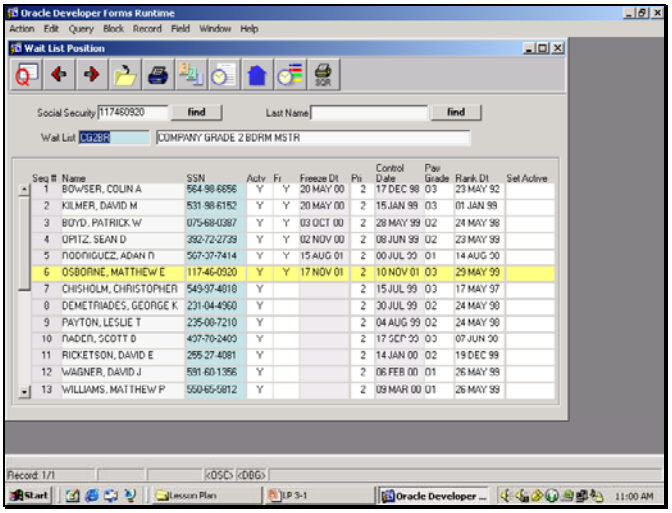
4. Changing Sponsor's Wait List Position

OUTLINE SHEET 3-1-1



a. Select desired sponsor from Wait List Position screen
b. Click on Sequence Number field
c. Change

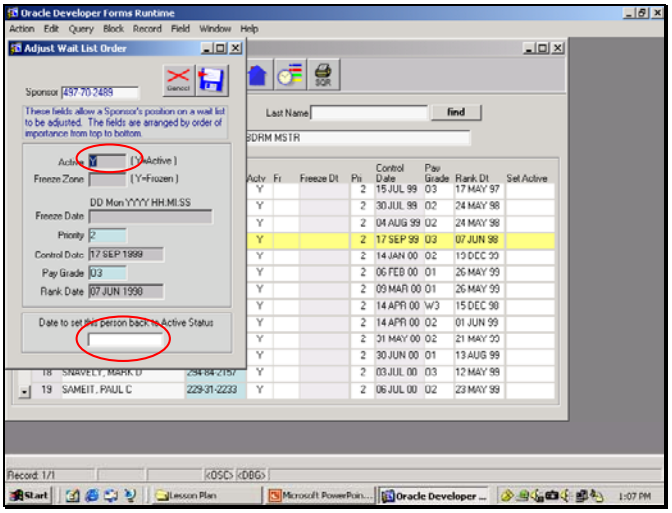
1) Active field
2) Freeze Zone field
3) Freeze Date field
4) Control Date field



d. Click Save button

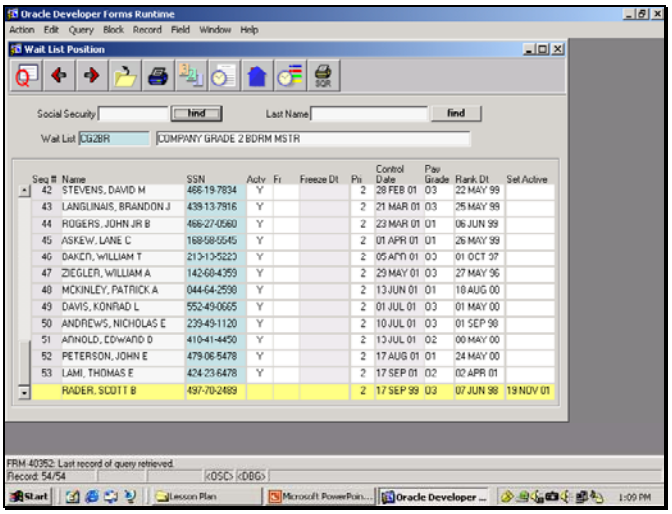
OUTLINE SHEET 3-1-1

5. Set Sponsor Active/Inactive



a. Select desire sponsor from Wait List Position screen
b. Click on Sequence Number field
c. Remove “Y” from Active
d. Input “Back on Active Status” date

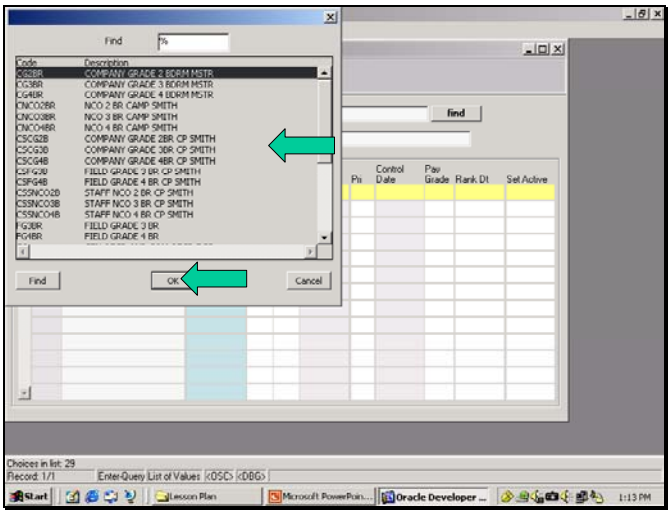
OUTLINE SHEET 3-1-1



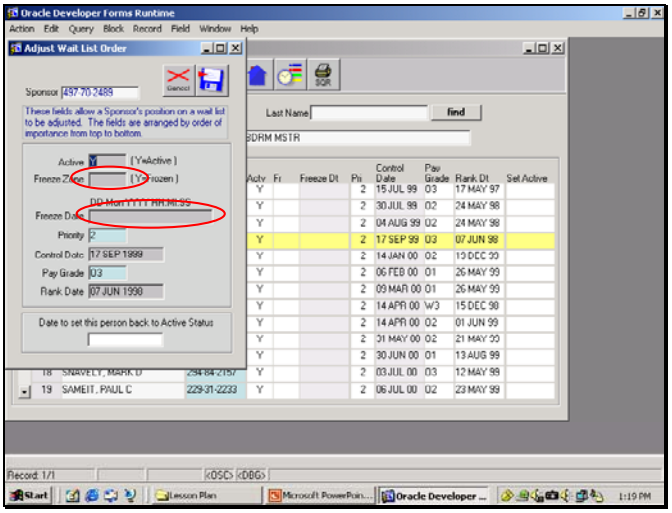
e. Click Save button

6. Managing Wait Lists

OUTLINE SHEET 3-1-1

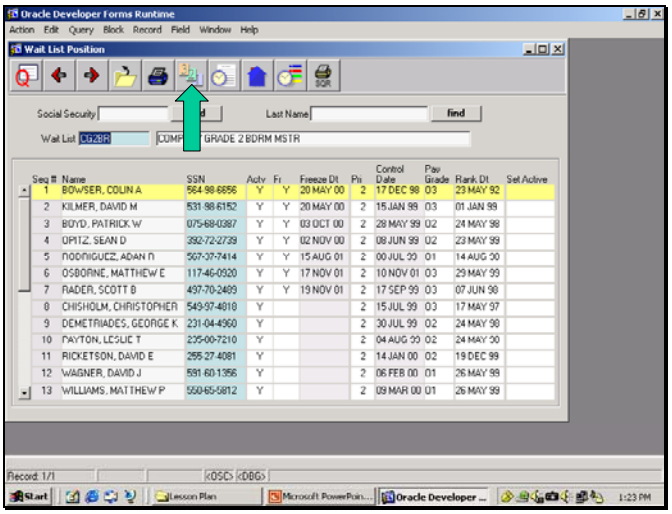


a. Open Wait List Position screen
b. Double click on Wait List field
c. Select desired wait list
d. Click OK

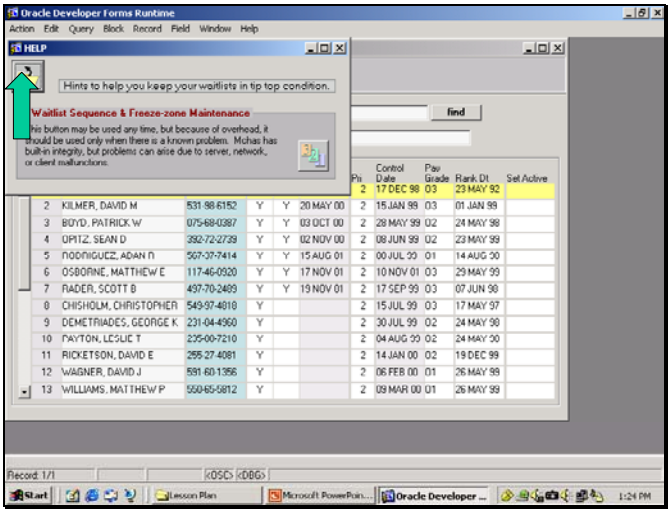


e. Click on Sequence Number field
f. Make any changes to sponsor's Wait List Information that will change their position on Wait List

OUTLINE SHEET 3-1-1

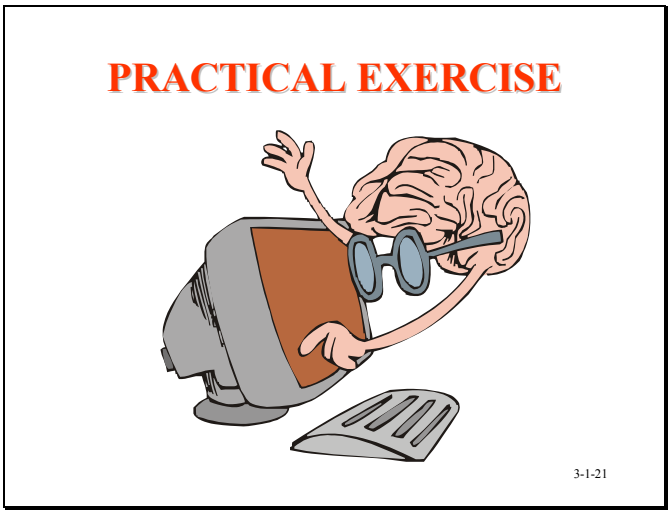


g. Click Save button
h. Click Calculate Wait List button



i. Click on Calculate Wait List button on pop up screen
j. Click OK after completion
k. Click Close button

OUTLINE SHEET 3-1-1



JOB SHEET 3-1-2

MANAGE WAIT LISTS EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in managing the MCHAS Wait Lists.

B. References

1. Trainee Guide Outline Sheet 3-1-1
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. View the various Wait Lists

   a. Open Wait List Position Screen
   b. Select the various Wait List to view

2. Find yourself on a Wait List

   a. Open desired wait list
   b. Enter your SSN and find
   c. What is your position on the Wait List? _____

3. Change a sponsor's position on the Wait List

   a. Select desire sponsor from Wait list
   b. Open Adjust Wait list Order screen and make desired changes
   c. What position is sponsor moved to on the wait list? _____

4. Change a sponsor form active to inactive.

   a. Select desired sponsor from a Wait List
   b. Open Adjust Wait list Order screen and change Active status
   c. What position has sponsor move to? _____

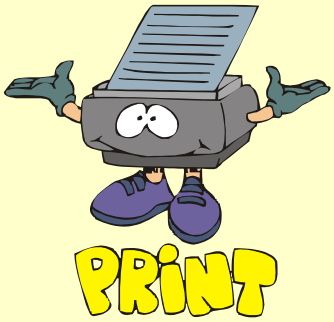
JOB SHEET 3-1-2

5. Resequence Wait List

   a. Select a Wait List that you have been working in
   b. Recalculate Wait List

OUTLINE SHEET 3-2-1

Topic 3.2
Printing Wait Lists



3-2-1

1. Topic Enabling Objectives

Topic Objectives

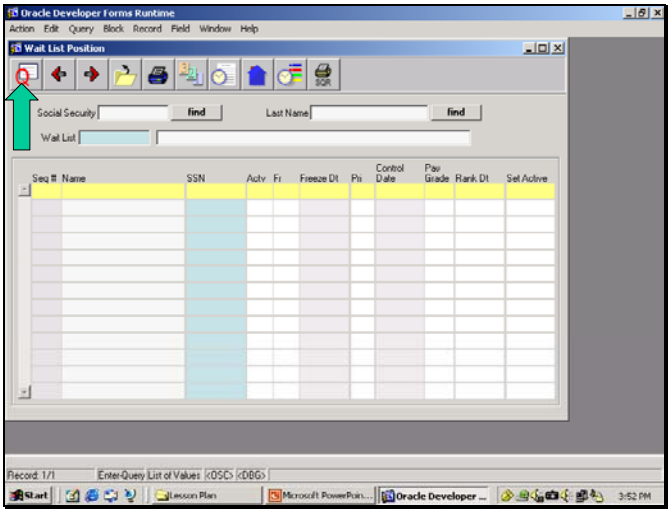
3.3 **DESCRIBE** the procedures to print various Wait Lists

3.4 **PRINT** various Wait List

3-2-2

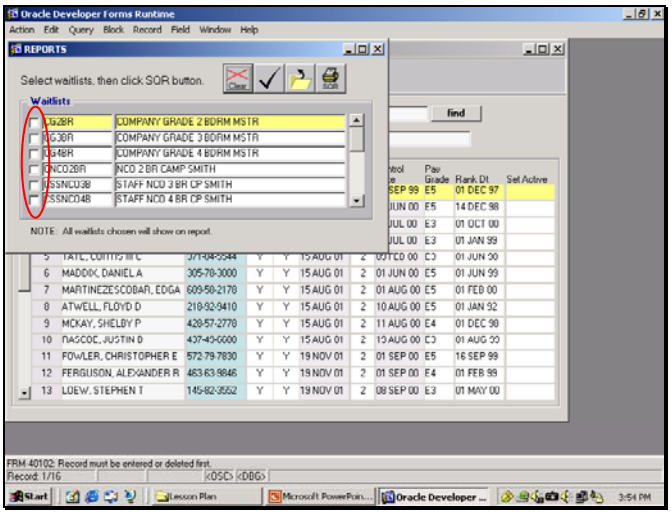
OUTLINE SHEET 3-2-1

2. Printing Some Wait List

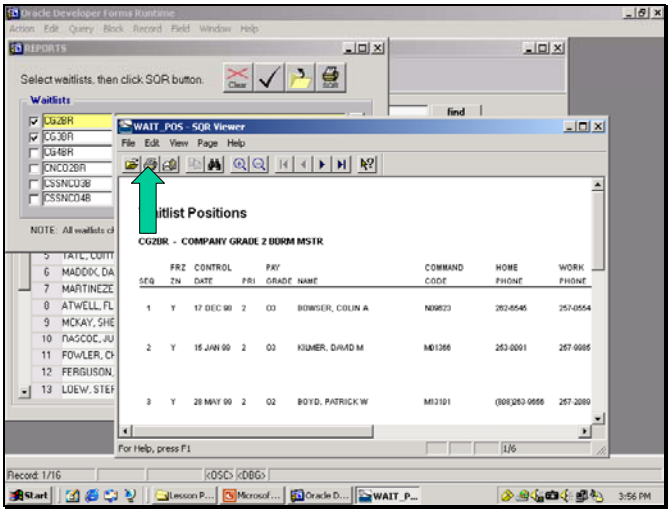


a. Select Wait List from Main Menu
b. Click Query button

OUTLINE SHEET 3-2-1

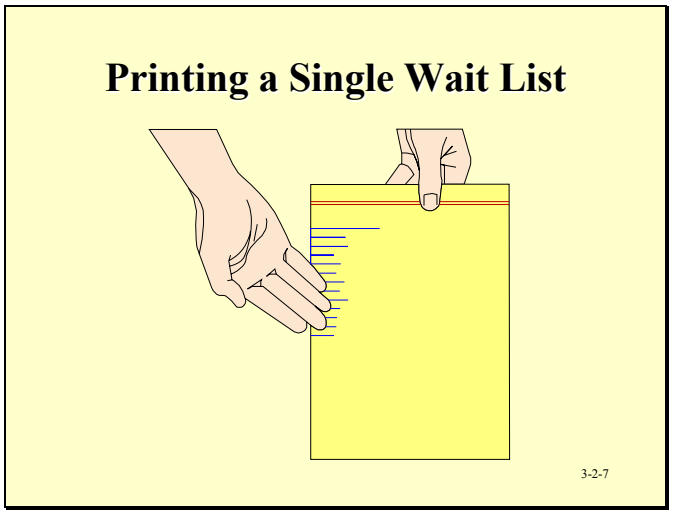


c. Click on Wait List Report button
d. Click in checkbox next to Wait List(s) desired

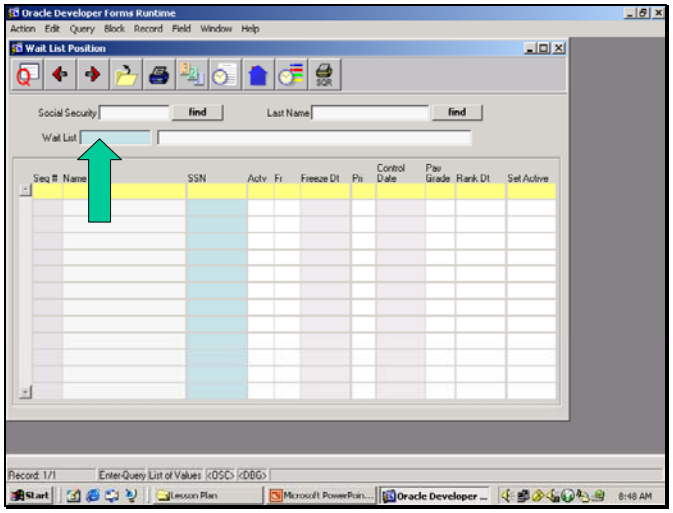


e. Click on Print SQR Report button
f. Click on Print button

OUTLINE SHEET 3-2-1

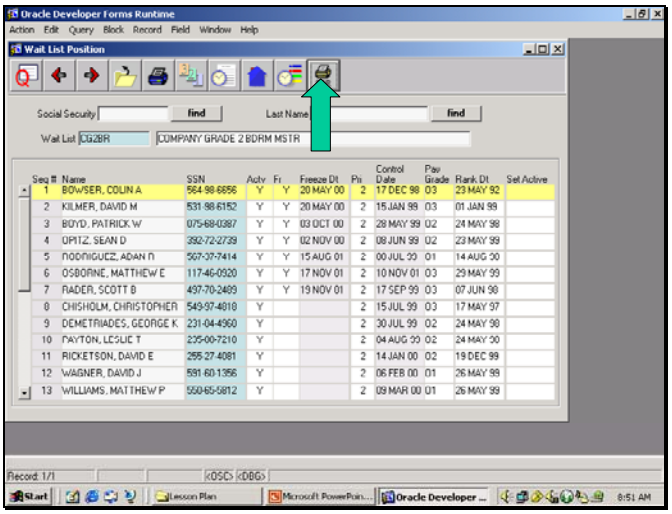


3. Printing a Single Wait List

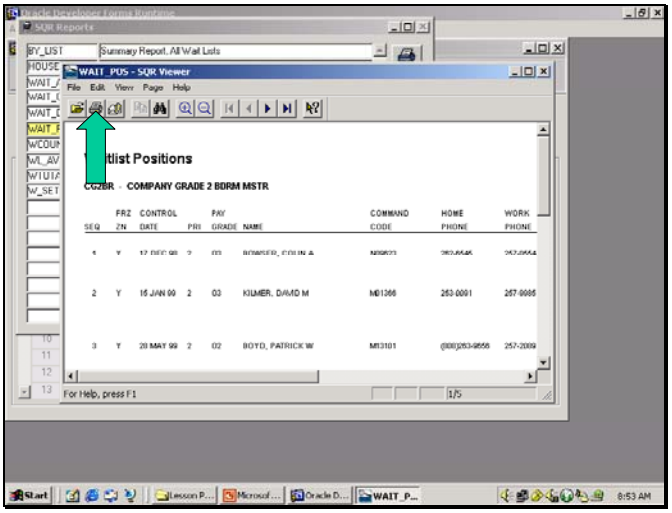


a. Select Wait list from Main Menu
b. Double click on Wait Lists field

OUTLINE SHEET 3-2-1

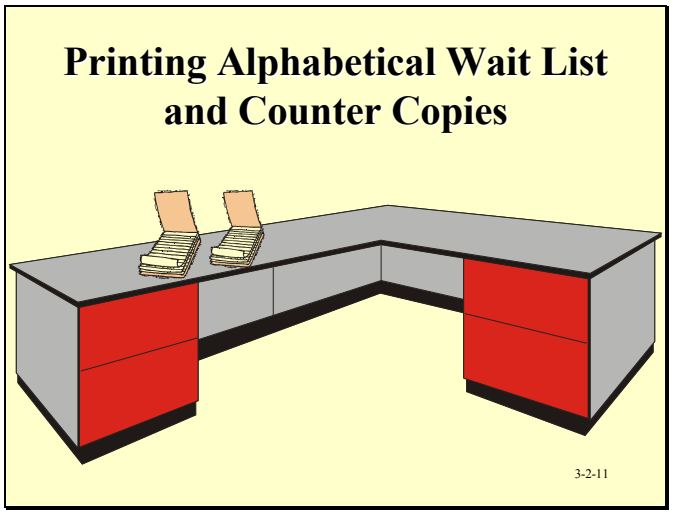


c. Select desired wait list
d. Click OK
e. Click Print SQR report button



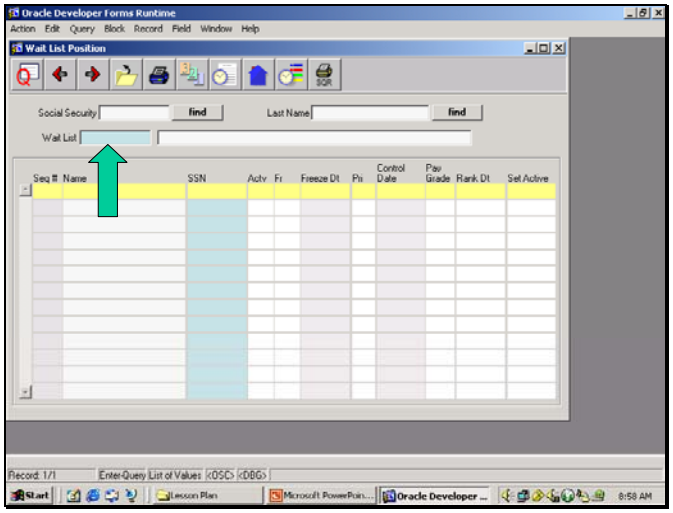
f. Select Wait_POS
g. Click Print SQR Report button
h. Click Print button

OUTLINE SHEET 3-2-1



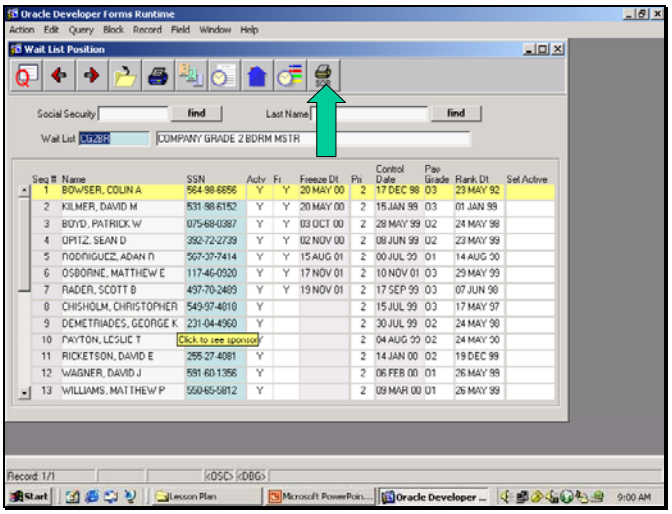
4. Printing Alphabetical Wait List and Counter Copies

   a. Alphabetical Wait List

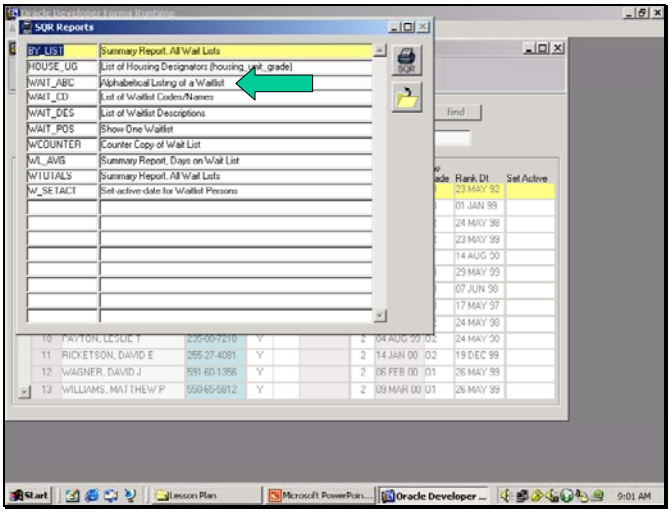


1) Select Wait List from main Menu
2) Double click on Wait list field

OUTLINE SHEET 3-2-1

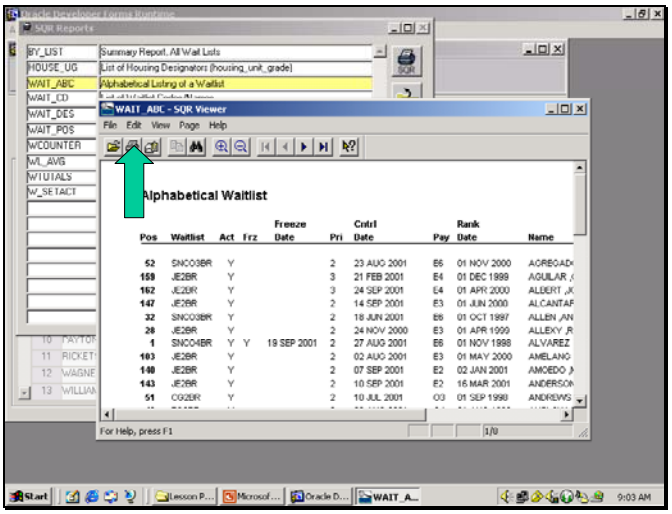


3) Select desired wait list
4) Click OK
5) Click Print SQR Report button

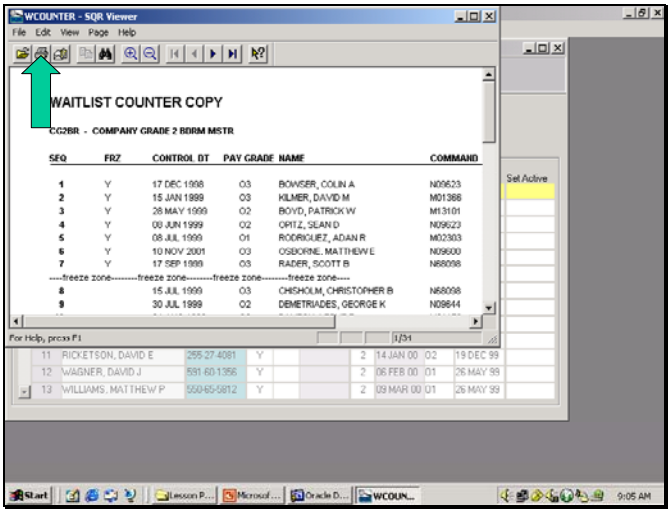


6) Select Wait_ABC

OUTLINE SHEET 3-2-1



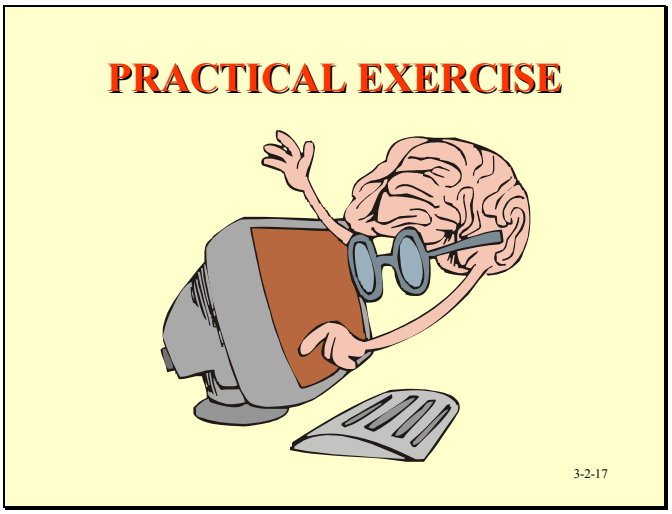
7) Click on Print SQR Report button
8) Click Print button



b. Counter Copies

1) Select WCOUNTER from SQR Reports screen
2) Click Print SQR Report button
3) Click Print button

OUTLINE SHEET 3-2-1



JOB SHEET 3-2-2

PRINTING WAIT LIST EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in printing the various wait lists on the MCHAS database.

B. References

1. Trainee Guide Outline Sheet 3-2-2
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. Using the MCHAS Wait List database you will perform the procedures to print multiple wait lists.

   NOTE: for these exercise's you will not actually print the wait list.

   a. Open Wait List Position screen
   b. Select Query
   c. Open Reports screen
   d. Select any 2 desired wait list you wish to print
   e. Select Print SQR Report button
   f. View Wait Lists

   How many personnel are on each wait list? _____

2. Using the MCHAS Wait List database you will perform the procedures to print a single wait list.

   a. Open Wait List Position screen
   b. Select desired wait list
   c. Select Print SQR to view wait list

JOB SHEET 3-2-2

3. Using the MCHAS Wait List database you will perform the procedures to print a Alphabetical Wait List

   a. Open Wait List Position screen
   b. Select desired Wait List
   c. Open SQR Reports screen
   d. Select Alphabetical list
   e. Select SQR button
   f. View Wait List

   How many last names start with “B” on this wait list? _____

   Repeat procedures to print a counter copy.

   Who’s name appears in position 15 on your wait list? _____

OUTLINE SHEET 4-1-1

UNIT 4

REFERRALS MODULE

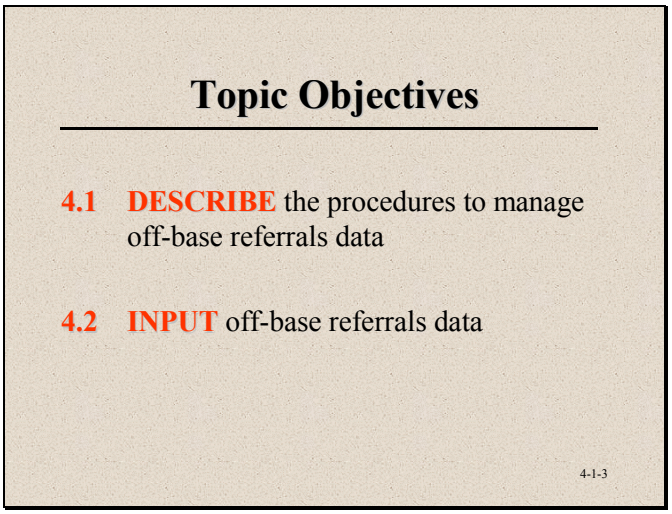
4-1-1

Topic 4.1

Managing Off-Base Referrals

4-1-2

OUTLINE SHEET 4-1-1

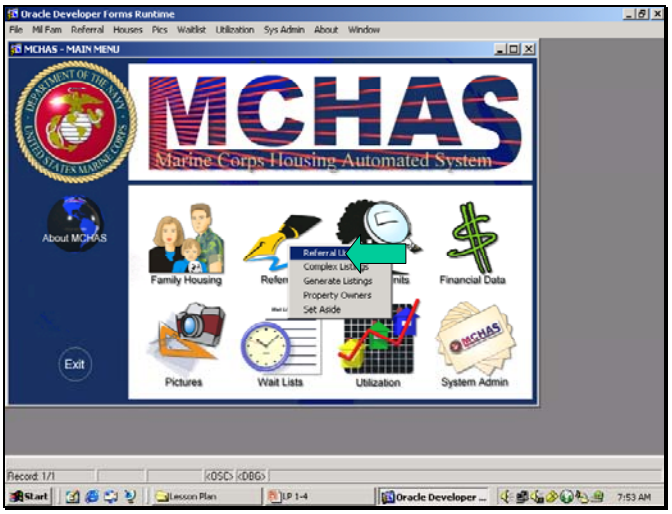


1. Topic Enabling Objectives

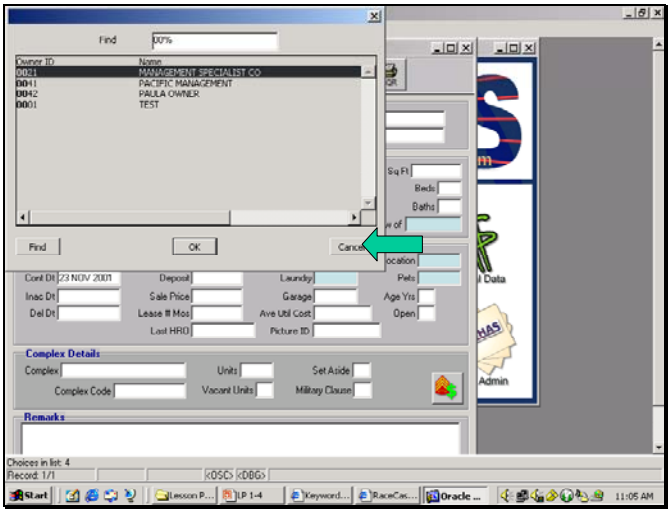
2. Adding Off-Base Referral Housing Information

   a. Entering Referral Property Owner Information

OUTLINE SHEET 4-1-1

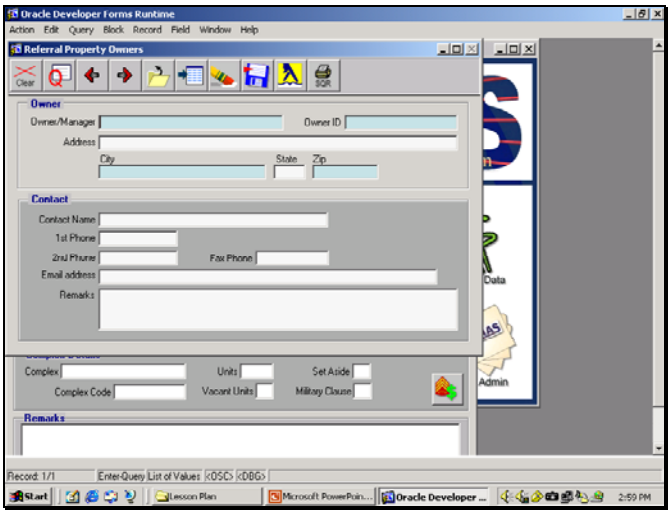


1) Open Referral Module
2) Select Referral Units

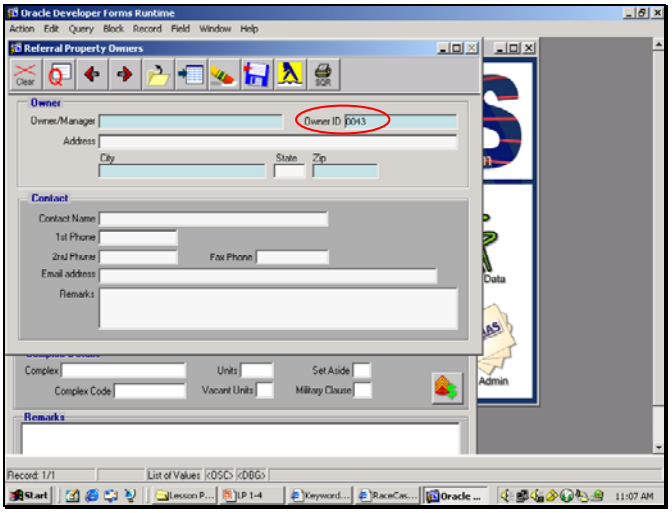


3) Double click on Owner ID field and review

OUTLINE SHEET 4-1-1

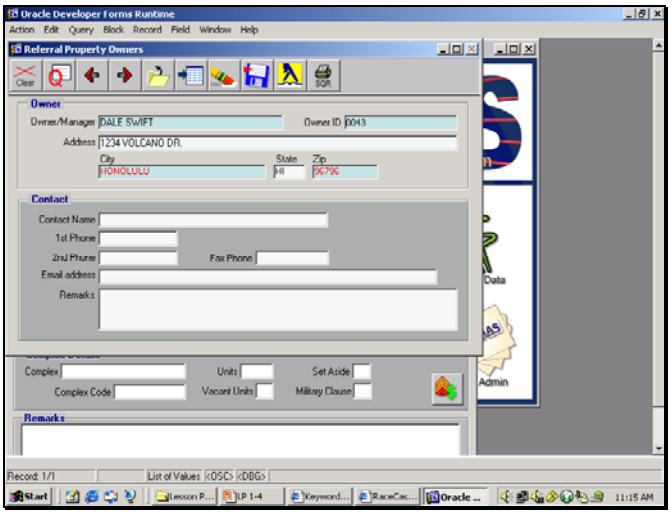


4) Click New Record button
5) Click on Insert Owner Record Button

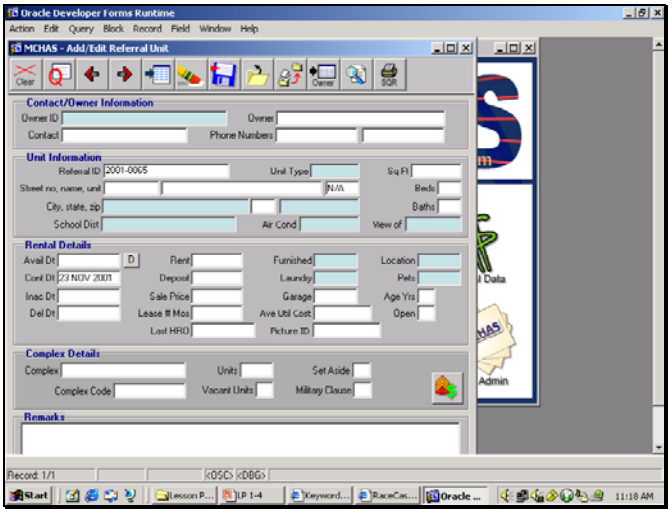


6) Click Insert New Record button

OUTLINE SHEET 4-1-1



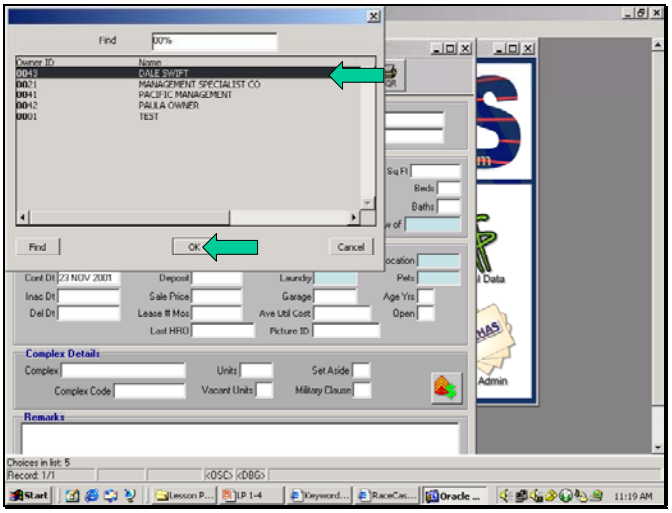
7) Enter Owner name and address information



8) Enter Contact Information
9) Click Save button
10) Click Close button

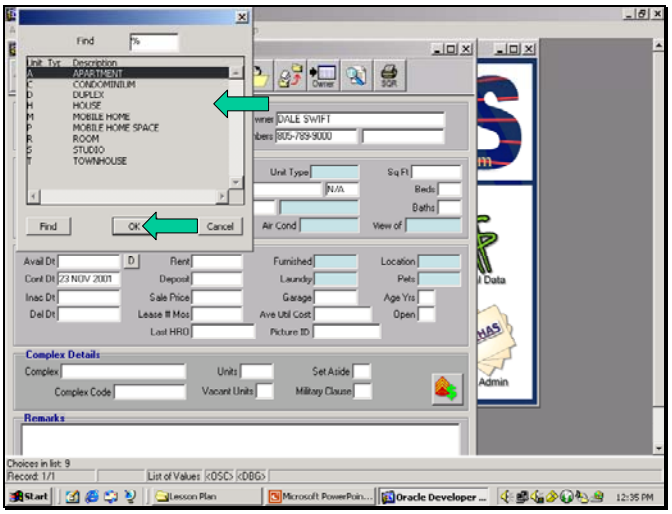
OUTLINE SHEET 4-1-1

b. Enter New Referral Listings

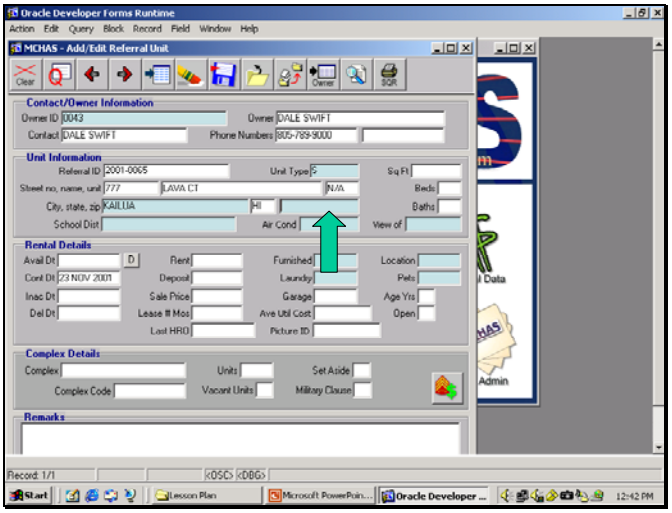


1) Double Click Owner ID field
2) Select Owner
3) Click OK

OUTLINE SHEET 4-1-1

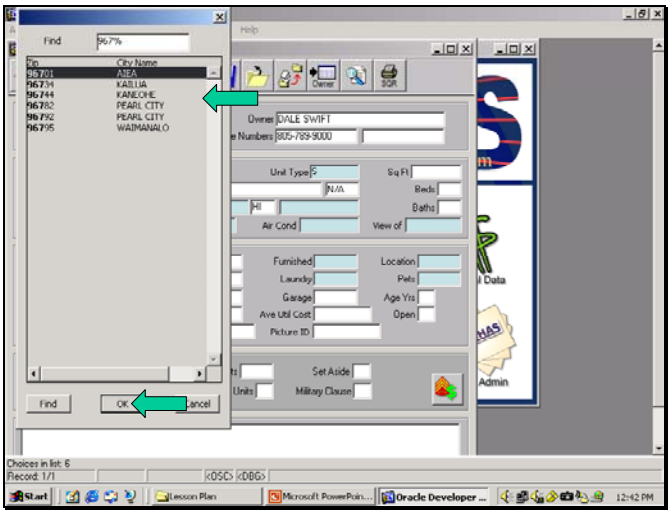


4) Double Click Unit Type field
5) Select type
6) Click OK

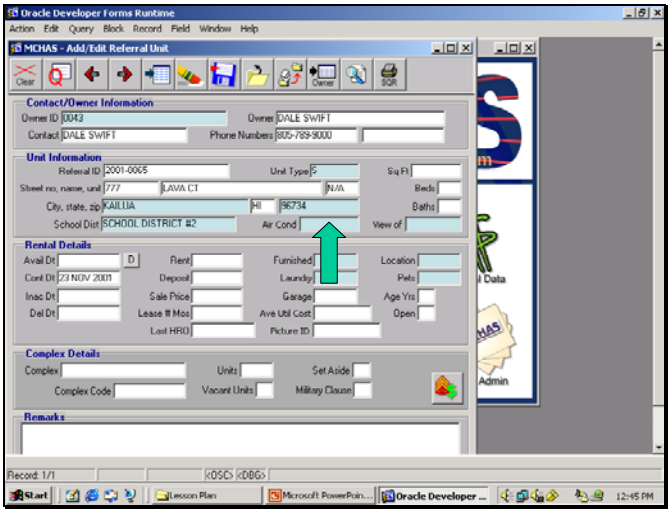


7) Double Click City/State/Zip field
8) Select City
9) Click OK
10) Enter State Abbreviation
11) Double Click Zip Code field

OUTLINE SHEET 4-1-1

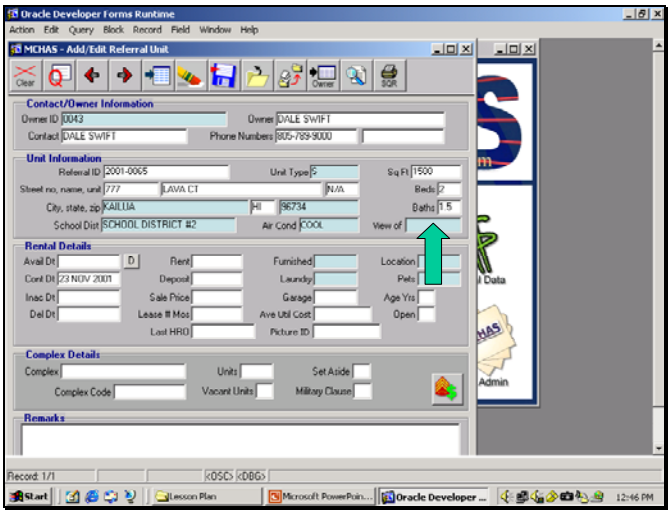


12) Select correct Zip Code
13) Click OK

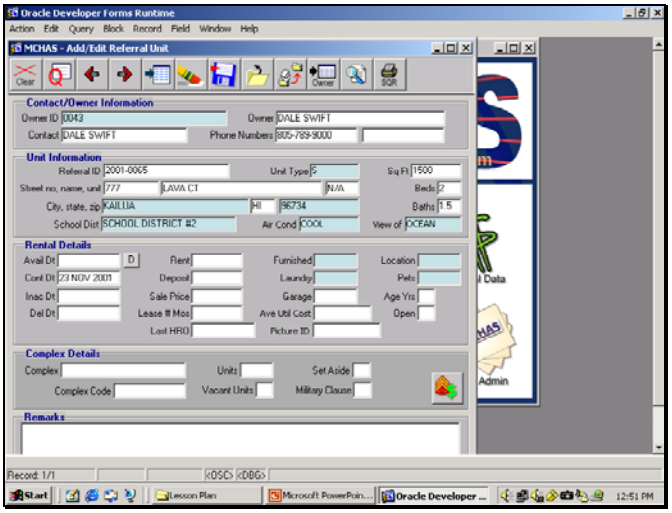


14) Double Click School District field
15) Select desired School District
16) Click OK
17) Double Click Air Conditioning field

OUTLINE SHEET 4-1-1

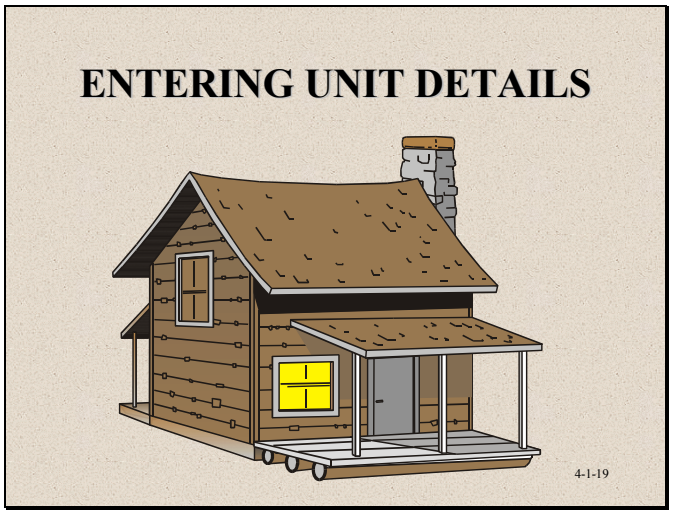


18) Select appropriate system
19) Click OK
20) TAB through fields to insert data
21) Double Click View field

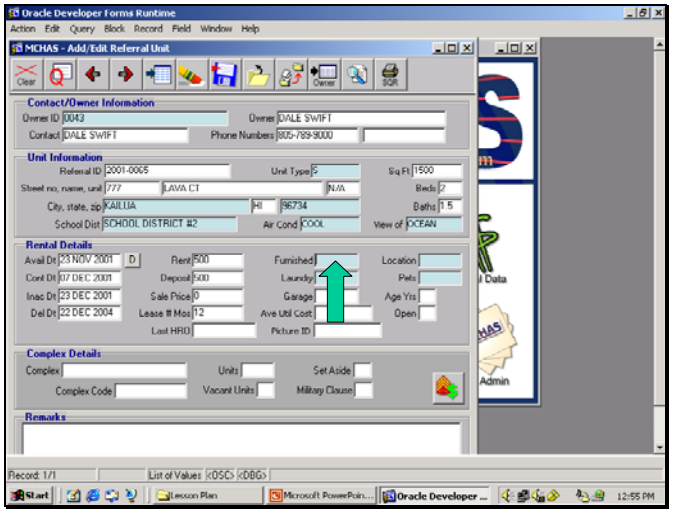


22) Select appropriate view or key in
23) Click OK

OUTLINE SHEET 4-1-1



c. Entering Unit Details

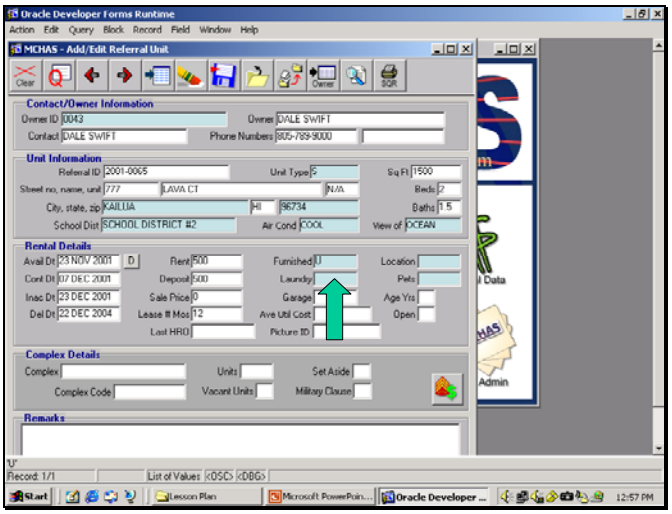


1) Enter Available Date
2) Click “D” button to calculate dates
3) Enter rental details

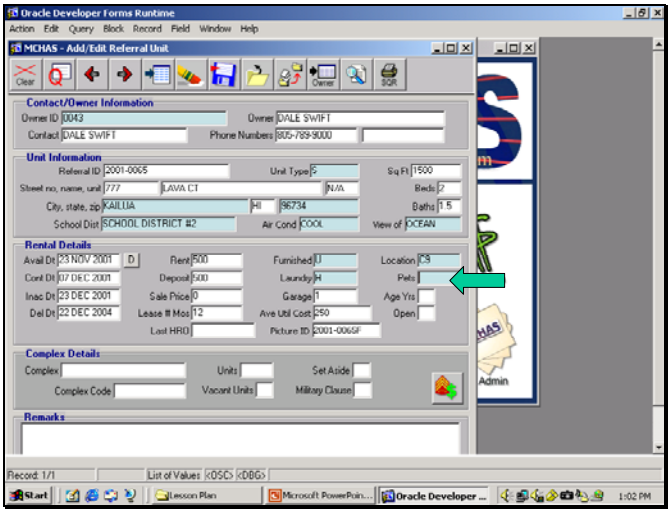
   a) Rent
   b) Deposit
   c) Sale Price
   d) Number of Months Lease
   e) Last Housing Referral Office

4) Double click Furniture field

OUTLINE SHEET 4-1-1

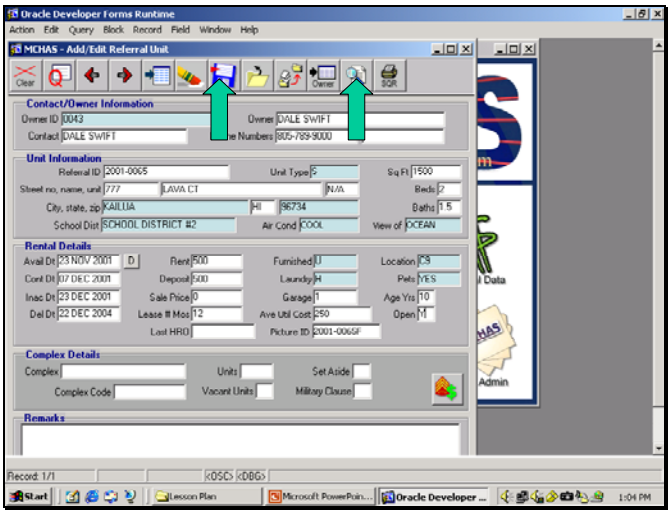


5) Select furniture description
6) Click OK
7) Double click on Laundry field

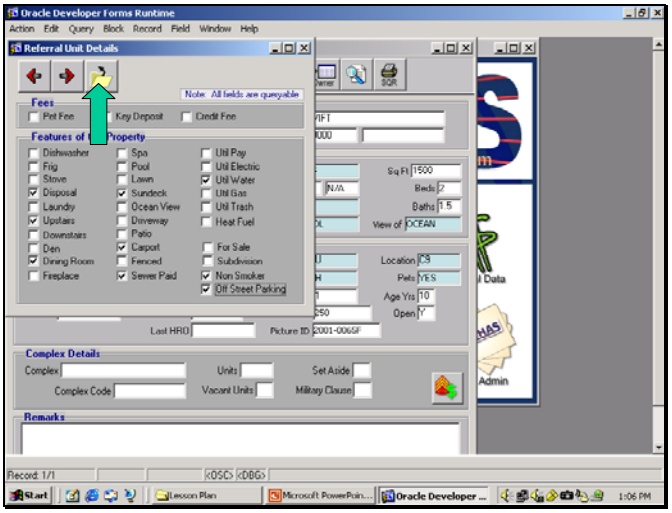


8) Select laundry description
9) Click Ok
10) Enter Garage size, Average utility cost and Picture ID number
11) Key in Map Location
12) Double click on Pets field

OUTLINE SHEET 4-1-1

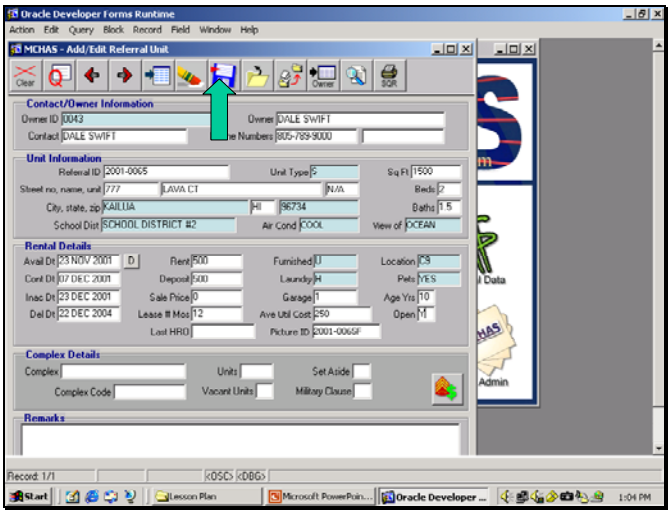


13) Select Pet description
14) Click OK
15) Key in unit age and if unit is available
16) Click on Save button
17) Click on Unit Details button



18) Select all details that apply
19) Click Close button

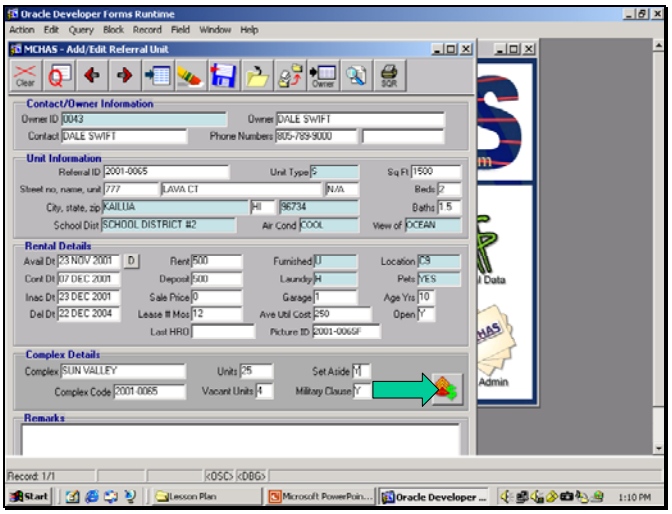
OUTLINE SHEET 4-1-1



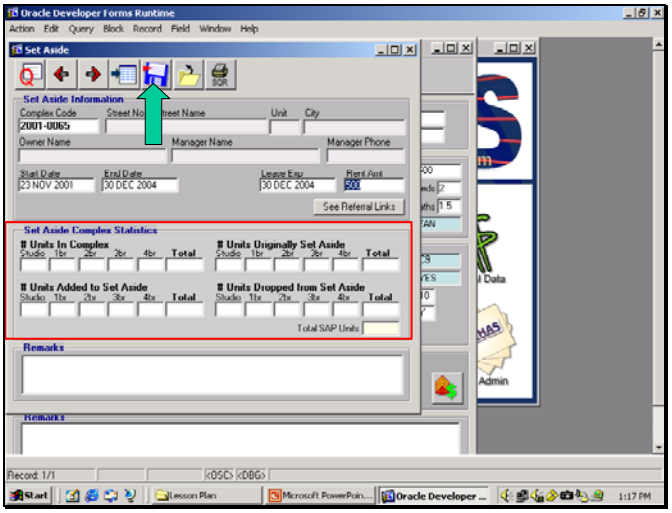
20) Click Save button

d. Adding Set Aside Details

OUTLINE SHEET 4-1-1

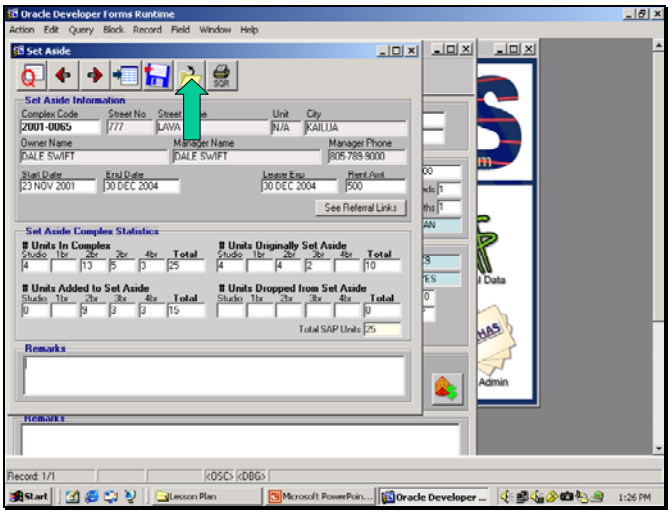


1) Complete Complex Details section
2) Click Set Aside button

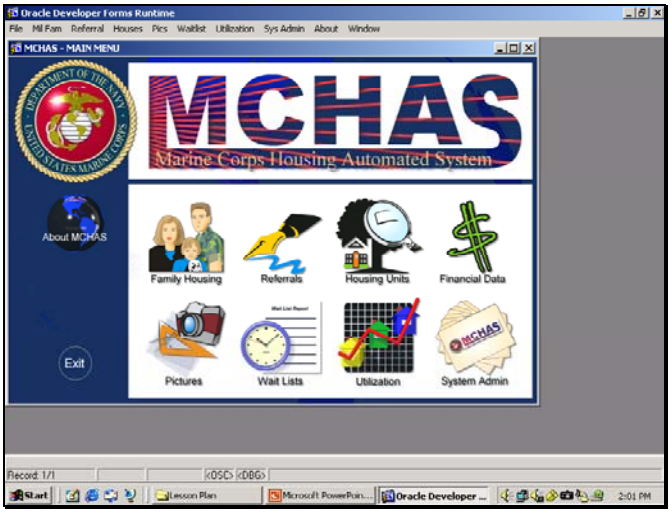


3) Key in Complex Code
4) Key in dates, rent amount
5) Click Save button
6) Complete the Set Aside Complex Statistics

OUTLINE SHEET 4-1-1



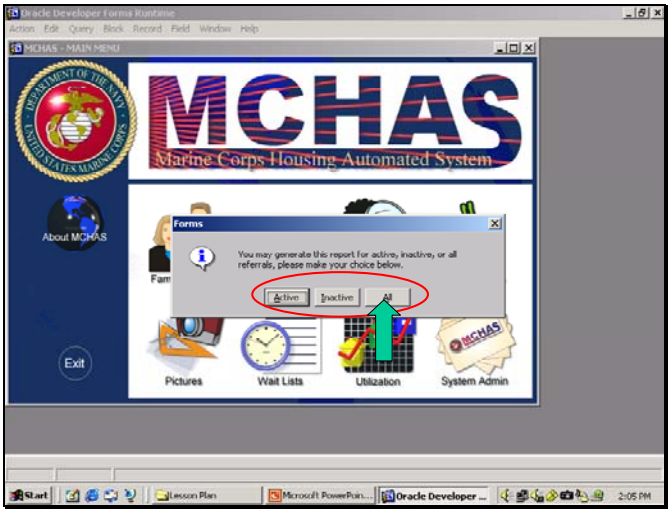
7) Click Close button



8) Click Close button

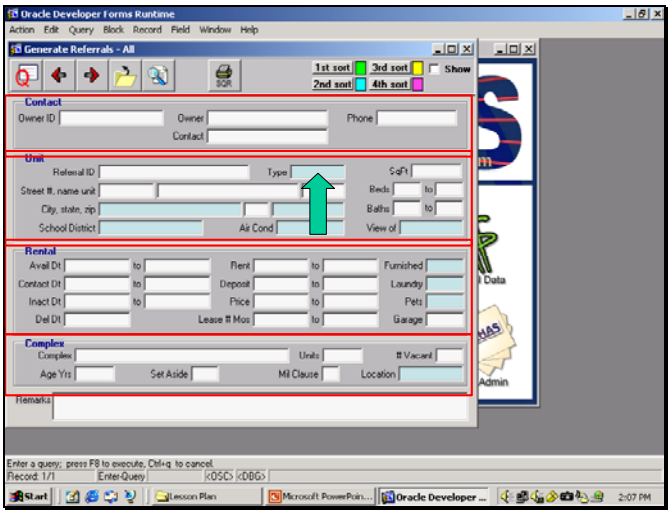
OUTLINE SHEET 4-1-1

e. Generating a Referral List Report

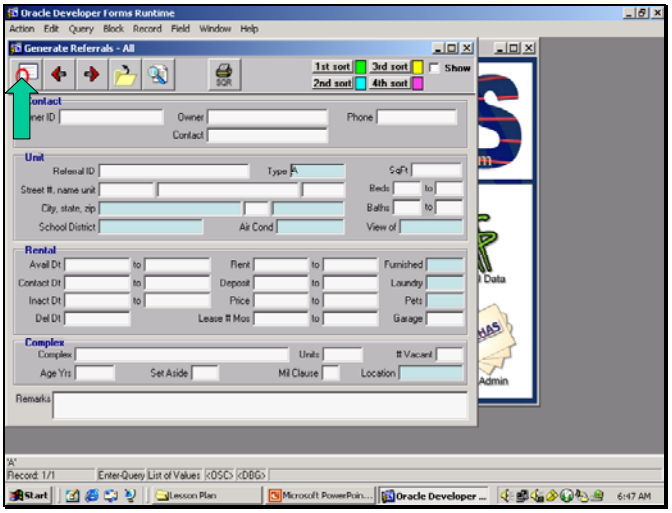


1) Open Referral Module
2) Select Generate Listings

OUTLINE SHEET 4-1-1

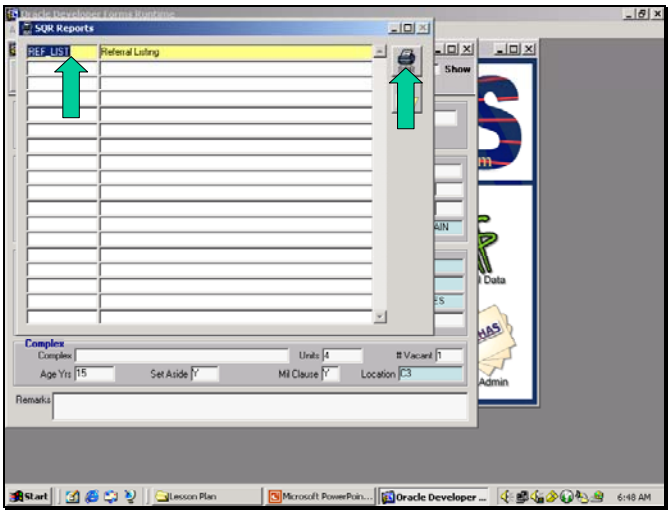


3) Enter data for listing
4) Enter ranges where applicable
5) Click Query button

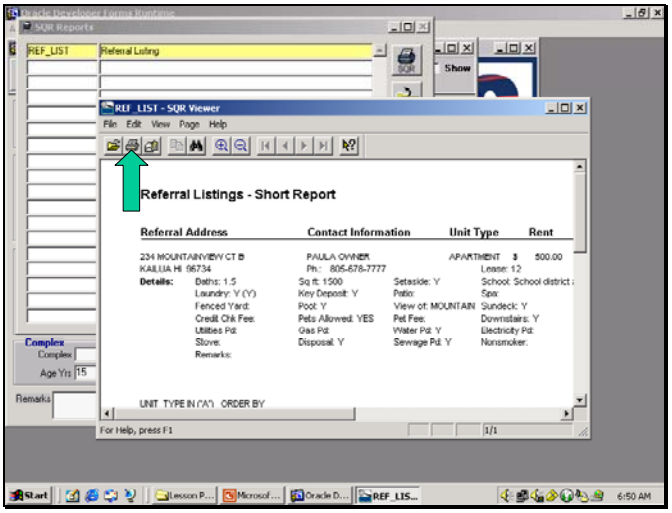


6) Select Unit Type
7) Click OK
8) Click Query button

OUTLINE SHEET 4-1-1

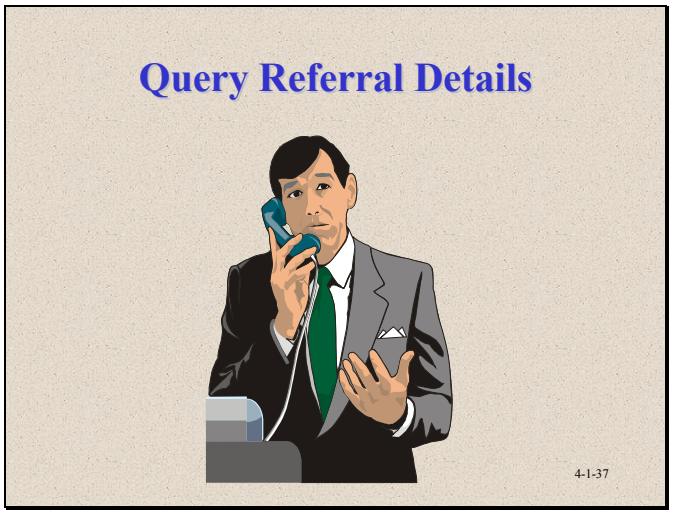


9) Click Print SQR Report button
10) Select desired report
11) Click Print SQR Report button

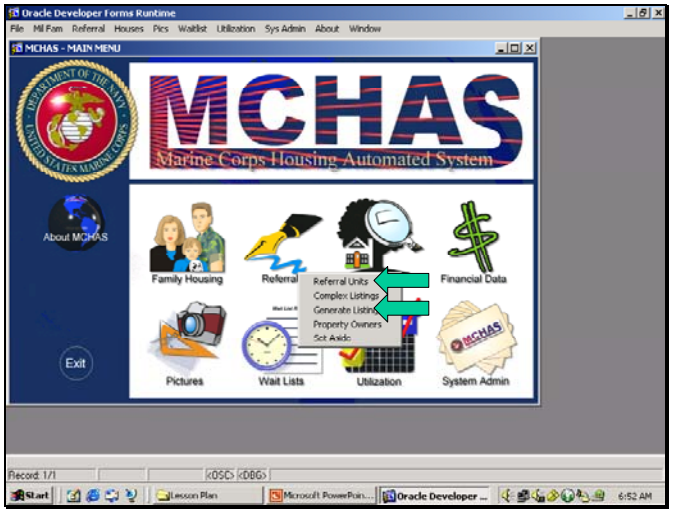


12) Click OK
13) Click Print button

OUTLINE SHEET 4-1-1

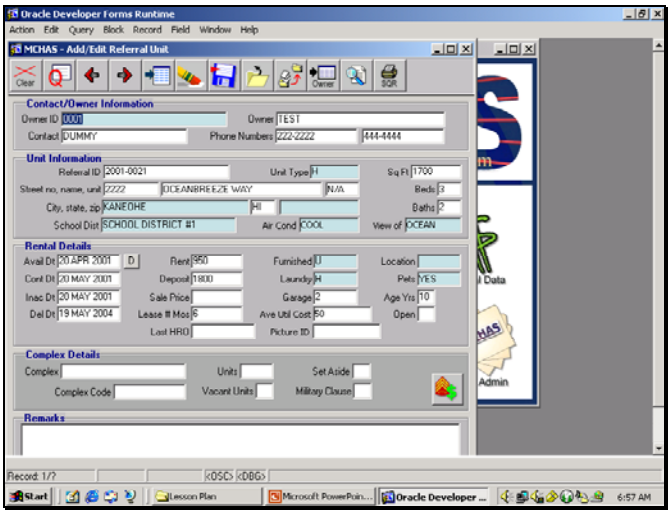


f. Query Referral Details

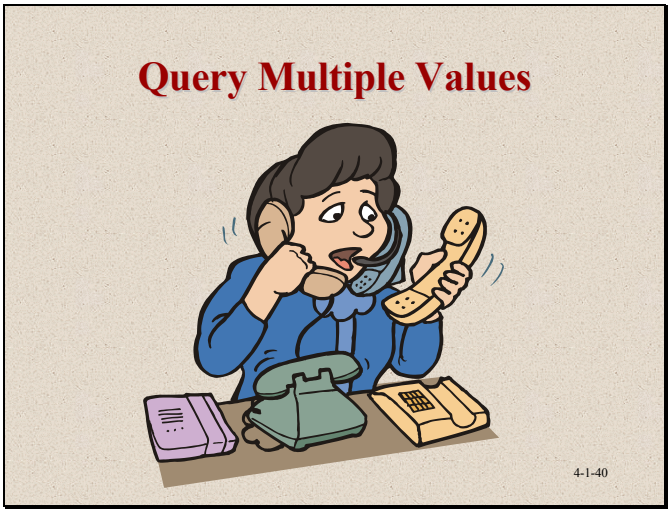


1) Open Referrals module
2) Select Referral Units or Generate Listings

OUTLINE SHEET 4-1-1

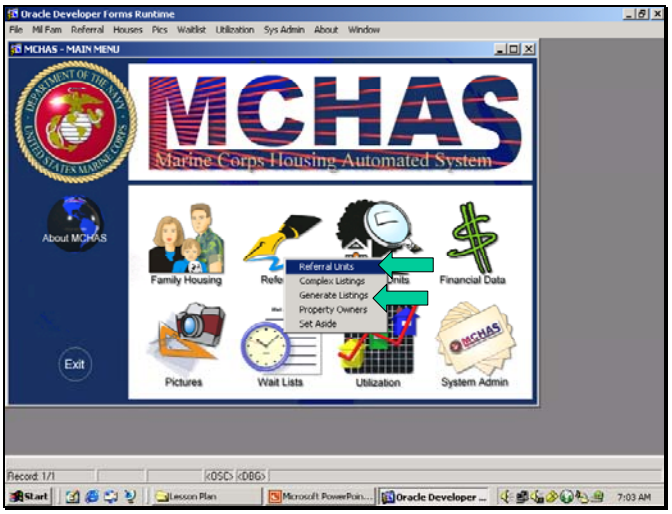


3) Click on Referral Details button
4) Select desired details
5) Click Query button on main screen

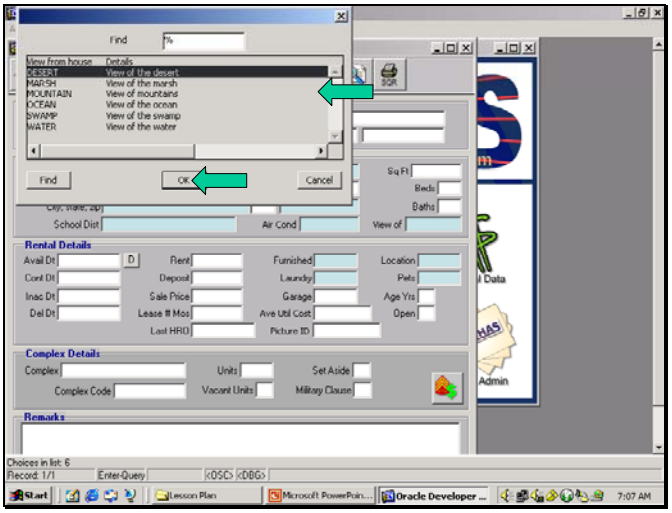


g. Query Multiple Values

OUTLINE SHEET 4-1-1

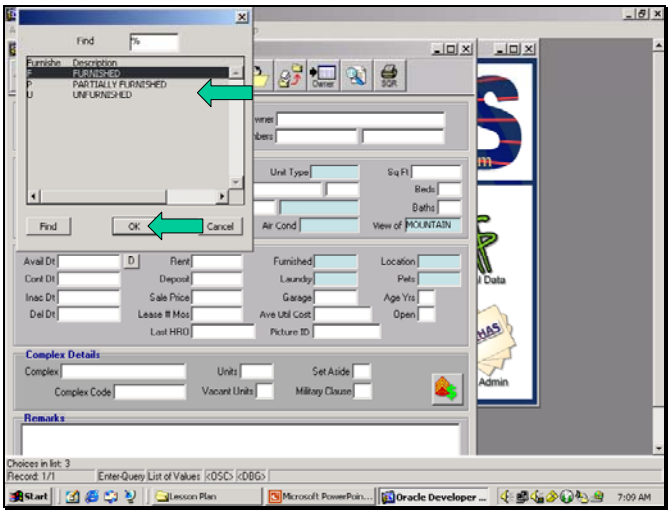


1) Open Referral module
2) Select Referral Units or Generate Listings

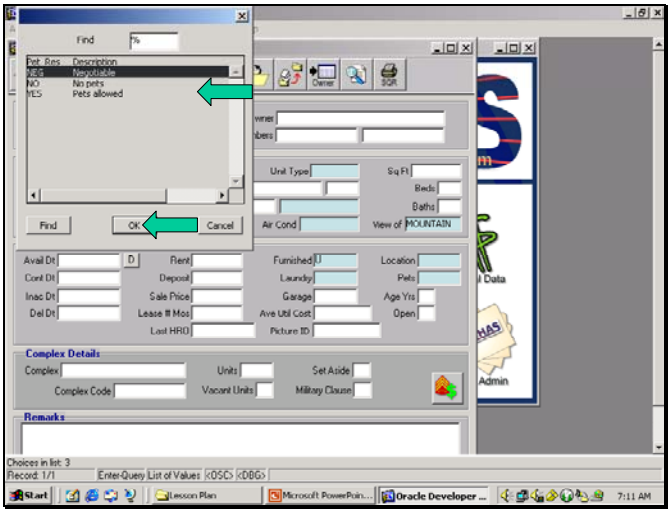


3) Double click on a desired Queryable field
4) Select desired detail
5) Click OK

OUTLINE SHEET 4-1-1

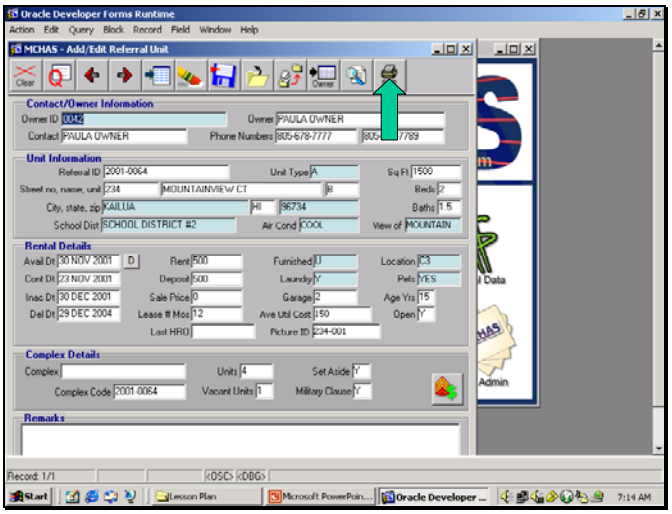


6) Double click in another Queryable field
7) Select desired detail
8) Click OK

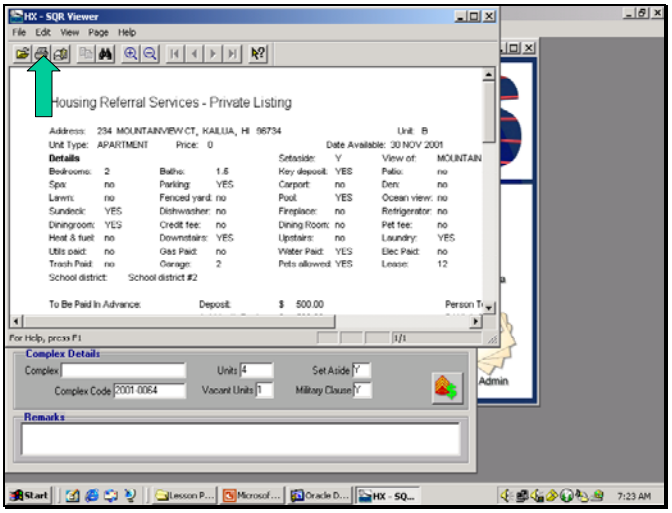


9) Select another Queryable field
10) Select desired detail
11) Click OK

OUTLINE SHEET 4-1-1



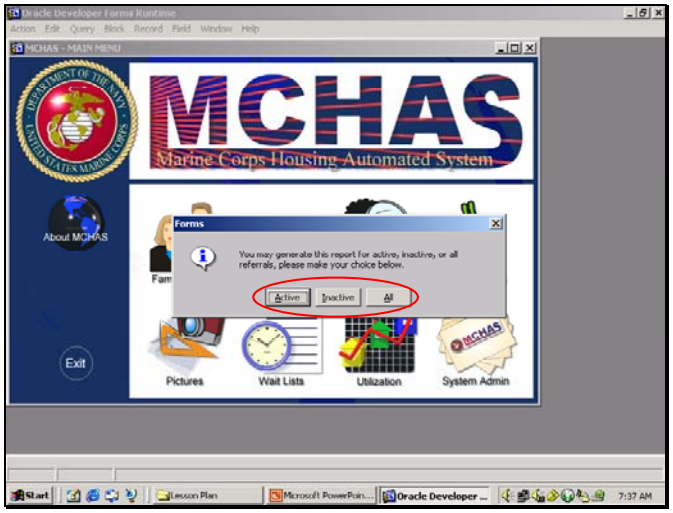
12) Click Query button
13) Click on Print SQR Reports button



14) Select desired report
15) Click Print SQR Report button
16) Click OK
17) Click Print button

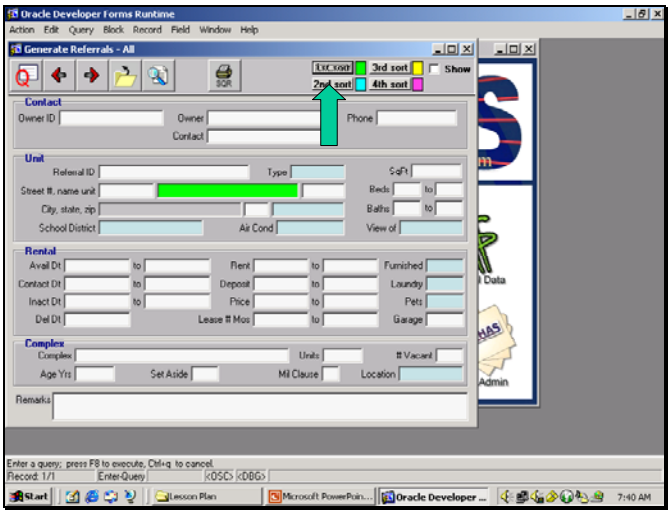
OUTLINE SHEET 4-1-1

h. Using Sort Criteria

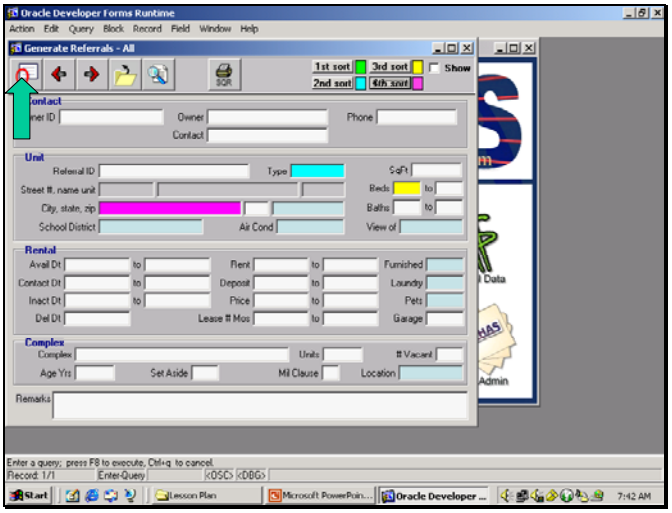


1) Open Referrals module
2) Select Generate Listings
3) Select desired report

OUTLINE SHEET 4-1-1

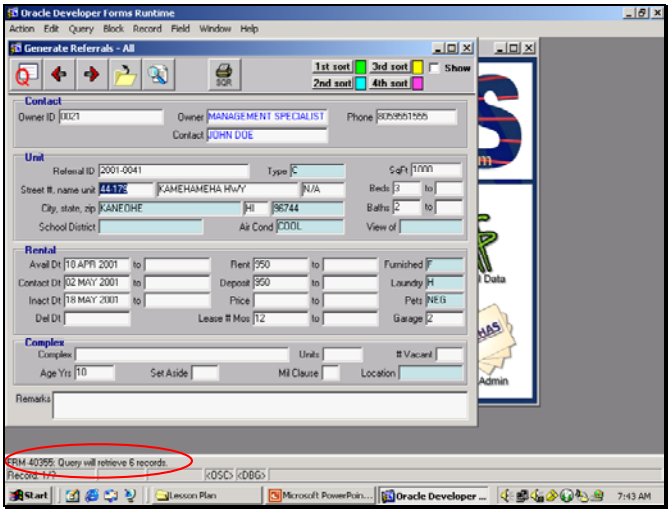


4) Click 1st Sort button
5) Select desired sort valve
6) Click OK
7) Click on 2nd Sort button



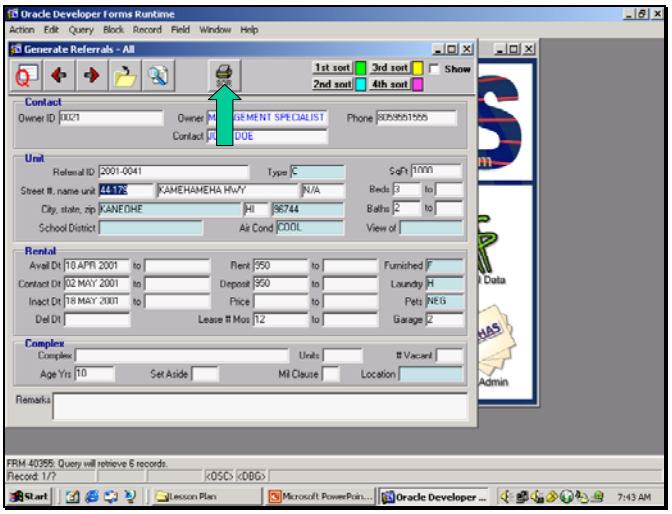
8) Click Query button

OUTLINE SHEET 4-1-1

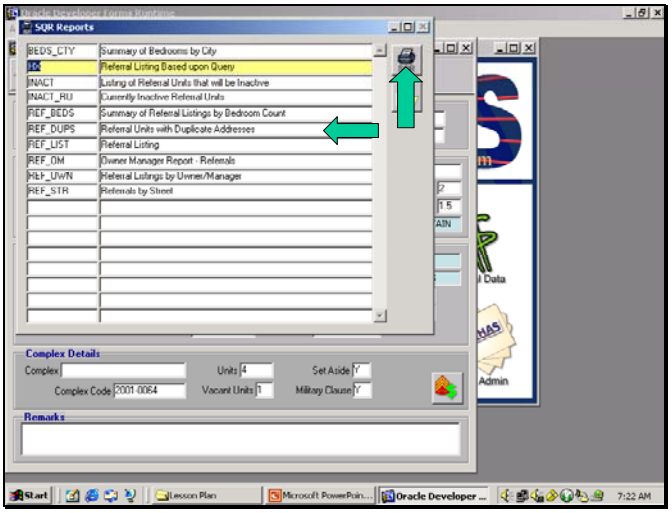


i. Printing Referral Listings Reports

OUTLINE SHEET 4-1-1

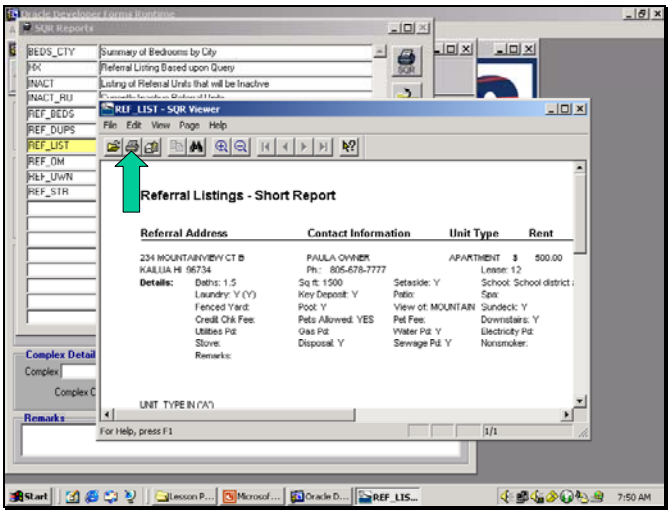


1) Click on Print SQR Report button

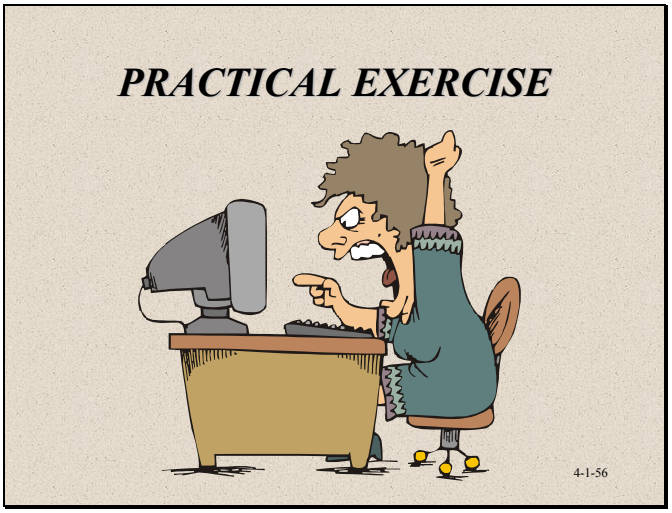


2) Select desired report
3) Click Print SQR Report button

OUTLINE SHEET 4-1-1



4) Click OK
5) Click Print button



JOB SHEET 4-1-2

MANAGING OFF-BASE REFERRAL'S EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in managing off-base referral's using the MCHAS program.

B. References

1. Trainee Guide Outline Sheet 4-1-1
2. MCHAS Operating system

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. You receive a phone call from the owner of the Hill Top apartments stating that they have 3 apartments available for rent that they would like to set aside for use by military personnel and that they would like you to try to fill them. Owner states that this is the first time that they have requested your housing office for assistance. Owner is willing to include a military clause in the rental contracts. Unit Information is in section "E".

2. After inputting data, perform the steps required to generate a Referral List report.

3. Perform a Referral Detail's Query

4. Perform a Multiple Values Query

5. Perform a sort using criteria

6. Perform steps for printing Referral Listing reports

JOB SHEET 4-1-2

E. Information

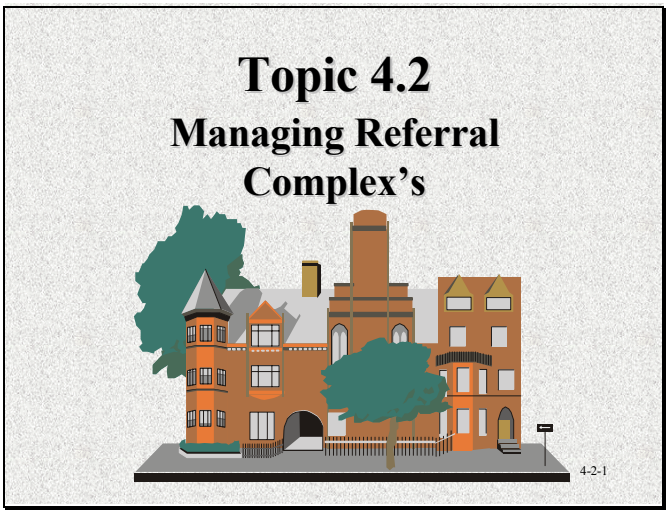
For this exercise you will make up an owners name
Owner's address: 345 E. Anywhere St., Plank, CA 93333
Phone Number's: 805-567-8900, FAX 805-567-9000
Property Location: 555 SE Thatway Rd., Plank, CA 93333 (Map Grid R6)
School Dist: Roundtrip Union School District
Avg. Utility Cost for area: $250/mo
All units have a view of the park
Pets are allowed with a one-time fee of $20.00

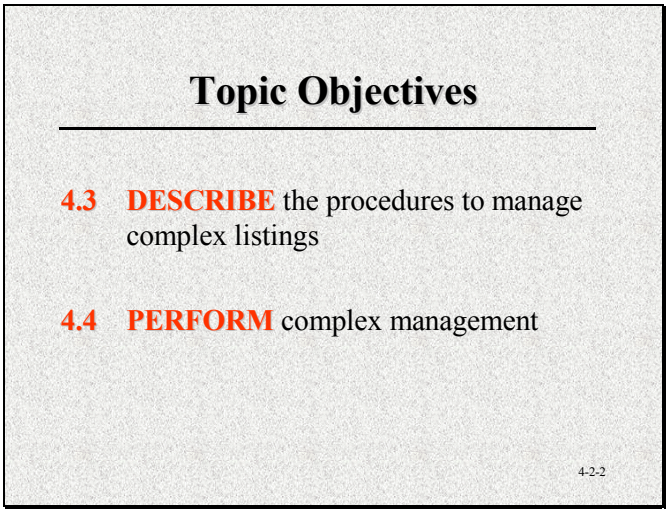
Unit A: 2 Bed/1Bath, Heating/Air Con, unfurnished, garbage disposal, upstairs unit, coined operated laundry, unit has Carport with extra on street parking, unit is 8 years old, unit will be available on: (5 days from current date), $550.00/mo rent with $400.00 deposit, a minimum lease of 6 months is required by renter, water/sewer is paid by owner.

UNIT E: 3 Bed/2 Bath, Heating/Air Con, unfurnished, garbage disposal, downstairs unit, coined operated laundry, unit has Carport with extra on street parking, unit is 8 years old, unit will be available on: (8 days from current date), $750.00/mo rent with $500.00 deposit, a minimum lease of 6 months is required by renter, water/sewer is paid by owner.

UNIT B: 2 Bed/2 Bath, Heating/Air Con, unfurnished, garbage disposal, upstairs unit, coined operated laundry, unit has Carport with extra on street parking, unit is 8 years old, unit will be available on: (5 days from current date), $600.00/mo rent with $450.00 deposit, a minimum lease of 6 months is required by renter, water/sewer is paid by owner.

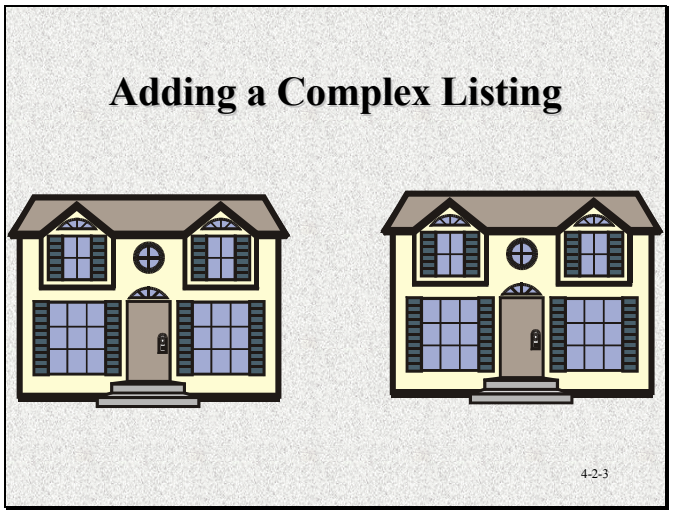
OUTLINE SHEET 4-2-1



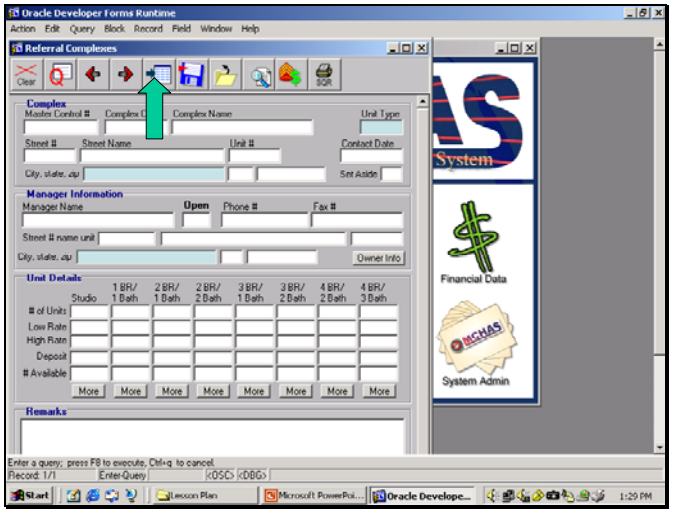


1. Topic Enabling Objectives

OUTLINE SHEET 4-2-1

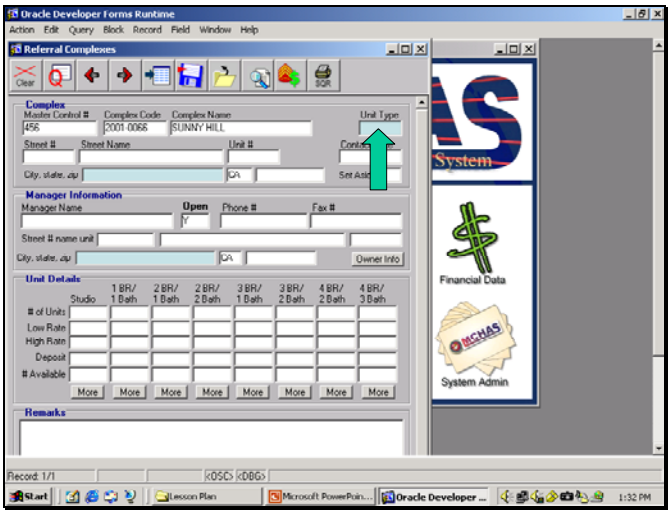


2. Adding a Complex Listing

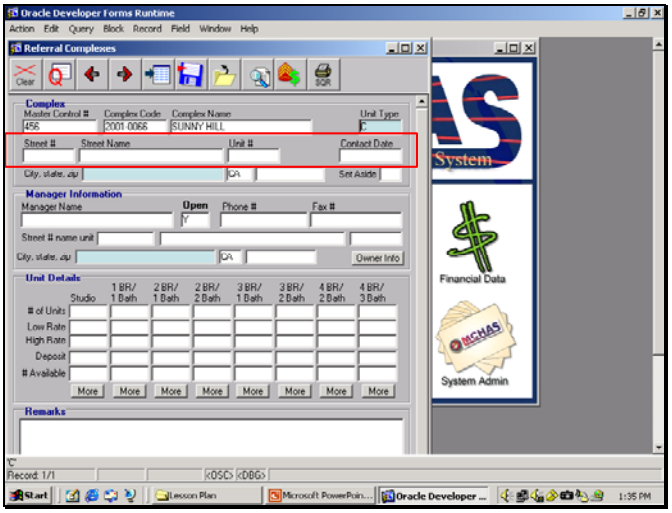


a. Open Referrals Module
b. Select Complex Listings
c. Click New Record button

OUTLINE SHEET 4-2-1

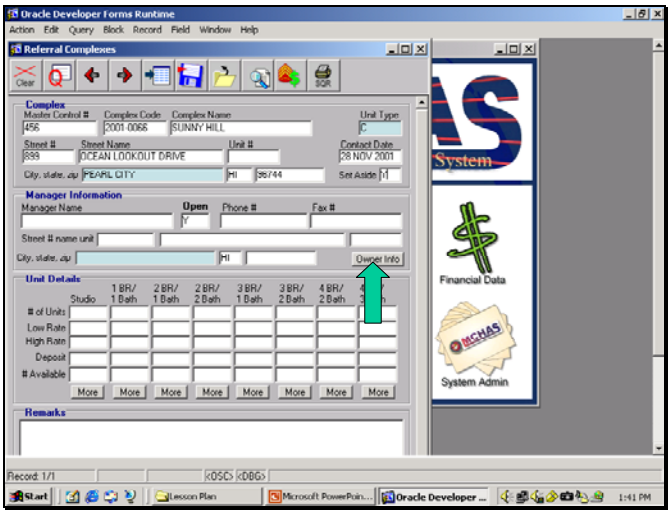


d. Key in Control number, Complex Code, Complex Name
e. Double Click Unit Type field

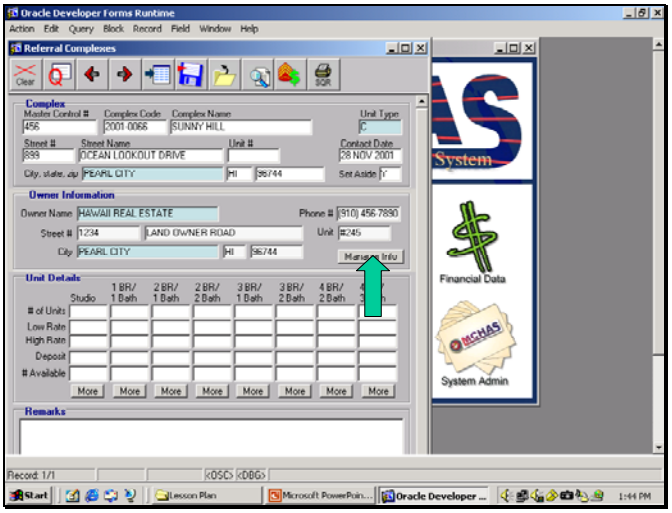


f. Select unit type
g. Click OK
h. Key in Unit's Address

OUTLINE SHEET 4-2-1

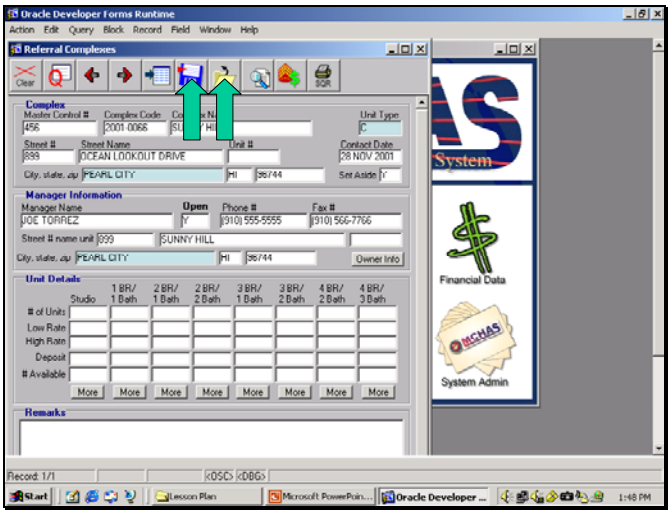


i. Key in or select City, State, Zip and if complex is Set Aside

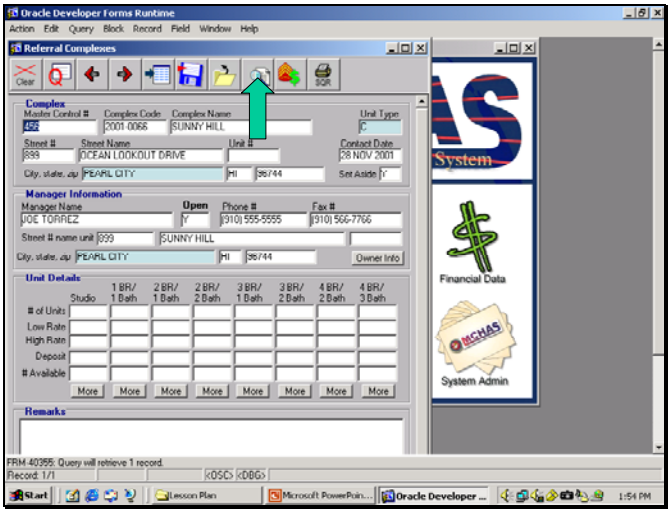


j. Click Owner Information button
k. Input Owner Information
l. Click on Manager Information button

OUTLINE SHEET 4-2-1

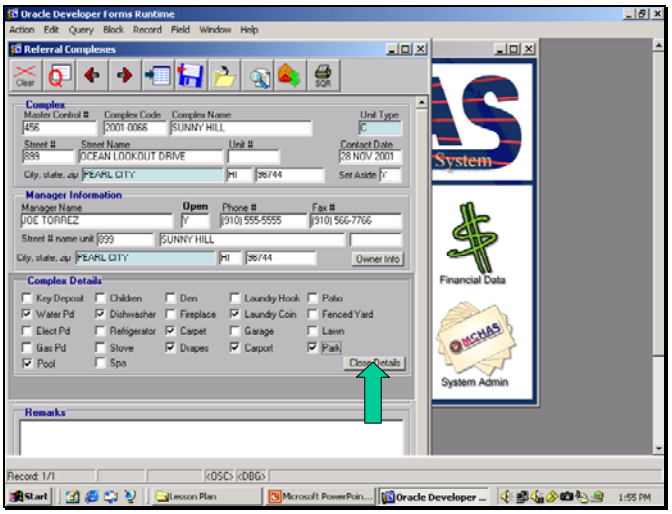


m. Input Manager Information
n. Click Save button
o. Click Close button

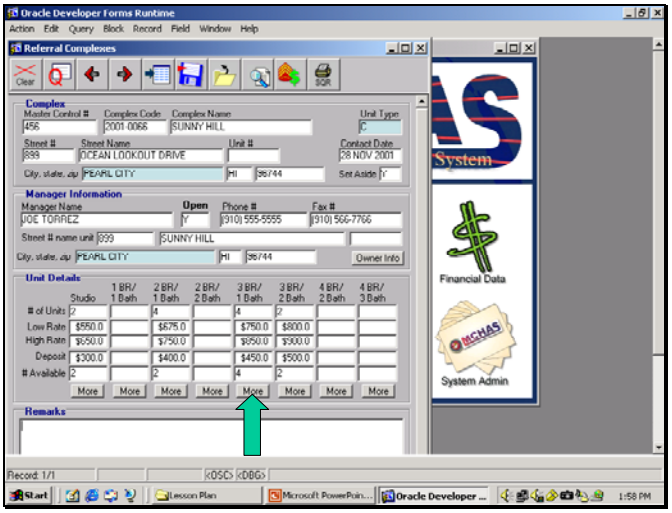


p. Reopen Referrals Complex screen
q. Key in desired Control Number
r. Click Query button
s. Click Complex Details button

OUTLINE SHEET 4-2-1

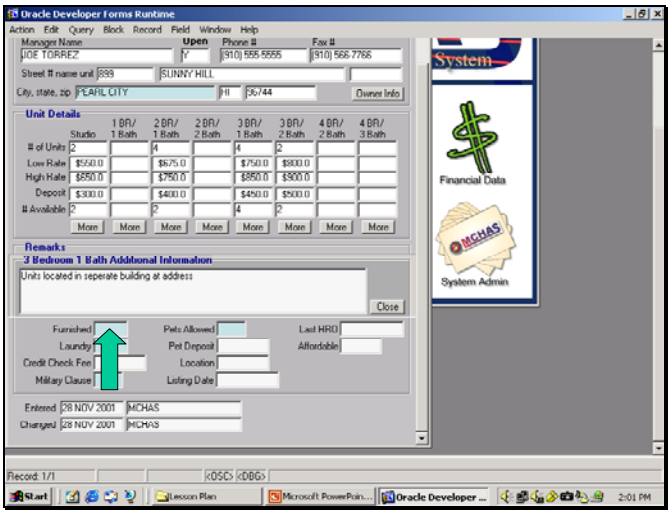


t. Select appropriate complex details
u. Click Close Details button

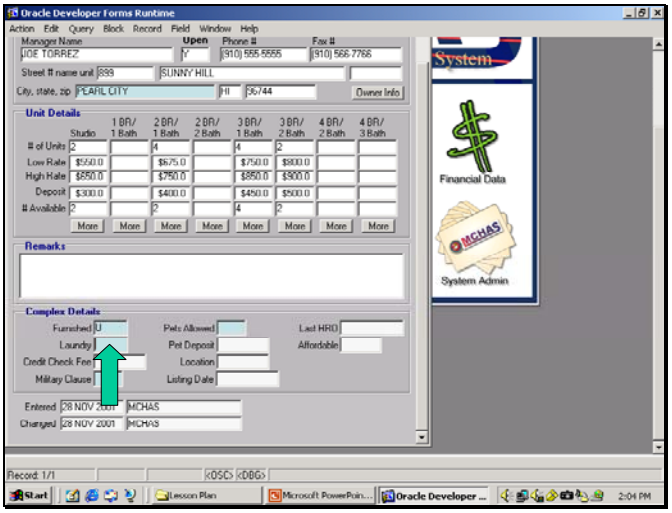


v. Complete unit details section
w. Click on More button to enter any remarks for that type of unit

OUTLINE SHEET 4-2-1

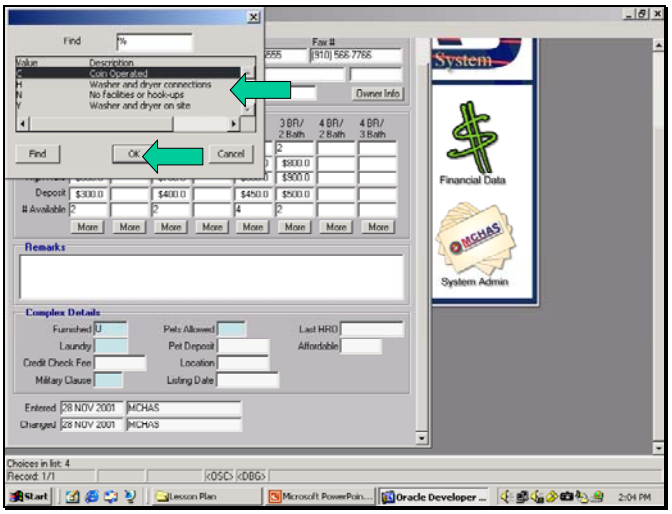


x. Key in comments
y. Double click Furnished field

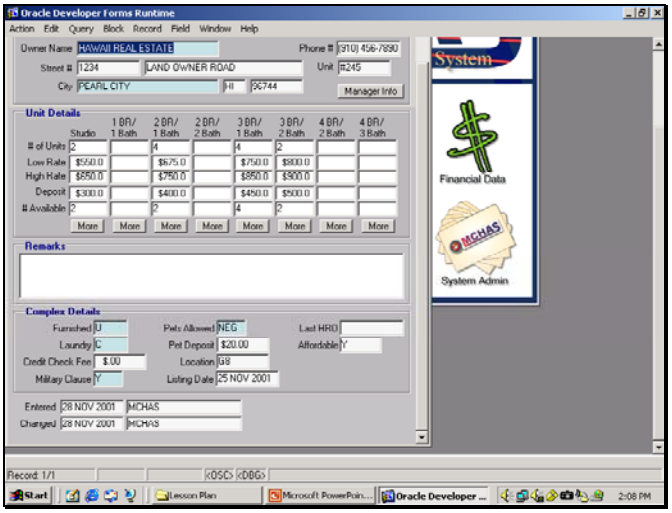


z. Select type
aa. Click OK
bb. Double click Laundry filed

OUTLINE SHEET 4-2-1

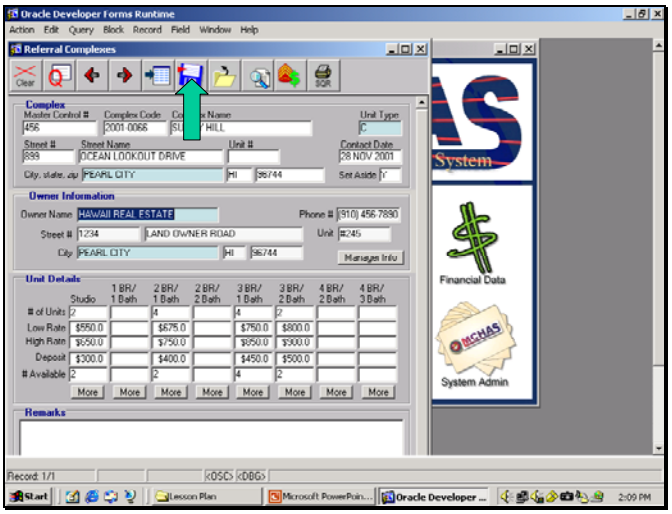


cc. Select appropriate laundry
dd. Click OK

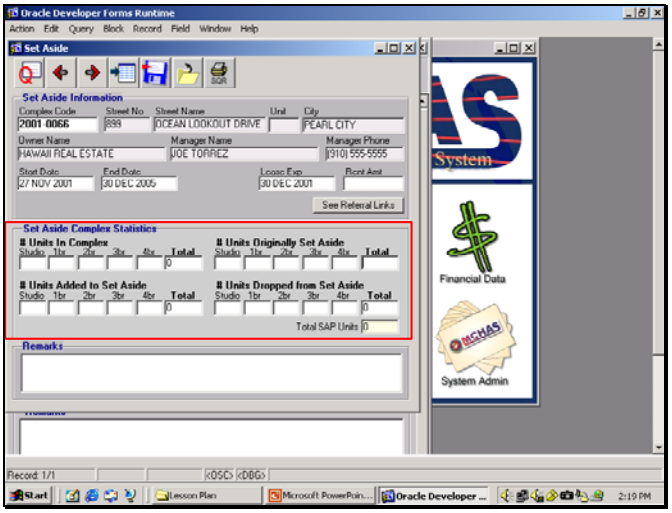


ee. Complete remaining details

OUTLINE SHEET 4-2-1

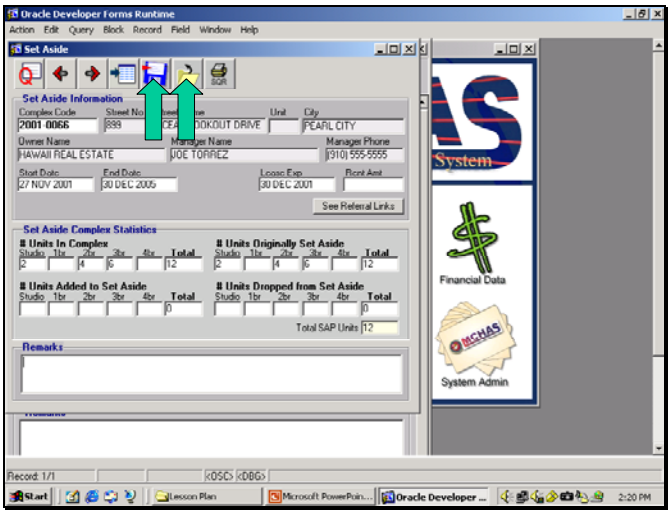


ff. Click Save

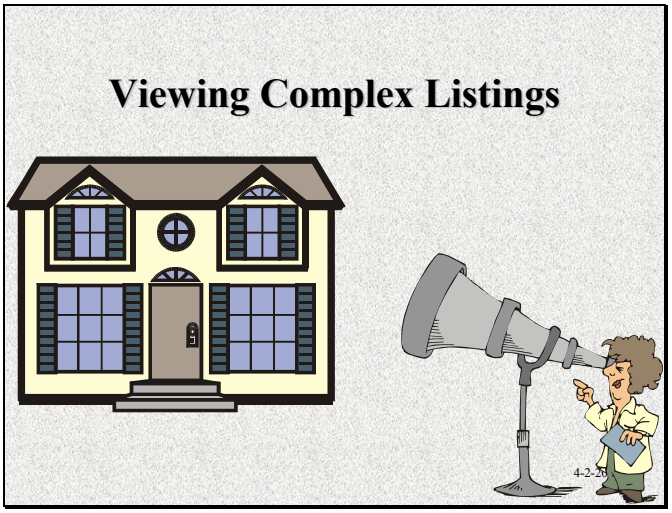


gg. Click Set Aside button
hh. Enter Complex Code
ii. Click Query button
jj. Input dates/rent amount
kk. Complete Set Aside Complex Statistics section

OUTLINE SHEET 4-2-1

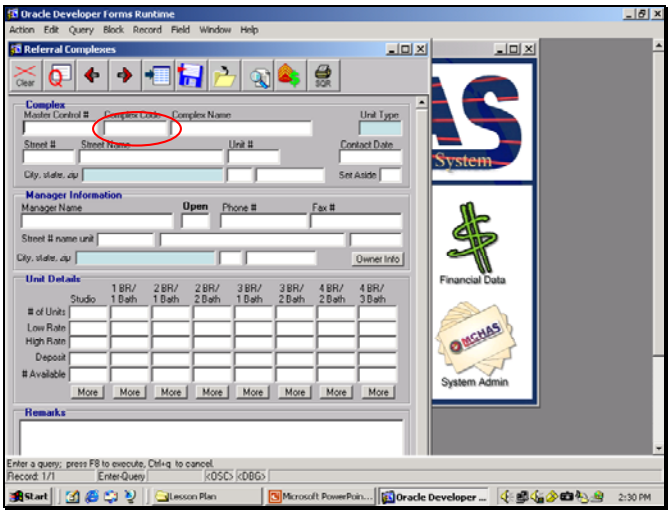


ll. Click Save button
mm. Click Close button

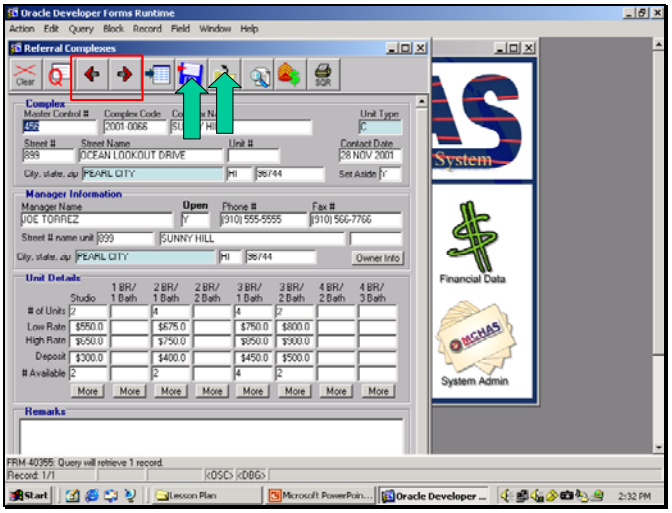


3. Viewing Complex Listings

OUTLINE SHEET 4-2-1



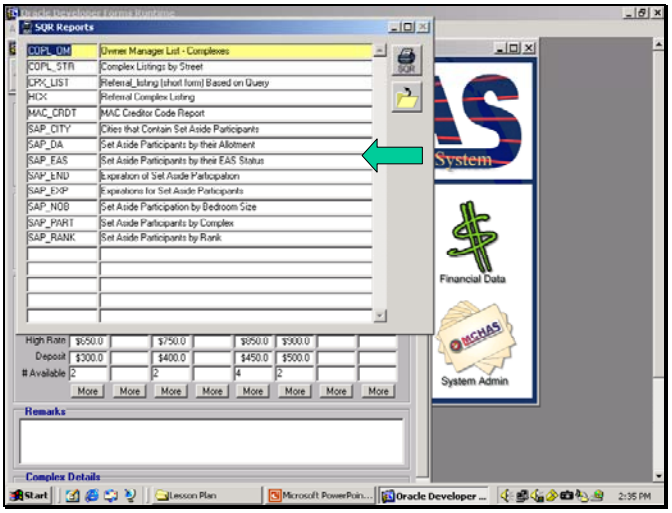
a. Open Referrals Complex screen
b. Enter Complex Code



c. Click Query button
d. Use scroll arrows to view other records if available
e. Click Save button
f. Click Close button

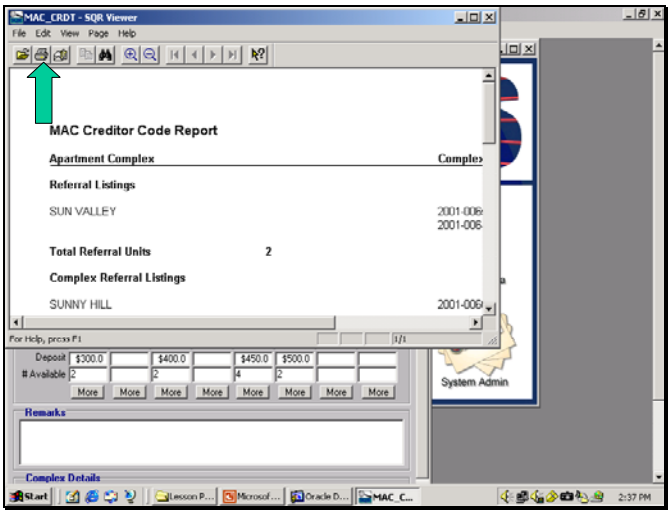
OUTLINE SHEET 4-2-1

4. Printing Reports and Listings

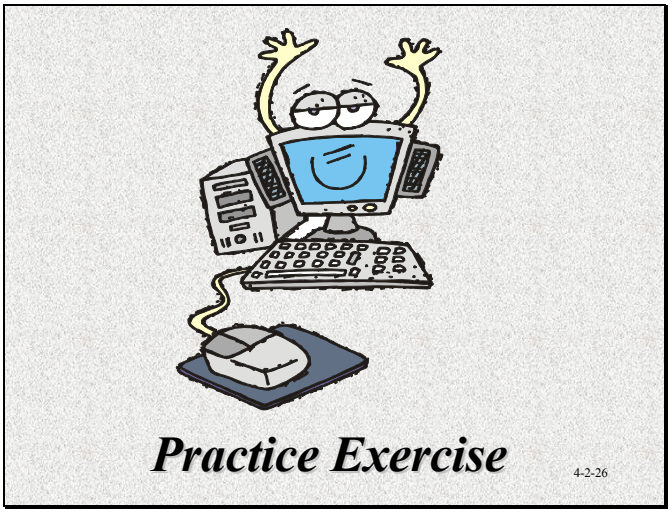


a. Open Referral Complex screen
b. Query desired complex
c. Click Print SQR Reports button
d. Select desired report

OUTLINE SHEET 4-2-1



e. Click Print SQR Reports button
f. Click Print button



JOB SHEET 4-2-2

REFERRAL COMPLEX MANAGEMENT EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in Referral Complex Management using the MCHAS program.

B. References

1. Trainee Guide Outline Sheet 4-1-1
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. Your command has a lease with a new 10-unit apartment complex to be used by the military for housing. You have been tasked to input the information about the complex into the MCHAS program.

E. Information

Owner:	US Developers
Address:	777 S. Up Street, Suite 456, Los Angles, CA 95567
Phone#:	976-001-1010
Contact Date:	Use current date
Complex Name:	Marine Village
Complex Address:	444 E. Down Street, El Toro, CA 94067
Map Location:	G9
Manager's Name:	IM A Manager
Address:	555 S. Side Road, El Toro, CA 94068
Phone #:	213-898-8989, FAX 213-999-9999
Unit Information:	2 - 1bed/1 bath, 1500 sq ft, $500/mo/$250 deposit
	4 – 2 bed/1 bath, 1600 sq ft, $850/mo/$425 deposit
	4 – 3 bed/1 bath, 1800 sq ft, $950/mo/$475 deposit

All units have the following: Water and electric paid, children authorized, dishwasher, stove, carpet, drapes, laundry hook-ups, carport, close to park, unfurnished, pets allowed.

JOB SHEET 4-2-2

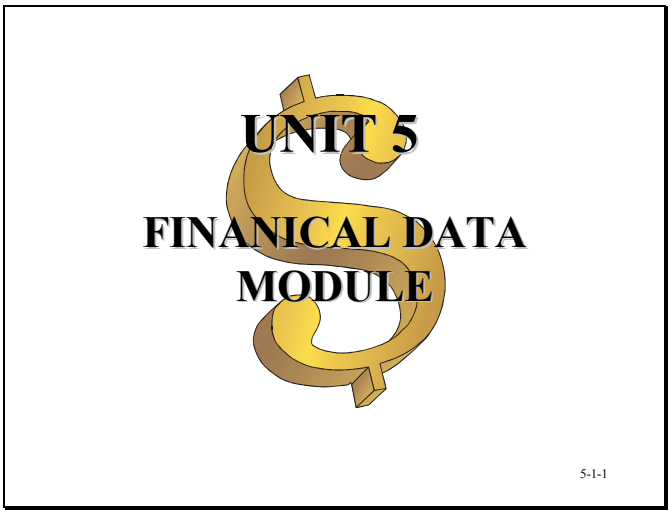
F. Steps

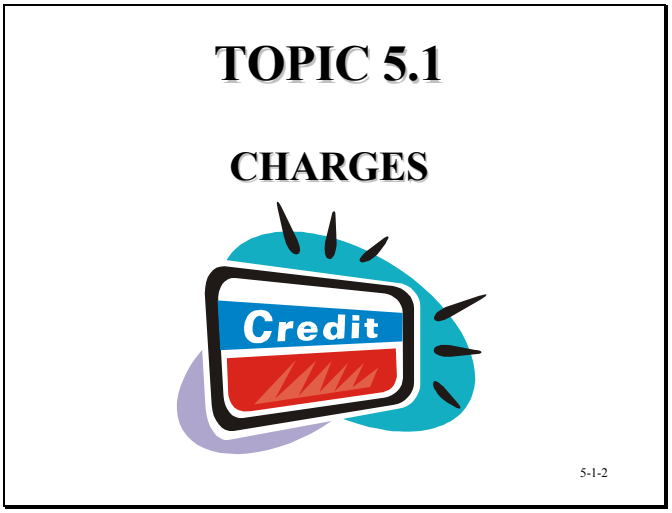
1. Input data into MCHAS Referral Complex

2. View Complex Listings

3. Create Reports and Listings (Do Not print a report, only view various reports/listings)

OUTLINE SHEET 5-1-1





OUTLINE SHEET 5-1-1

Topic Objectives

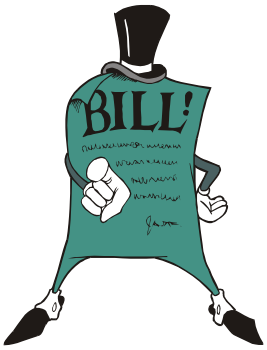
5.1 DESCRIBE the procedures to manage charges on MCHAS

5.2 MANAGE charges on MCHAS

5-1-3

1. Topic Enabling Objectives

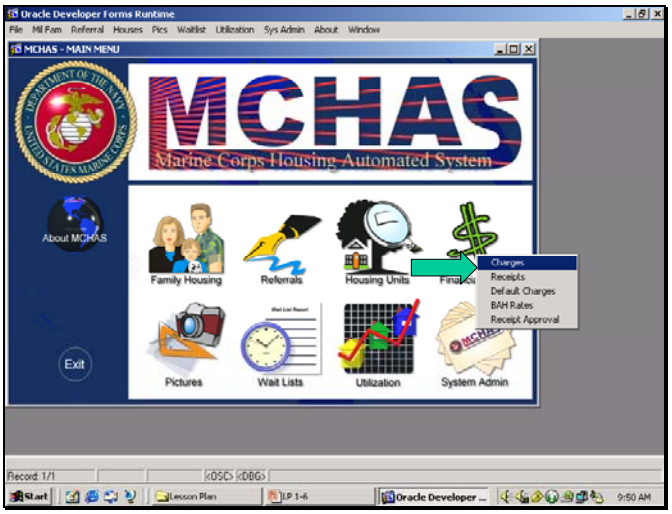
Creating Charges



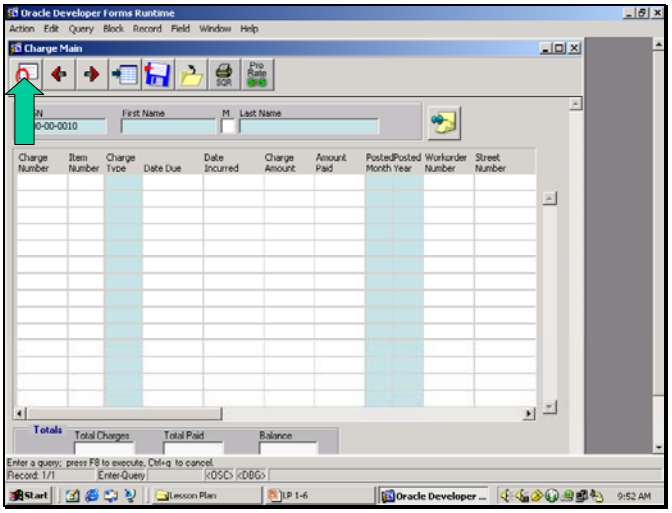
5-1-4

2. Creating Charges

OUTLINE SHEET 5-1-1

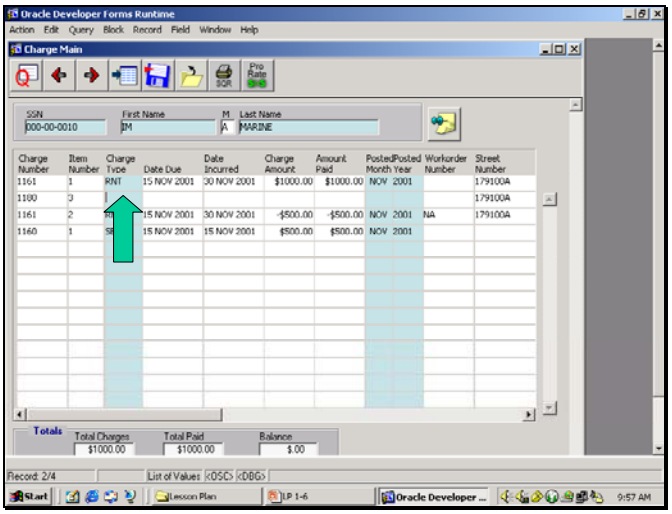


a. Open Financial Data module
b. Select Charges

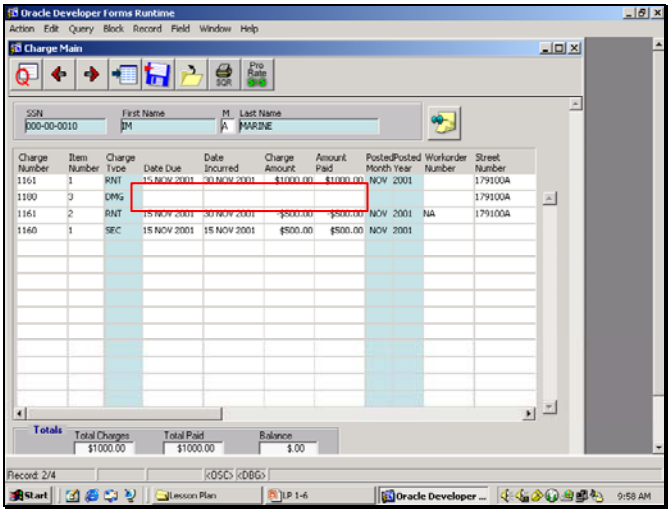


c. Enter desired SSN for charge
d. Click Query button

OUTLINE SHEET 5-1-1

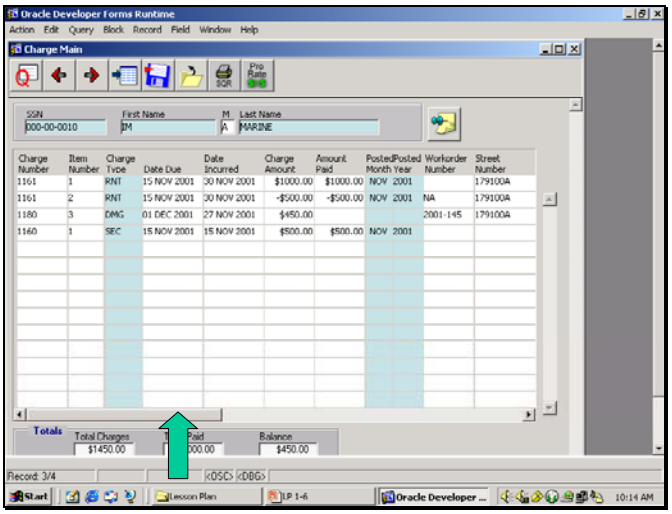


e. Click New Record button
f. Enter Item Number
g. Double click Charge Type field

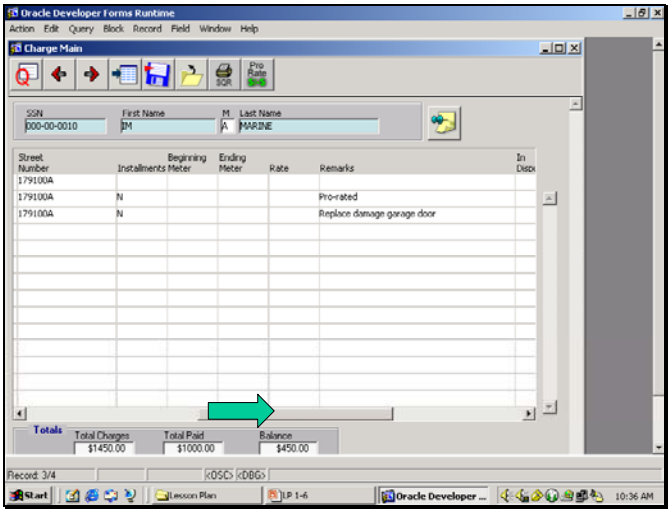


h. Select desired charge
i. Click OK
j. TAB to date and charge fields and input desired data

OUTLINE SHEET 5-1-1

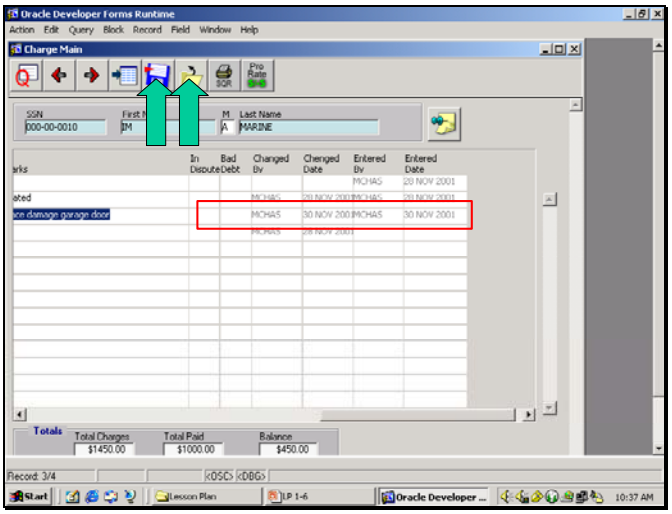


k. Enter Work Order Number
l. Click and drag Horizontal Scroll bar or continue to tab to complete filling in fields

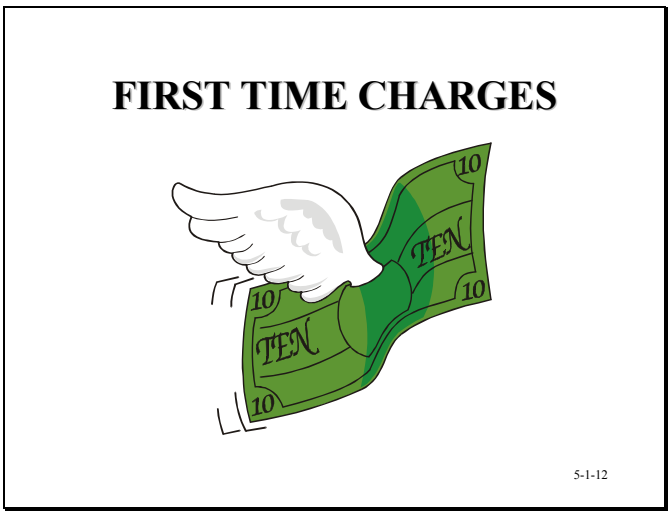


m. Input all appropriate information
n. Continue to scroll over

OUTLINE SHEET 5-1-1

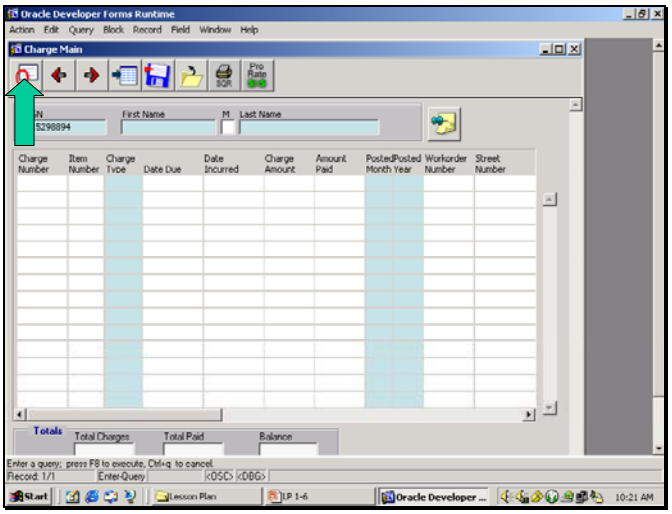


o. Click Save button
p. Click Close button

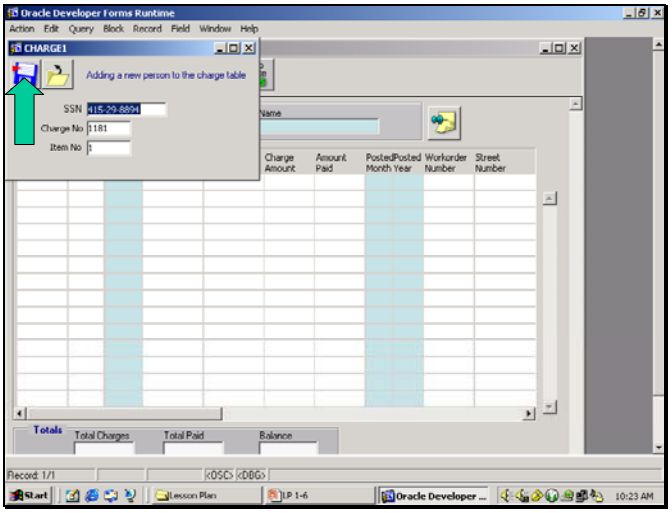


3. First Time Charges

OUTLINE SHEET 5-1-1

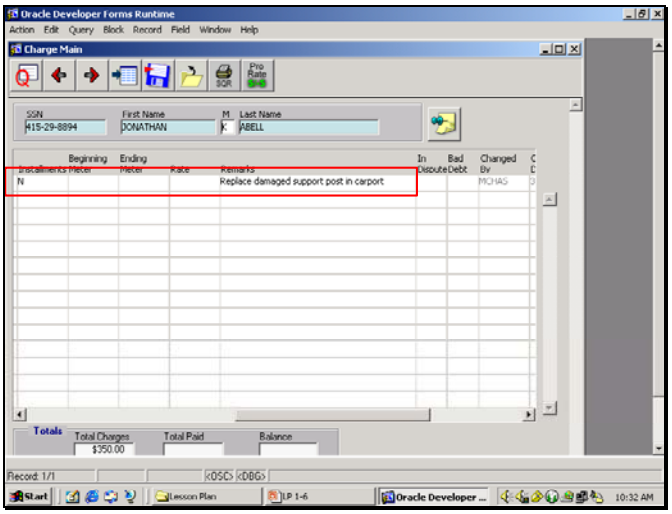


a. Select Charges from Financial Data module
b. Enter desired SSN
c. Click Query button

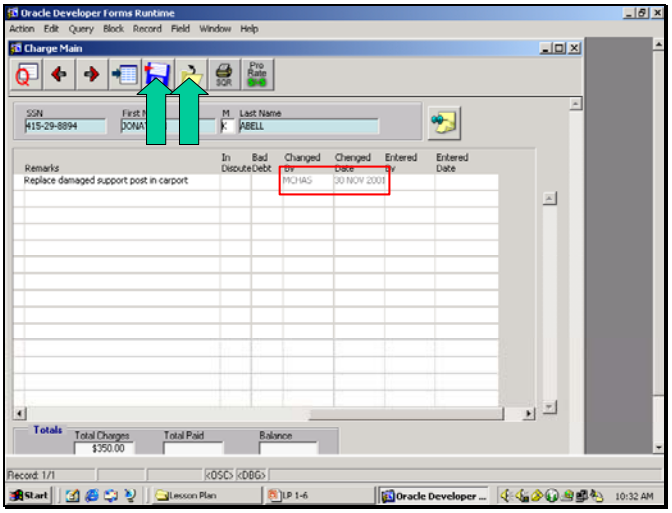


d. Click YES
e. Click Save

OUTLINE SHEET 5-1-1

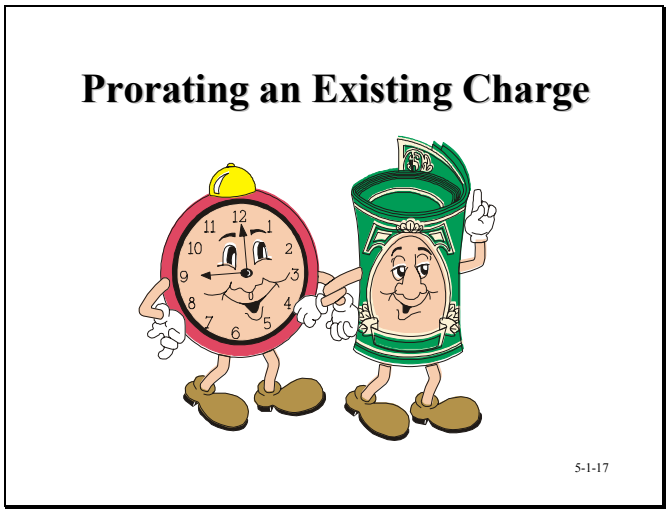


f. Enter remaining required information

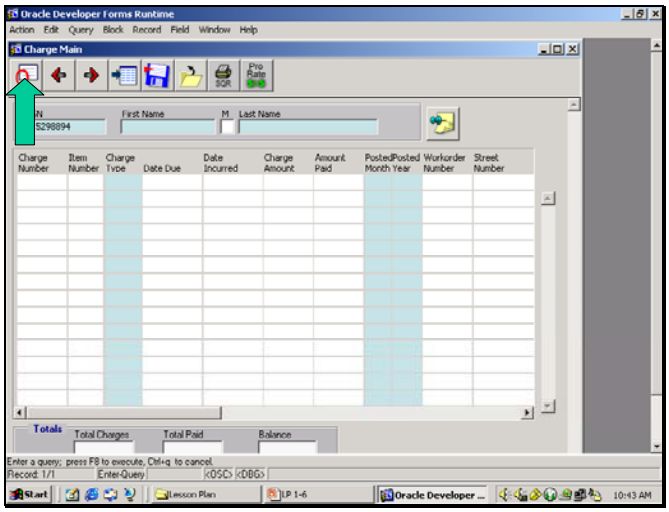


g. Click Save
h. Click Close

OUTLINE SHEET 5-1-1

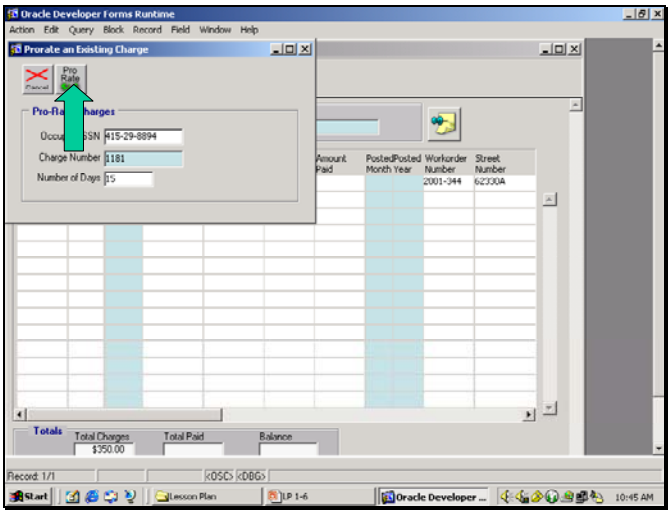


4. Prorating Existing Charge(s)

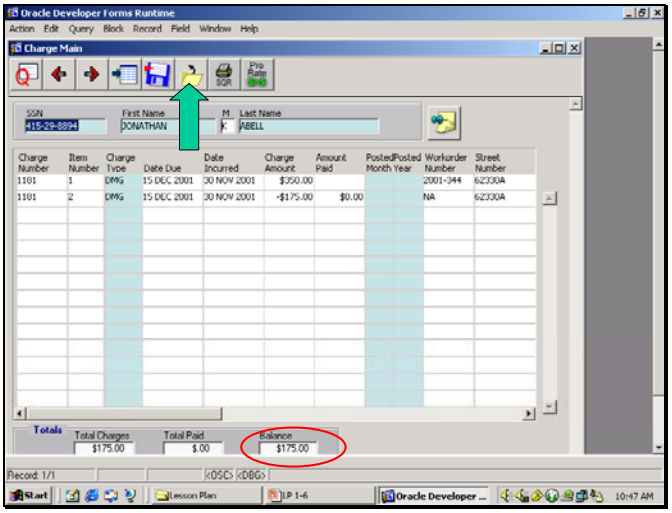


a. Select Charges from Financial Data module
b. Enter desired SSN
c. Click Query

OUTLINE SHEET 5-1-1

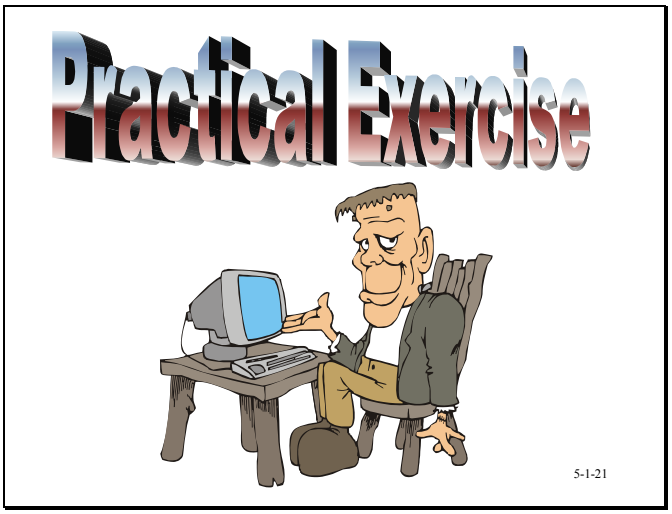


d. Click Prorate button
e. Select or input desired charge number to prorate
f. Input Number of Days to prorate
g. Click Prorate button



h. Click Ok
i. Click Close

OUTLINE SHEET 5-1-1



JOB SHEET 5-1-2

FINANCIAL MANAGEMENT (CHARGES) EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in creating, adding and prorating various charges on MCHAS.

B. References

1. Trainee Guide Outline Sheet 5-1-1
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. You are tasked with managing the Housing Office's Financial Data on MCHAS.

2. Add/create new charges by Querying an SSN from the database and assigning the following charges to that SSN:

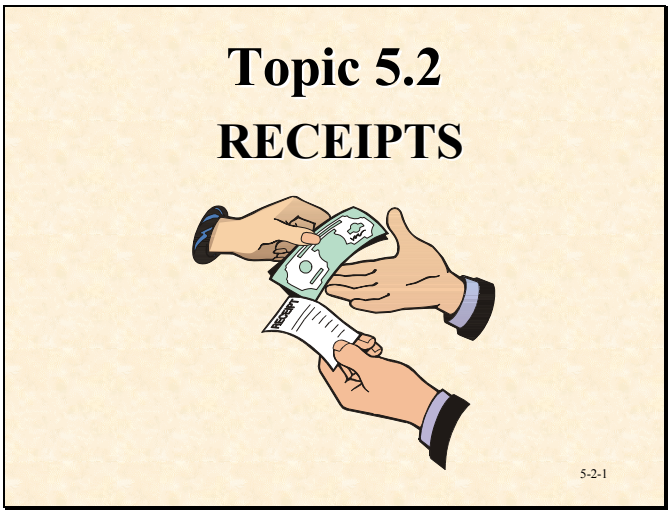
   a. Damage cause by member and son playing baseball in front of the unit and bat flying through air and smashing through a large plate glass window. Damage Charge is $350; incurred on (Use current date minus 5 days), Date due (Use current date plus 20 days). The PWC Work Order Number is 2001-1234. Office policy is installments are not authorized.

   b. Rent for $450/mo due the end of each month. Incurred on date member checked into the housing unit.

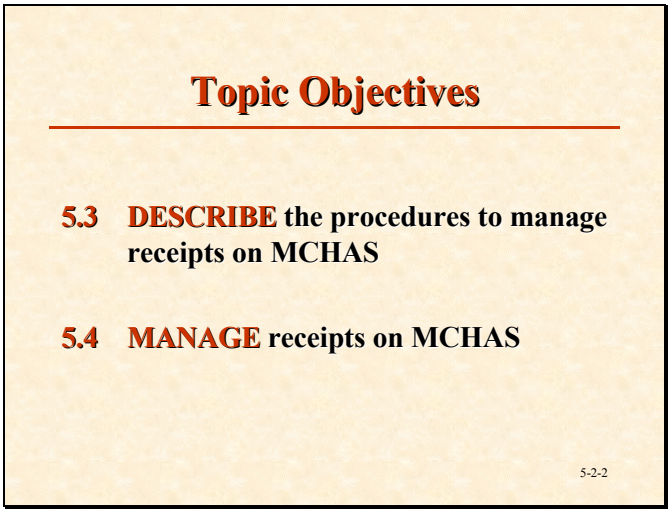
3. Prorate an Exiting Charge by Querying SSN used in prior step. Select the rental charge to prorate and make the number of days 10.

   What is the amount owed by or due to individual? _____

OUTLINE SHEET 5-2-1

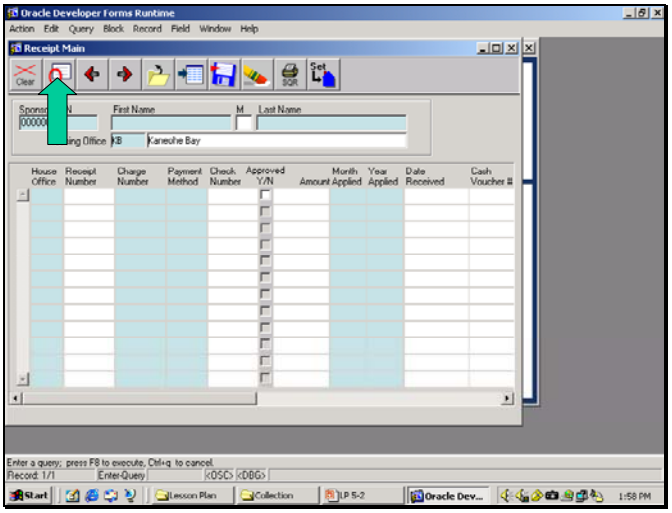


1. Topic Enabling Objectives



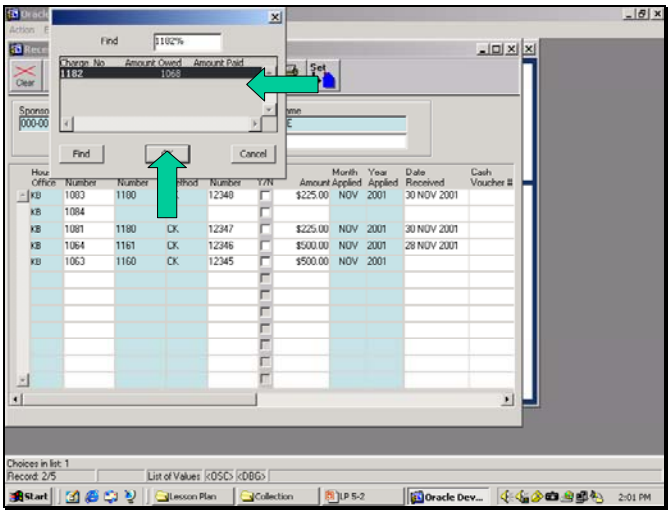
OUTLINE SHEET 5-2-1

2. Applying Payments Received

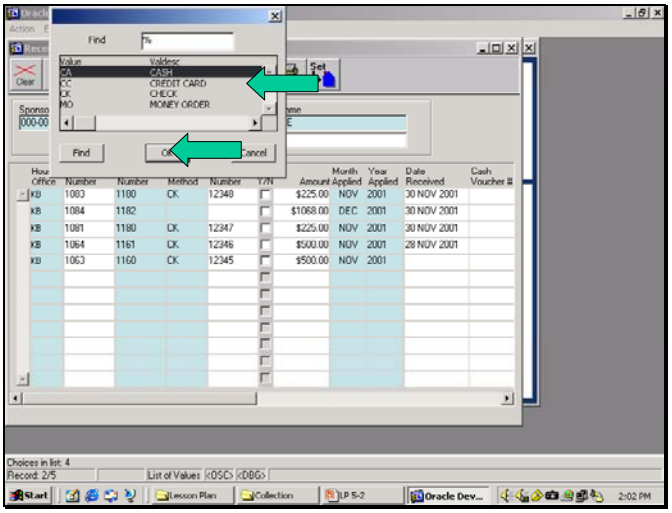


a. Select Receipts from Financial Data Module
b. Enter desired SSN
c. Click Query button

OUTLINE SHEET 5-2-1

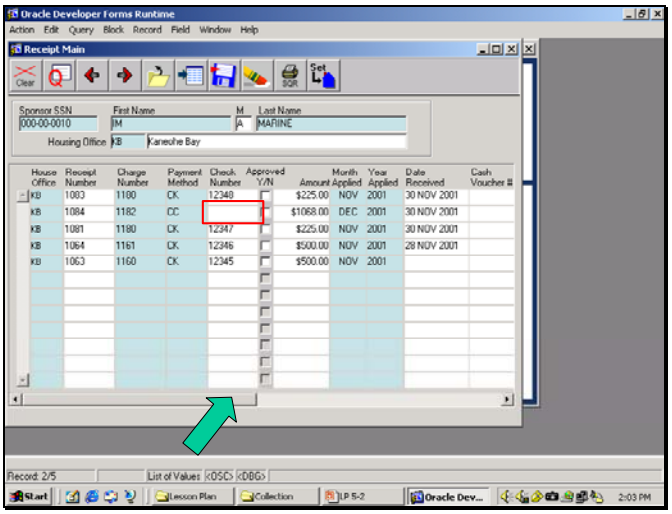


d. Click Insert New Record button
e. Double click Charge number field
f. Select desired to charge to pay
g. Click OK

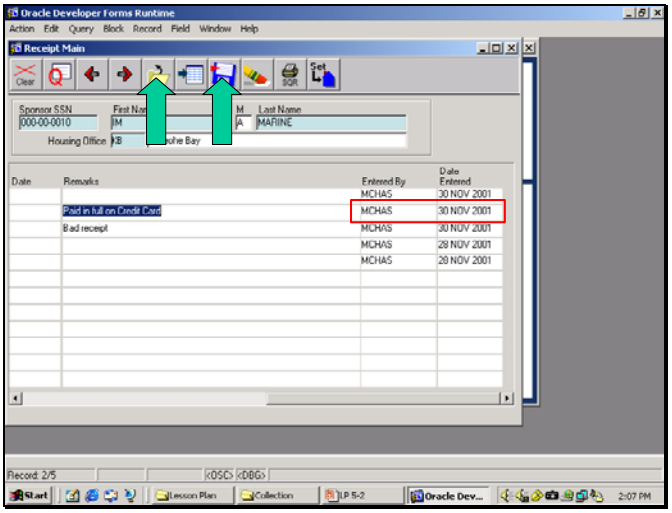


h. Double click in Payment Method field
i. Select desired payment method
j. Click OK

OUTLINE SHEET 5-2-1



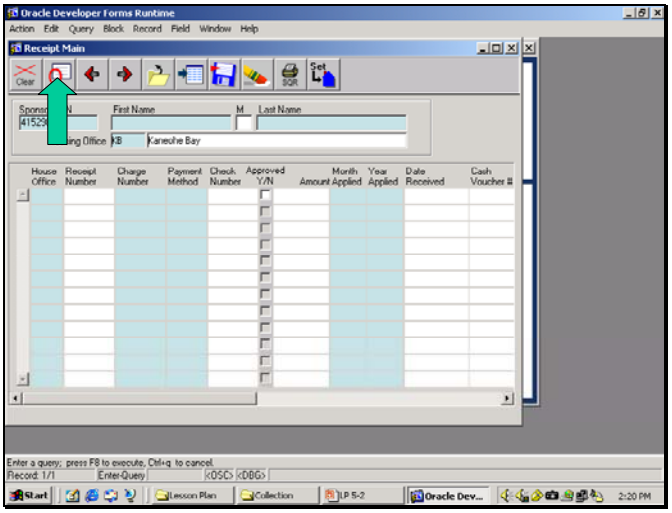
k. Enter Check Number if appropriate
l. Tab through remaining fields to continue completing



m. Continue tabbing through to complete filling in remaining fields
n. Click Save button
o. Click Close button

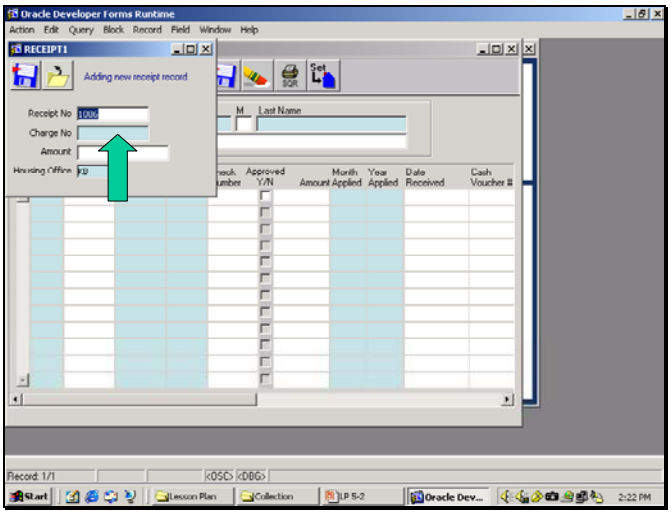
OUTLINE SHEET 5-2-1

3. First Time Receipts

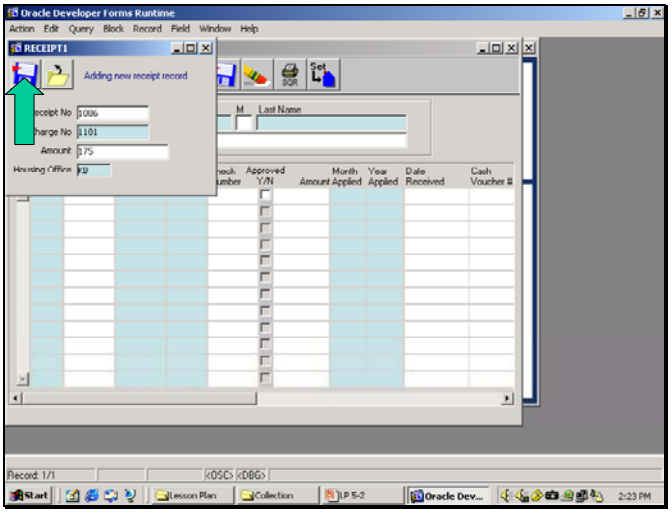


a. Select Receipts from Financial Data Module
b. Enter desired SSN
c. Click Query button

OUTLINE SHEET 5-2-1

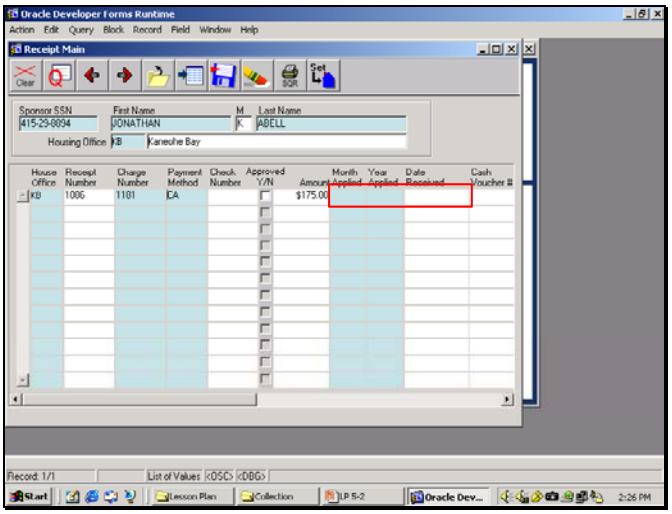


d. Click Yes
e. Double click in Charge Number field
f. Select desired Charge Number
g. Click OK

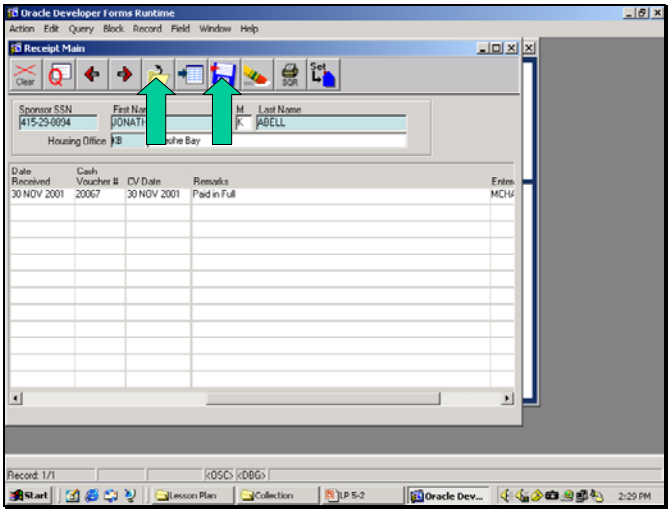


h. Click Save button

OUTLINE SHEET 5-2-1



i. Click OK
j. Click in House Office field and TAB through fields to enter data

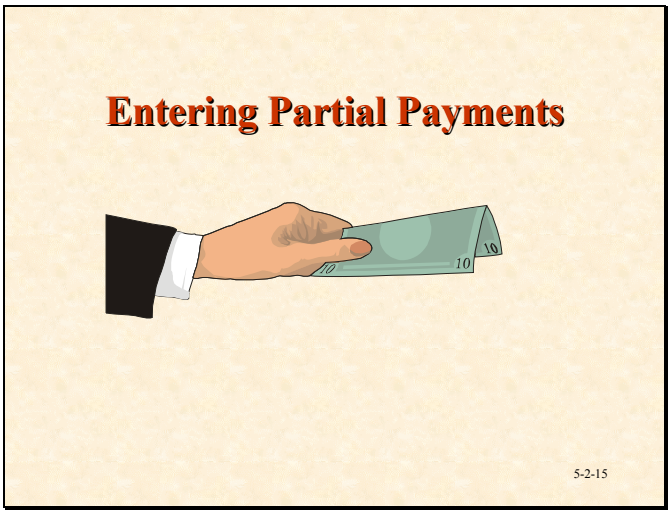


k. TAB through fields to continue to complete fields

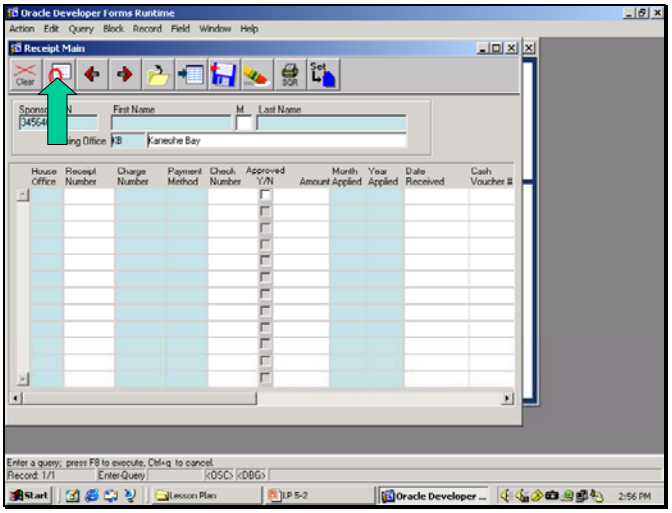
1) Cash Voucher Number usually received from Disburser's Officer

l. Click Save button
m. Click Close button

OUTLINE SHEET 5-2-1

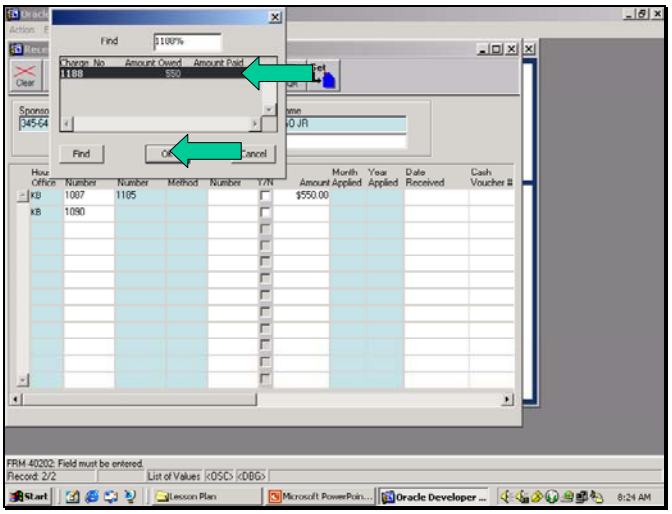


4. Entering Partial Payments

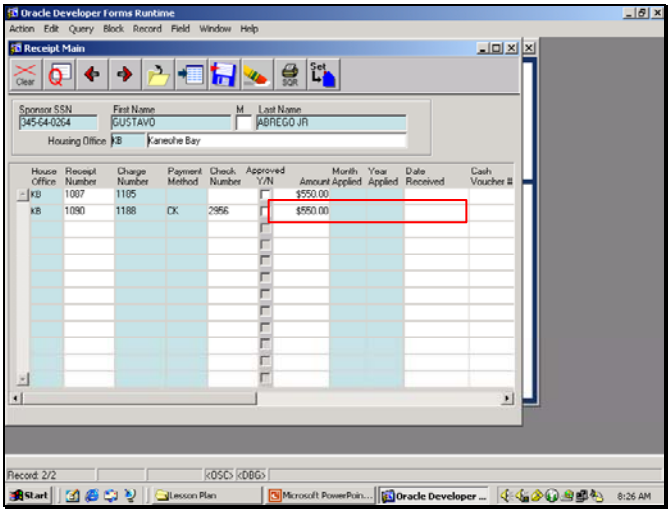


a. Select receipts from Financial Data module
b. Enter desired SSN
c. Click Query button

OUTLINE SHEET 5-2-1



d. Click New Record Button
e. Double click in Charge Number field
f. Select desired Charge Number
g. Click OK

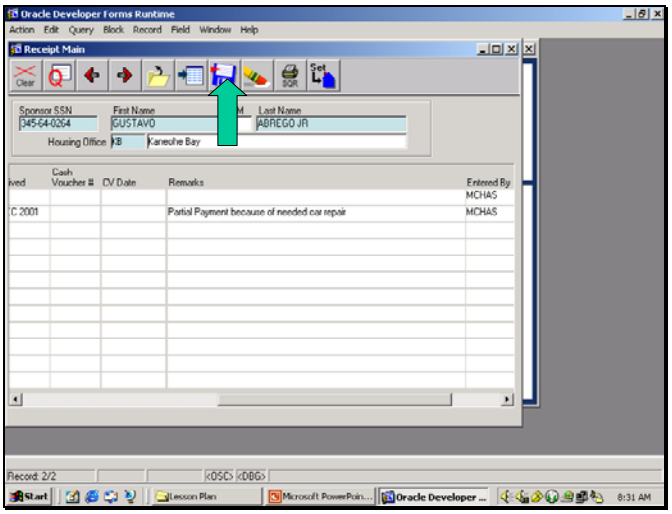


h. Double click in Payment Method field
i. Select desired method of payment
j. Click Ok

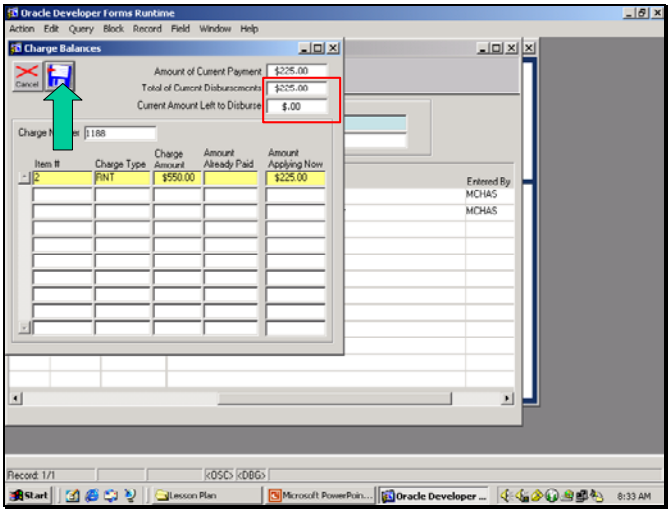
NOTE: The system will default to the fill original charge. Ensure to enter only the correct amount member is paying.

k. Continue filling in fields

OUTLINE SHEET 5-2-1

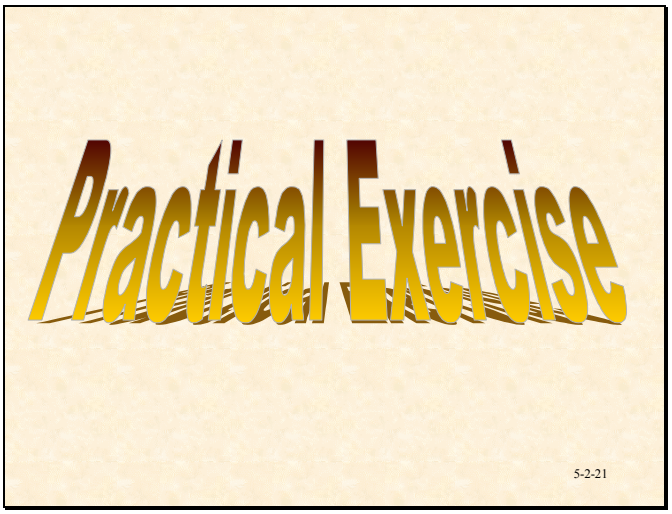


l. Tab through remaining field to complete data input
m. Click Save button



o. Enter amount of payment to apply to each to each charge item
p. Click Save button
q. Click YES

OUTLINE SHEET 5-2-1



JOB SHEET 5-2-2

FINANCIAL MANAGEMENT (RECEIPTS) EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in paying charges, creating receipts and making partial payments on MCHAS.

B. References

1. Trainee Guide Outline Sheet 5-1-1
2. MCHAS Operation System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

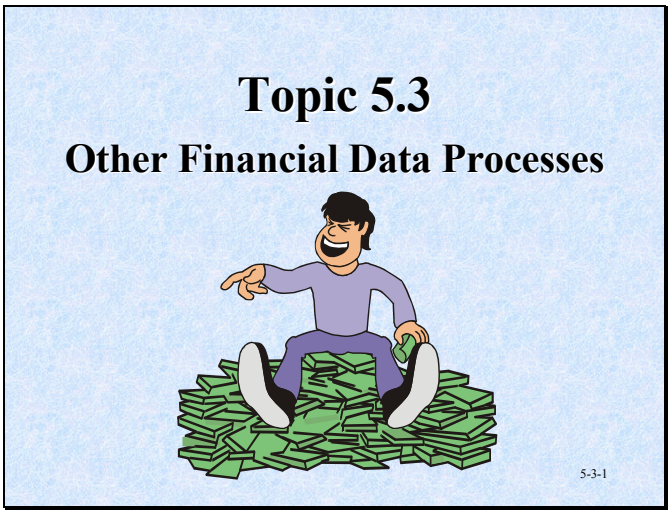
1. You are tasked with managing the Housing Office's Financial Data on MCHAS.

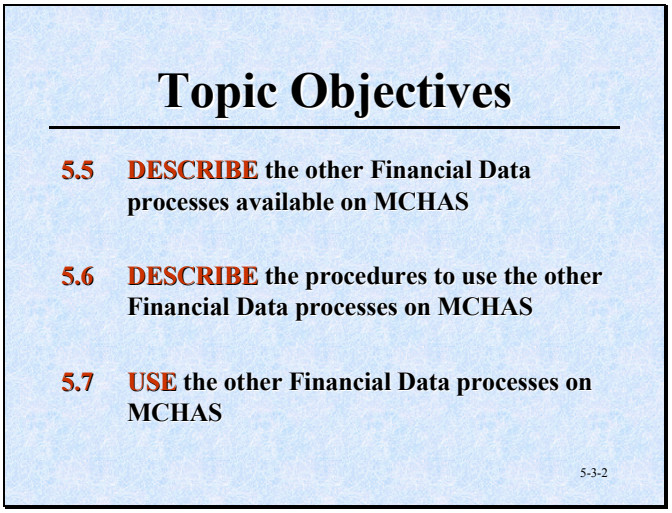
2. Using the record you developed from Job Sheet 5-1-2, complete the following using the information provided:

   a. Member makes a full payment to damage charge with cash. Assign your own Voucher Number. Use current date.

   b. Member makes a payment of 25% of their remaining rent payment by Check # 3467.

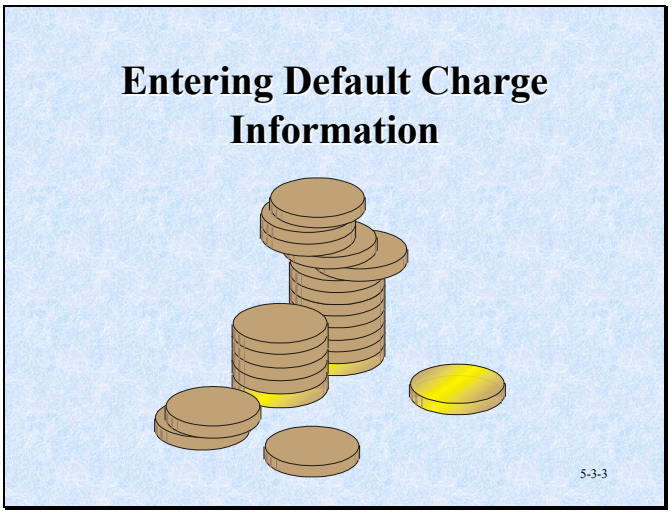
OUTLINE SHEET 5-3-1



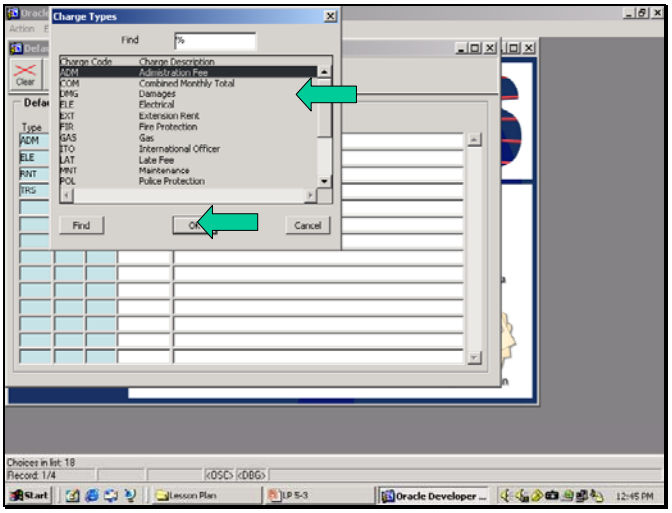


1. Topic Enabling Objectives

OUTLINE SHEET 5-3-1

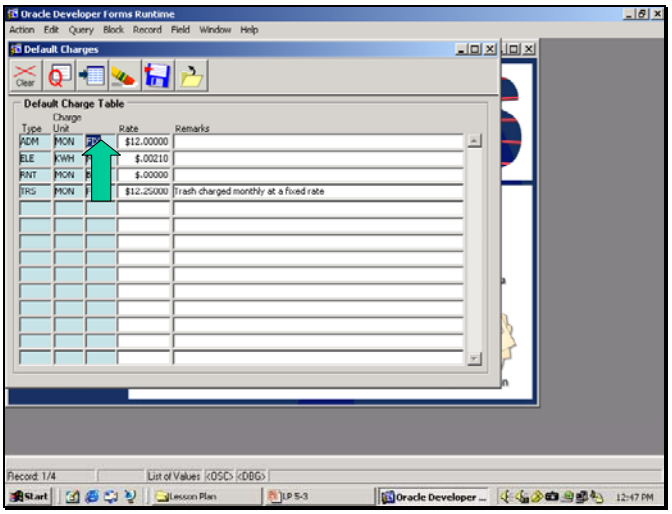


2. Entering Default Charge Information

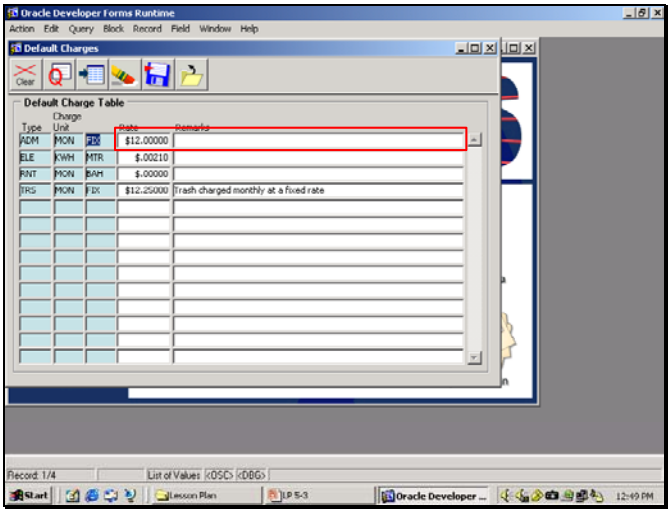


a. Select Default Charges from Financial Data module
b. Double click on Charge Type field
c. Select Type of charge
d. Click OK

OUTLINE SHEET 5-3-1

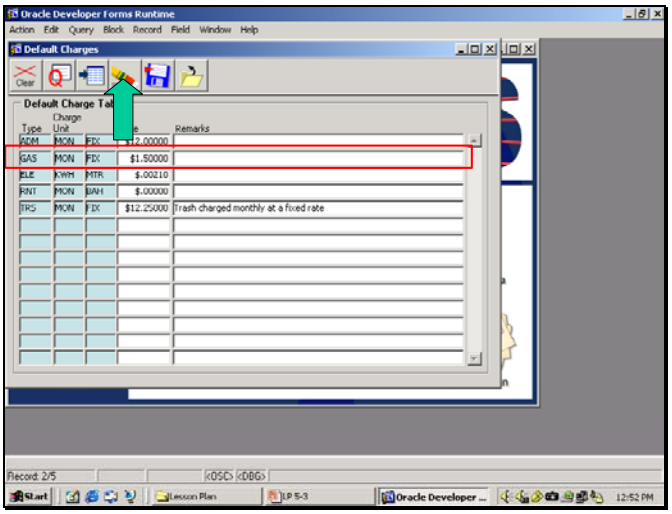


e. Double click on Charge Unit field
f. Select desired unit
g. Click OK
h. Double click on Calculation Method field



i. Select desired method
j. Click OK
k. Enter current rate and any remarks

OUTLINE SHEET 5-3-1

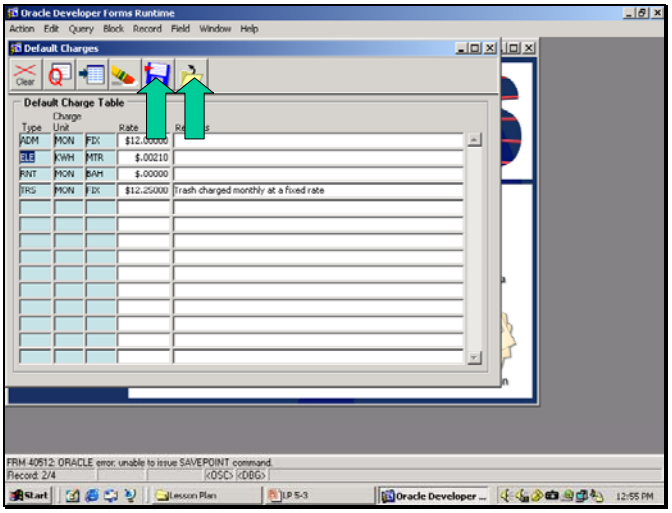


l. Too Add a New Charge

1) Click New Record button
2) Fill appropriate data

m. Too Delete a Charge

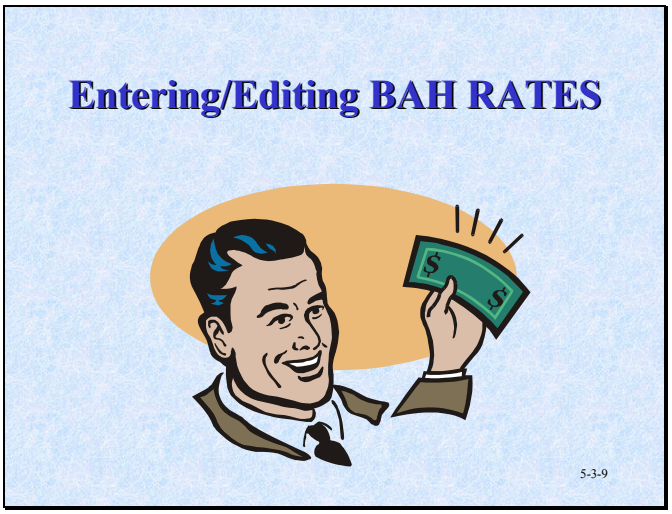
1) Select desired charge to delete
2) Click Erase button



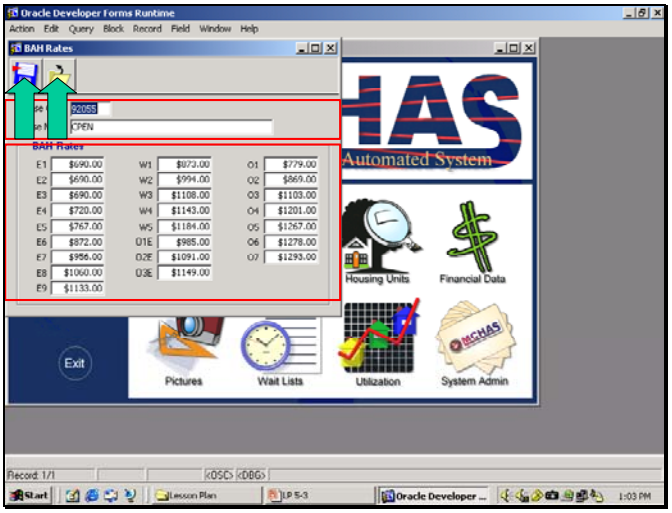
3) Click OK

n. Click Save button
o. Click Close button

OUTLINE SHEET 5-3-1

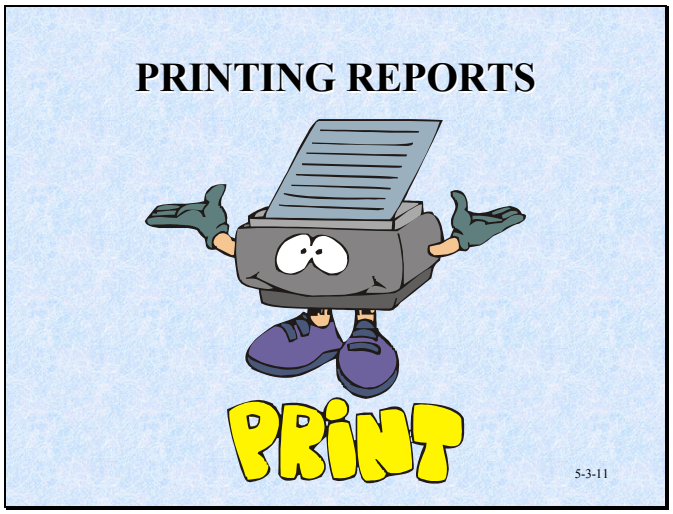


3. Entering/Editing BAH Rates

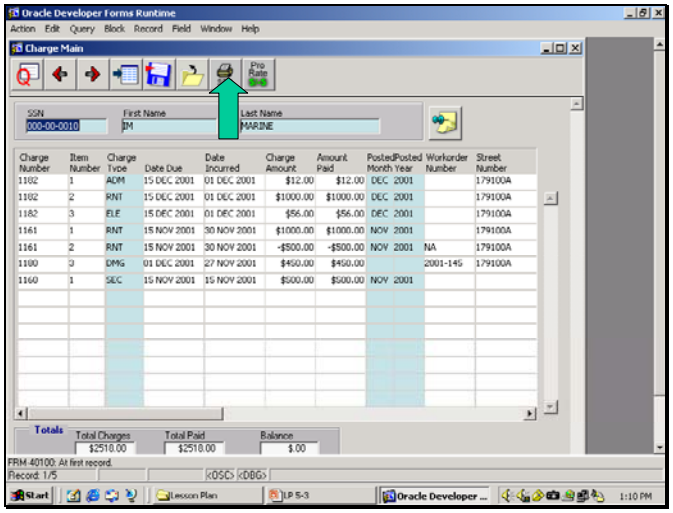


a. Select BHA Rates from Financial Data module
b. Update BHA Data
c. Click Save button
d. Click Close button

OUTLINE SHEET 5-3-1

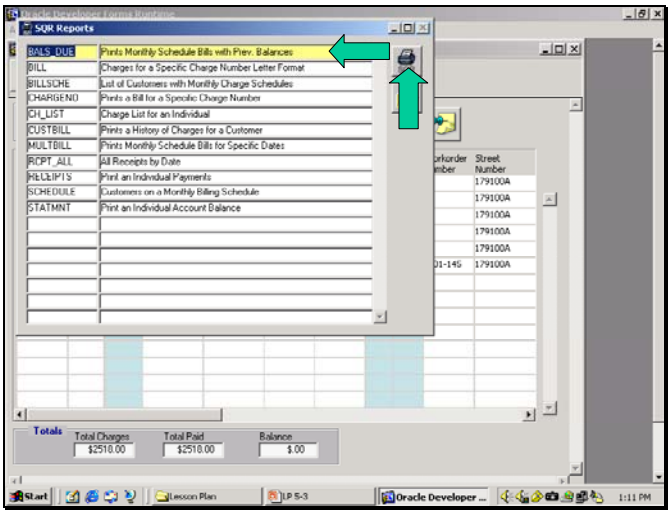


4. Printing Reports

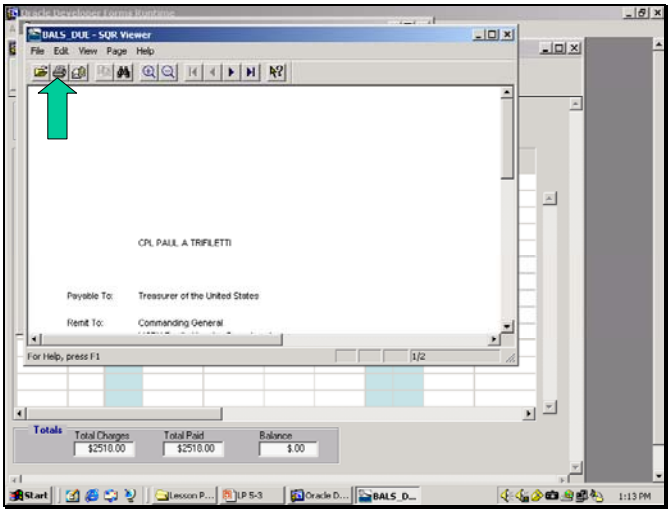


a. Select either Charges or Receipts from Financial Data module
b. Click Query button or enter SSN then Click Query button
c. Click Print SQR Report button

OUTLINE SHEET 5-3-1

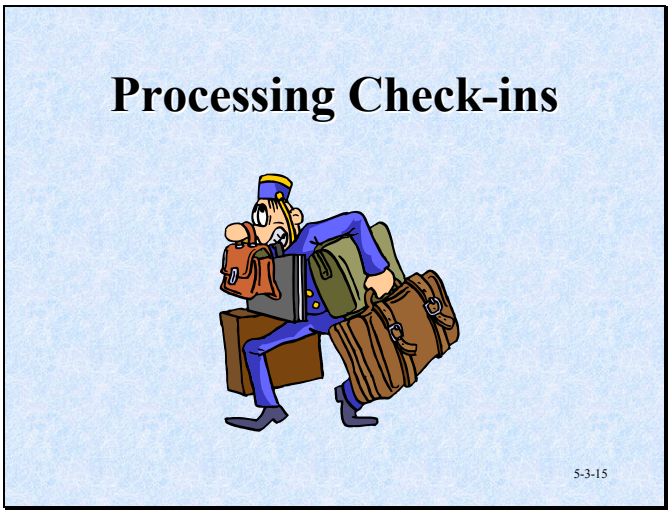


d. Select desired report
e. Click Print SQR Report button

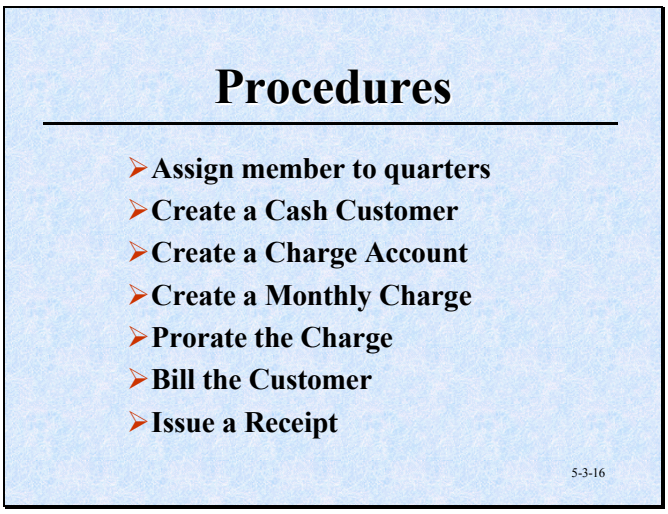


f. Enter desired data if desired or leave it at default
g. Click OK
h. Click Print button

OUTLINE SHEET 5-3-1



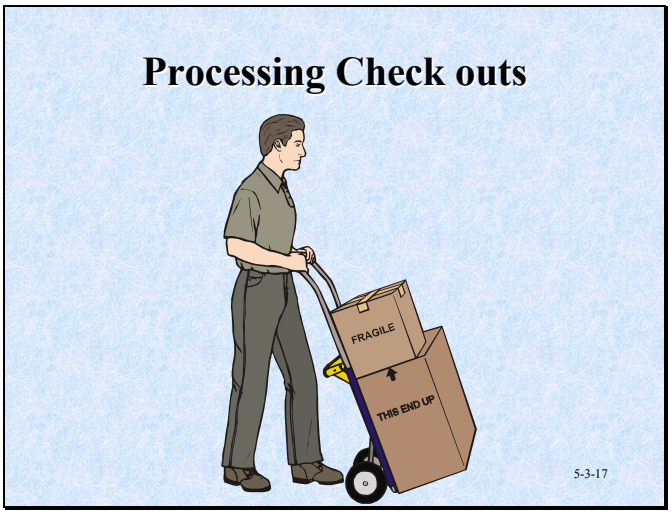
5. Processing Check-ins



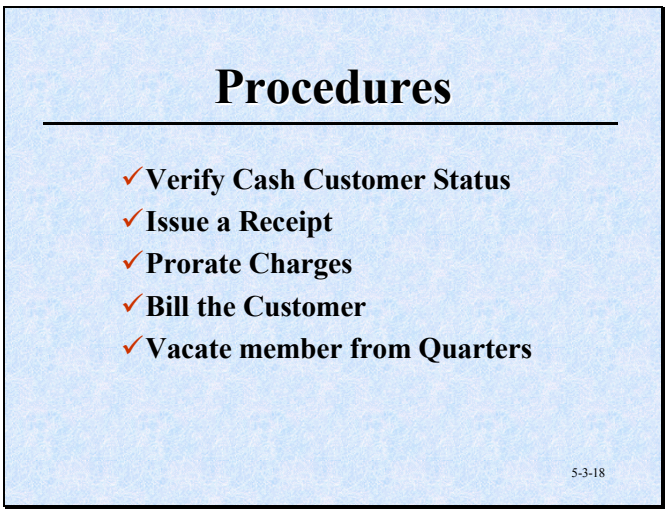
a. Procedures

1) Assign member to quarters
2) Create a cash customer
3) Create a charge account
4) Create a monthly charge
5) Prorate the charge
6) Bill the customer
7) Issue a receipt

OUTLINE SHEET 5-3-1



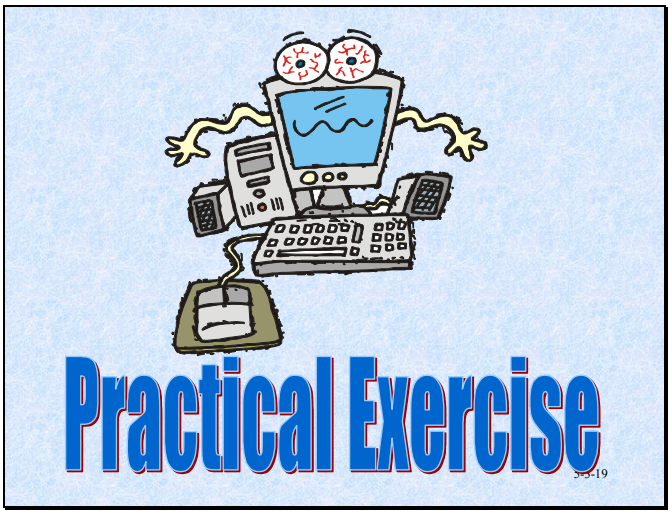
6. Processing Check-outs



a. Procedures

1) Verify Cash Customer status
2) Issue a receipt
3) Prorate charges
4) Bill the customer
5) Vacate member from quarters

OUTLINE SHEET 5-3-1



JOB SHEET 5-3-2

OTHER MCHAS FINANCIAL MANAGEMENT PROCESSES EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in using the other financial management processes in the MCHAS program and performing a complete Check-in and checkout of and individual through MCHAS.

B. References

1. MCHAS Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. You are tasked with managing the Housing Office's Financial Data on MCHAS.

2. Add a new monthly Default Charge for Trash Removal to the charge listing costing $12.50.

3. Increase the Administration Fee $2.00 from it's current price.

4. Select the trash removal charge and delete it from the Default Charge listing.

5. The new BHA rates are in and they show a $25 increase across the board. Adjust all BHA rates in the MCHAS program accordingly.

6. Select a record from the MCHAS program and print a customer billing scheduled list statement for that individual. (NOTE: Do not actually print this report.)

   What are the bills for that individual?

   _____

   _____

JOB SHEET 5-3-2

7. Sponsor Check-in

   a. Select a sponsor from the MCHAS database that is not assigned to housing and assign that sponsor to housing. (Remember: Sponsor must be on a wait list).

   b. After assigning member to housing, set them up as a Cash Customer.

   c. Create a Charge Account for member with the following charges:

      1) Rent for BHA amount, paid monthly
      2) Administration Fee, Fixed at $10.00, paid monthly
      3) Water, at $.0015/gal, beginning meter reading is 45890

   d. Create a Monthly Charge for member

   e. Prorate the charge's 5 days

   f. Bill the member

   g. Issue a receipt for the following payments: Full payment of Rent/Admin, Half payment of the water bill

8. Sponsor Check-out

   a. Vacate sponsor from housing

   b. Verify Cash Customer status

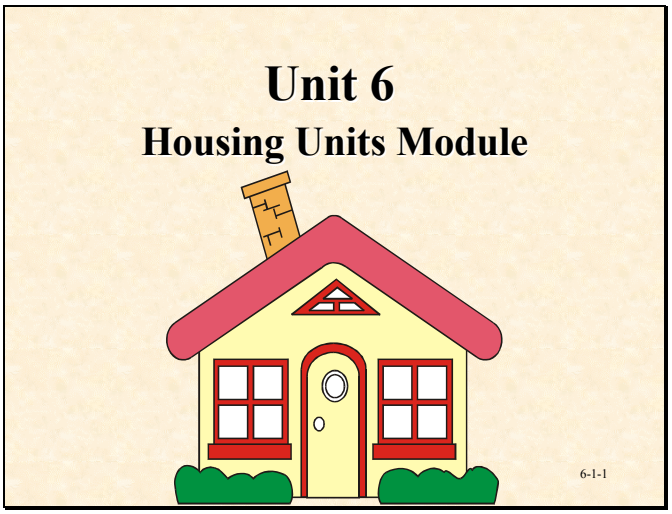
   c. Post any additional charges

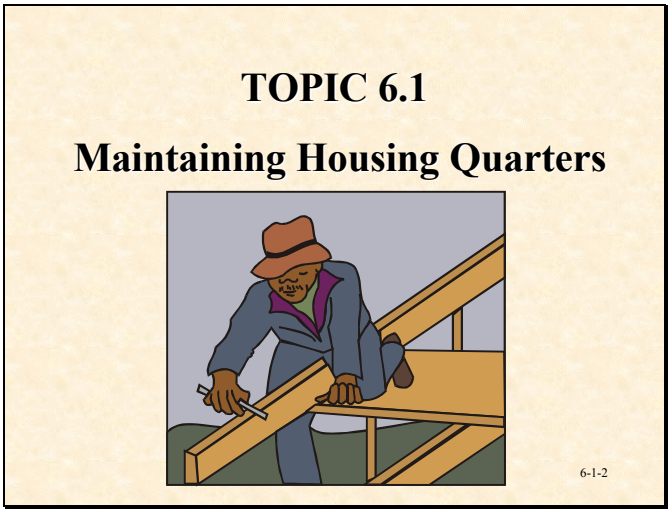
   d. Prorate charges 6 day's

   e. Bill the Customer

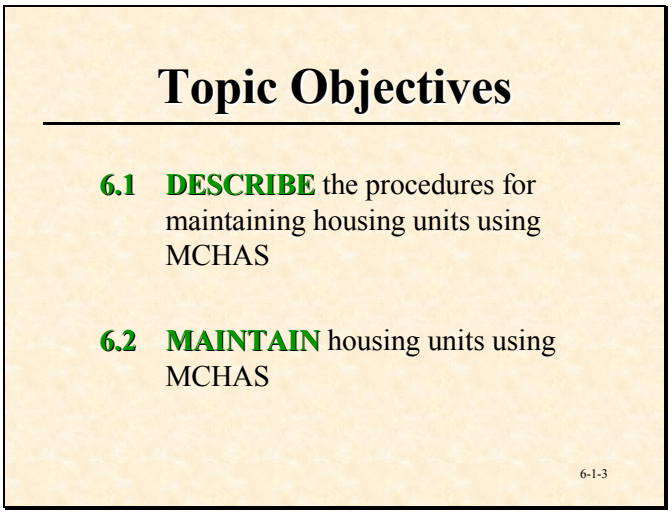
   f. Issue a receipt

OUTLINE SHEET 6-1-1

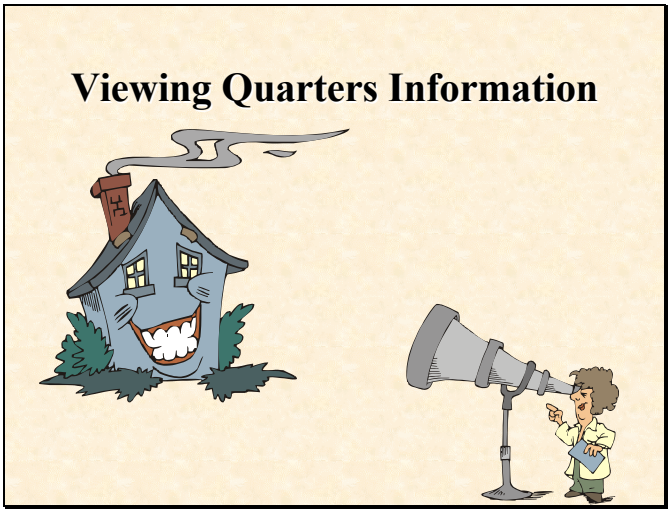




OUTLINE SHEET 6-1-1

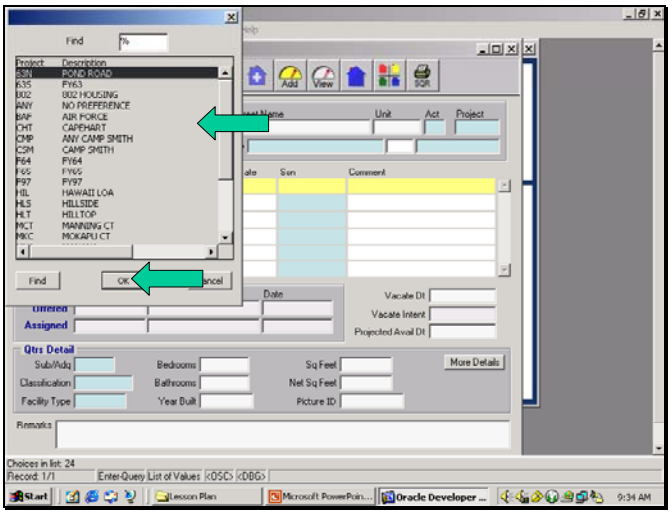


1. Topic Enabling Objective

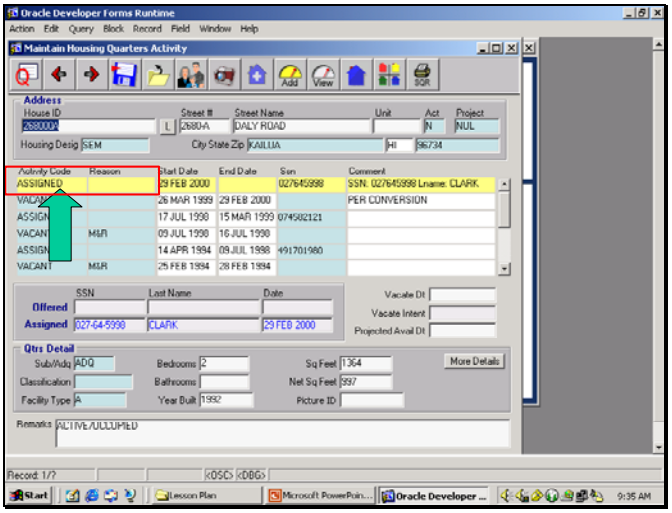


2. Viewing Quarters Information

OUTLINE SHEET 6-1-1

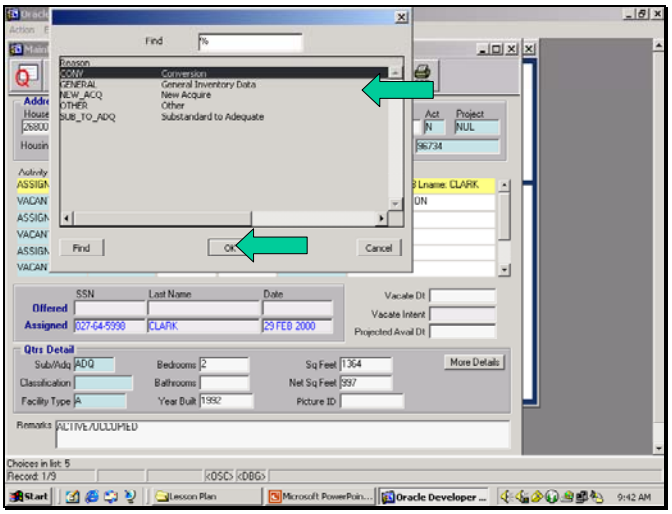


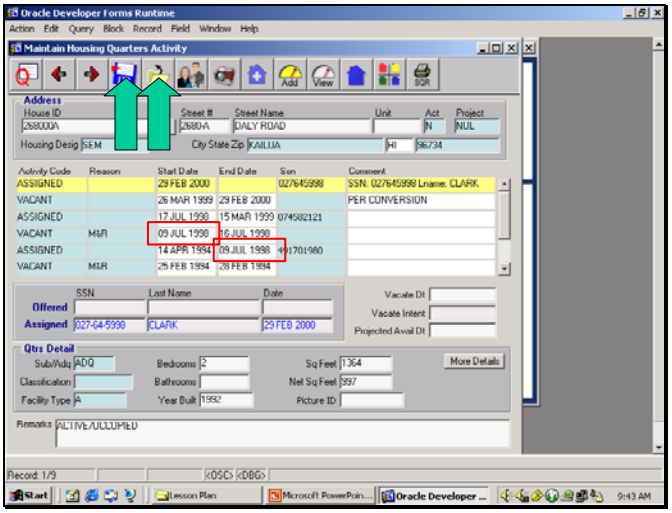
a. Select Base Houses from Housing Units module
b. Input House ID or Double click in Project field
c. Select desired Housing Project
d. Click OK



e. Click Query button
f. Modify, delete, add activities and/or reason as needed

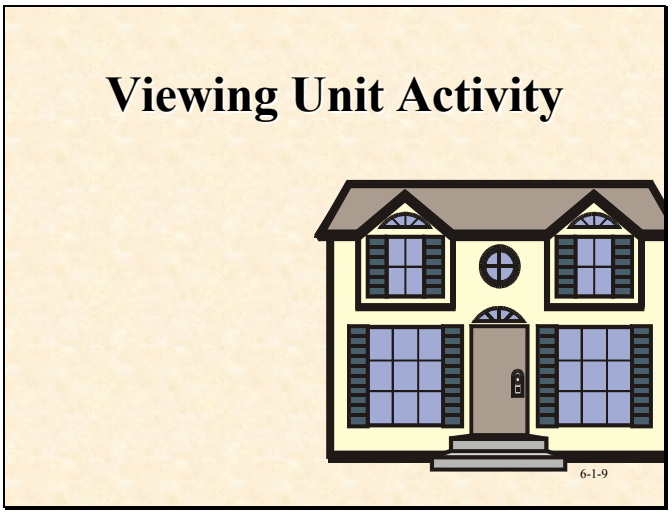
OUTLINE SHEET 6-1-1



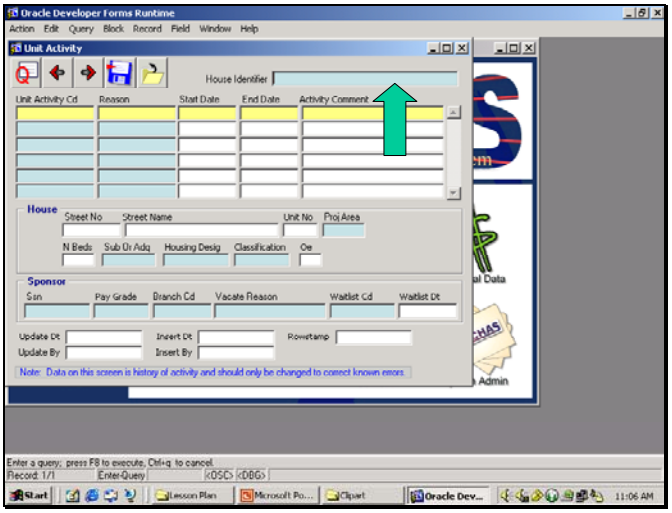


g. Click Save button after any changes
h. Click Close button

OUTLINE SHEET 6-1-1

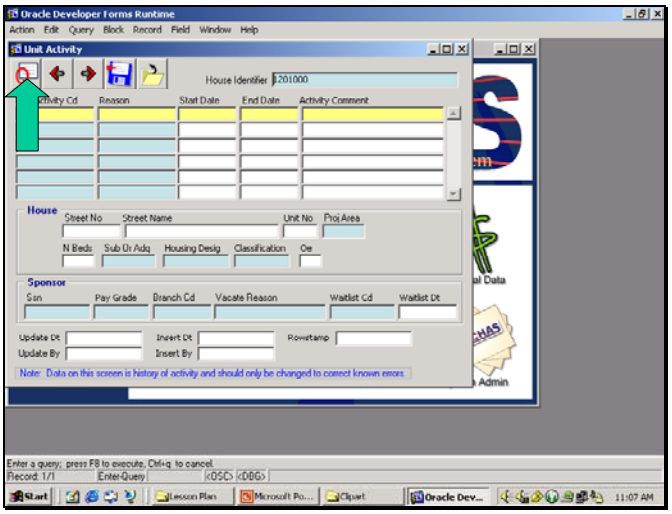


3. Viewing Unit Activity

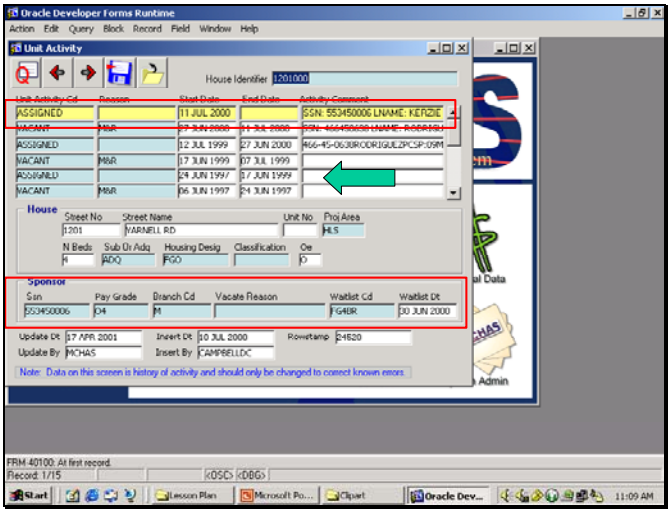


a. Select Unit Activity from Housing Unit module
b. Double click on House Identifier field

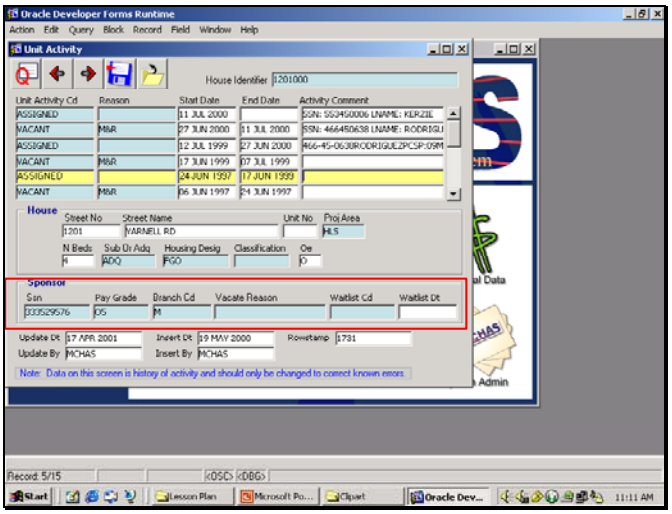
OUTLINE SHEET 6-1-1

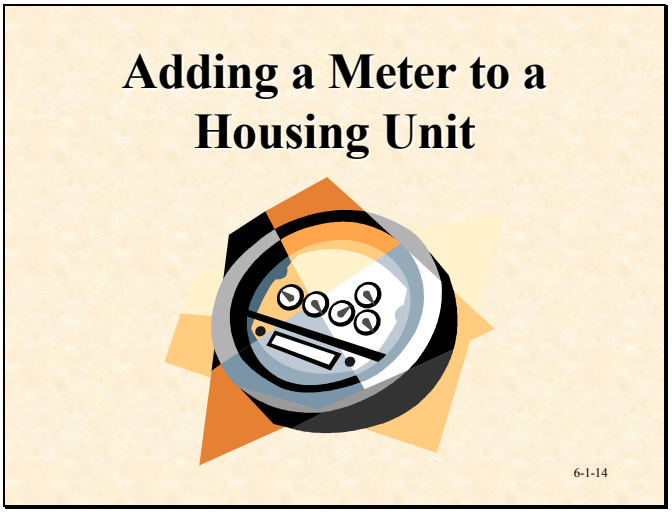


c. Select desired House ID
d. Click OK
e. Click Query button



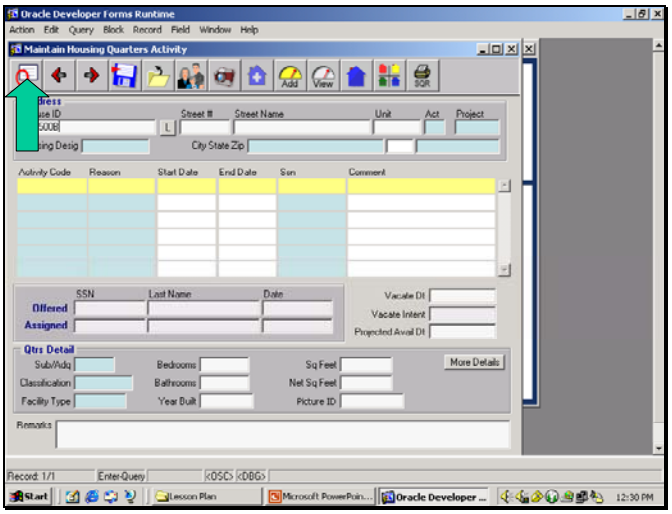
OUTLINE SHEET 6-1-1



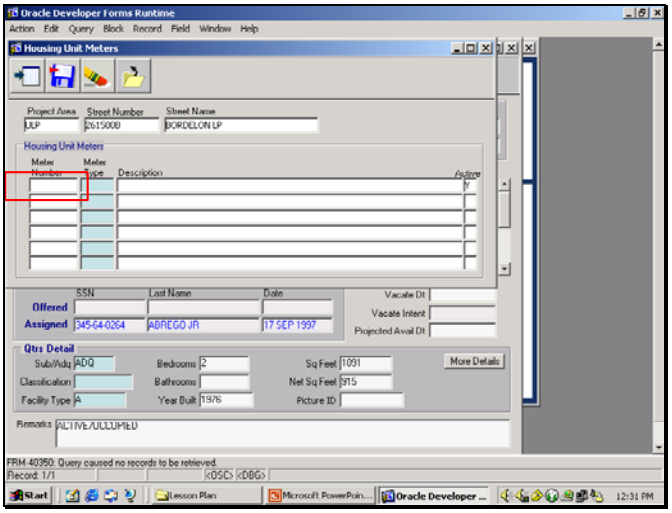


4. Adding Meter to a Housing Unit

OUTLINE SHEET 6-1-1

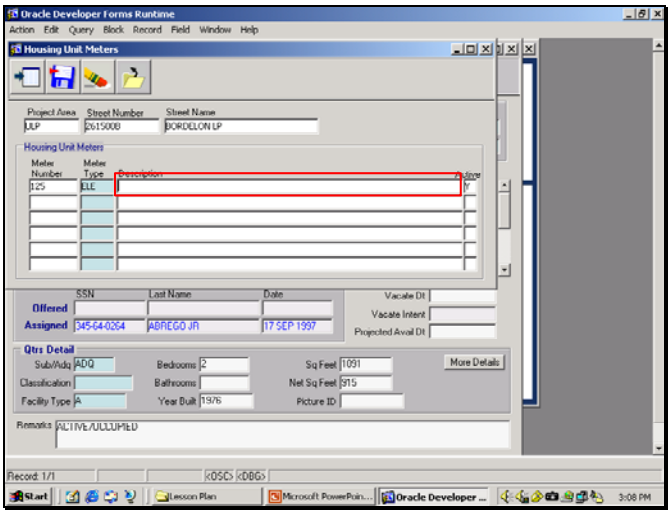


a. Select Base Houses from Housing units module
b. Enter appropriate House ID
c. Click Query button

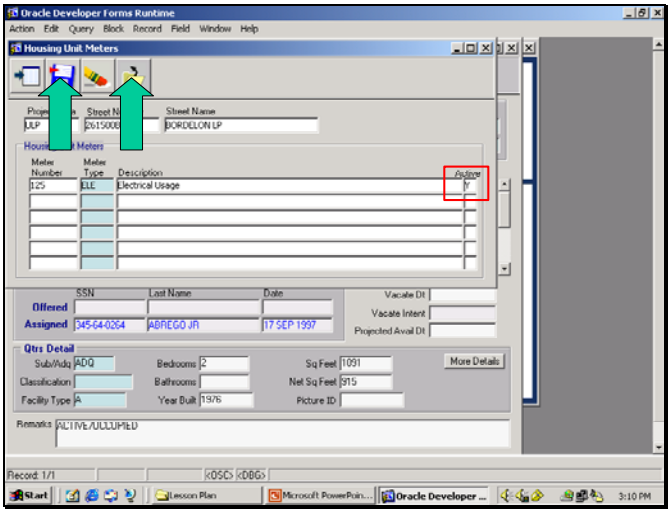


d. Click Add Meter button
e. Enter meter number

OUTLINE SHEET 6-1-1

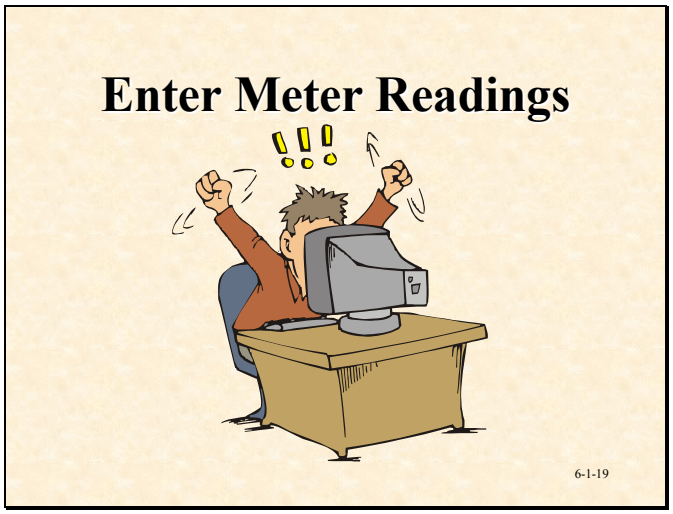


f. Double click on Meter Type field
g. Select Type of meter
h. Click Ok
i. Enter description if required

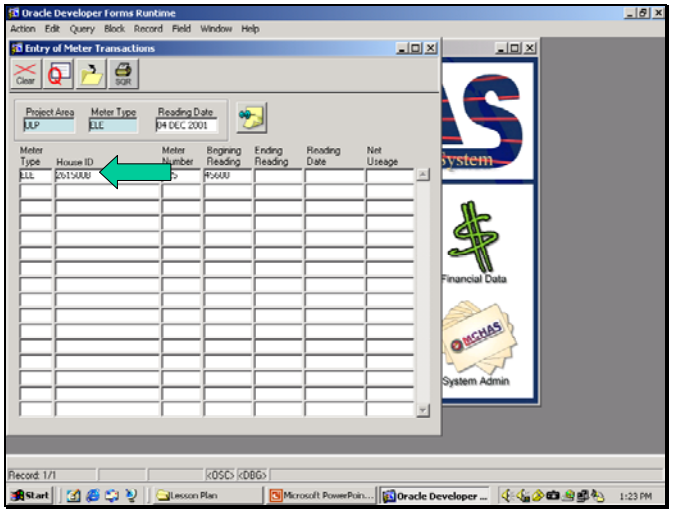


j. Type in Active Status
k. Click Save button
l. Click Close button

OUTLINE SHEET 6-1-1

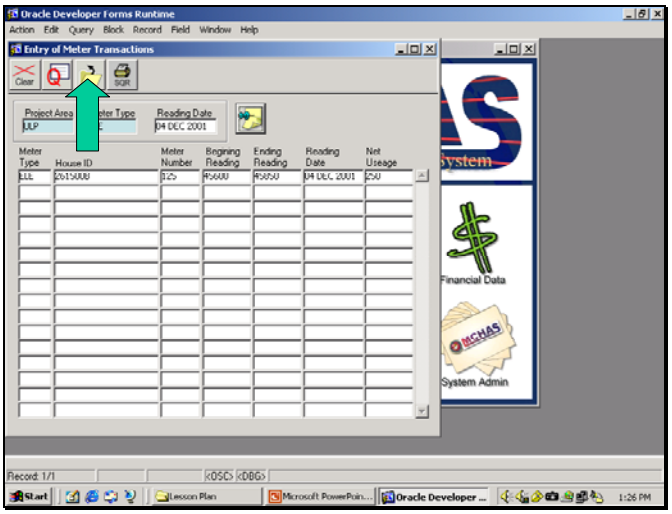


5. Entering Meter Readings

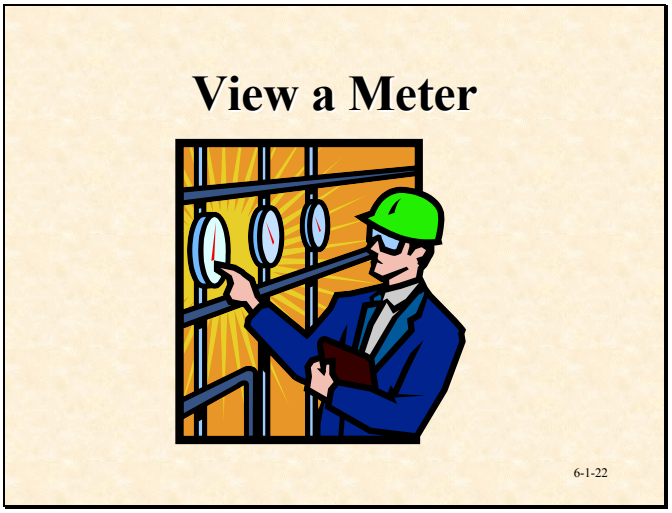


a. Select Meter Readings from Housing Unit module
b. Double click in Project field
c. Select appropriate project
d. Click OK
e. Double click on Meter Type field
f. Select appropriate meter
g. Click OK
h. Click Query button
i. Select appropriate House ID

OUTLINE SHEET 6-1-1

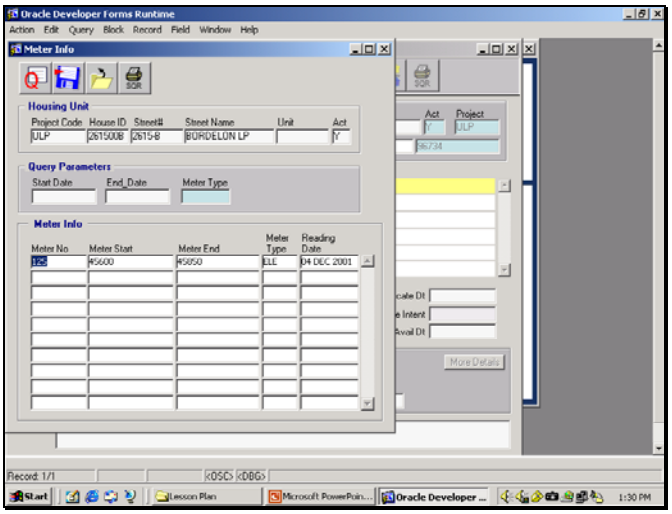


j. Enter Ending Meter Reading
k. Enter Reading Date
l. Click Post Meter button
m. Click OK
n. Click Close button

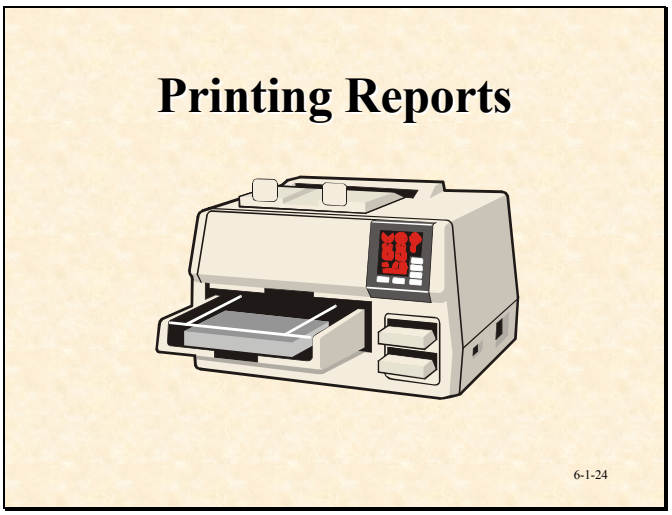


6. View Meter

OUTLINE SHEET 6-1-1

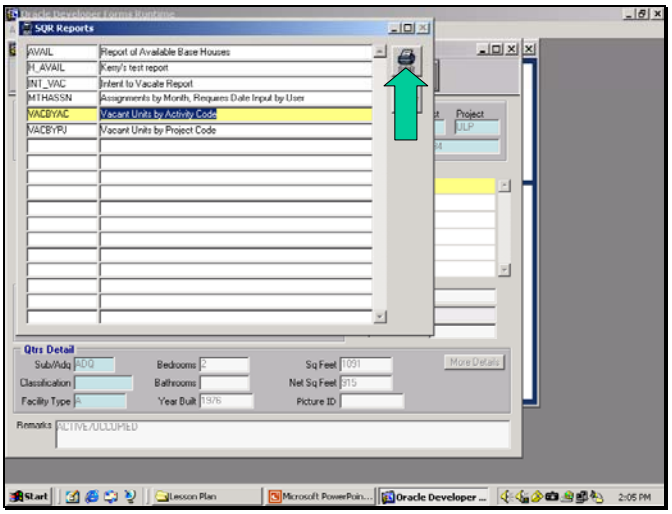


a. Select Base Housing from Housing Unit module
b. Perform Query for desired housing unit
c. Click View Meter button

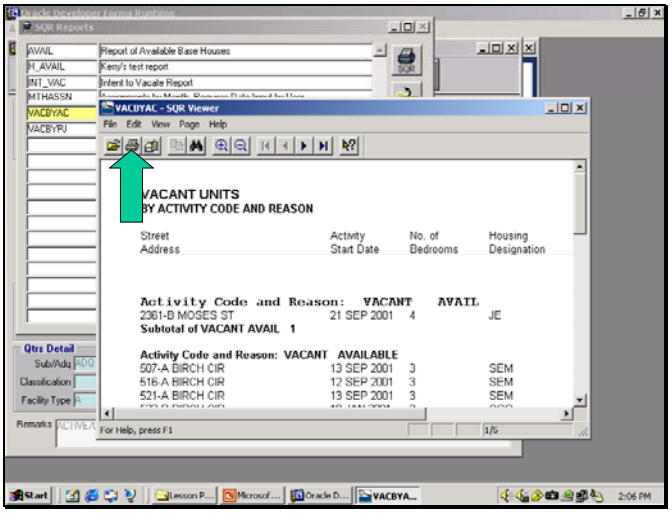


7. Printing Reports

OUTLINE SHEET 6-1-1

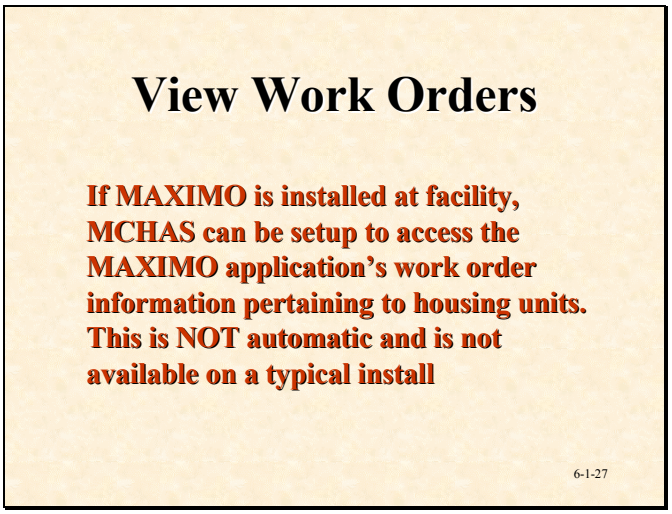


a. Click Print SQR Reports button on Maintain Housing Activity screen
b. Select desired report
c. Click Print SQR Report button

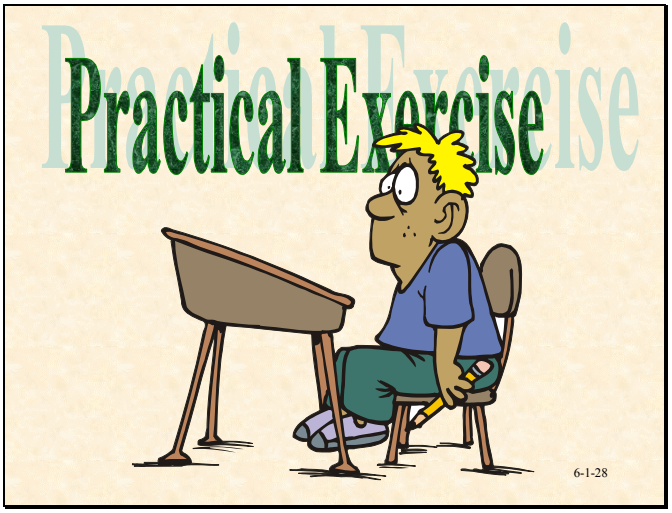


d. Click Print button

OUTLINE SHEET 6-1-1



8. View Work Orders



JOB SHEET 6-1-2

MAINTAINING HOUSING QUARTERS EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in maintaining housing quarters on MCHAS.

B. References

1. Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. View quarters information by querying a unit from the MCHAS database.

   What was the status of the fourth activity for the unit you queried? _____

   What was the ending date for that status? _____

   Who is the occupant prior to current occupant? _____

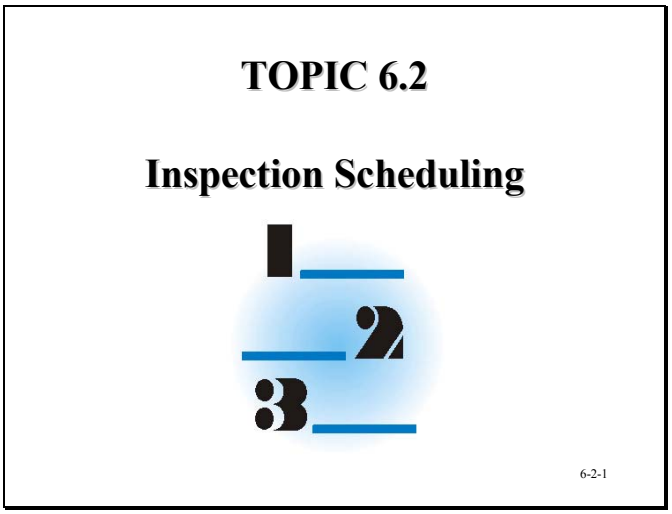
2. Query a unit and add an electric usage meter. Assign a meter number of 150

3. Post the following meter readings: Start 550, End 605, use current date for reading date.

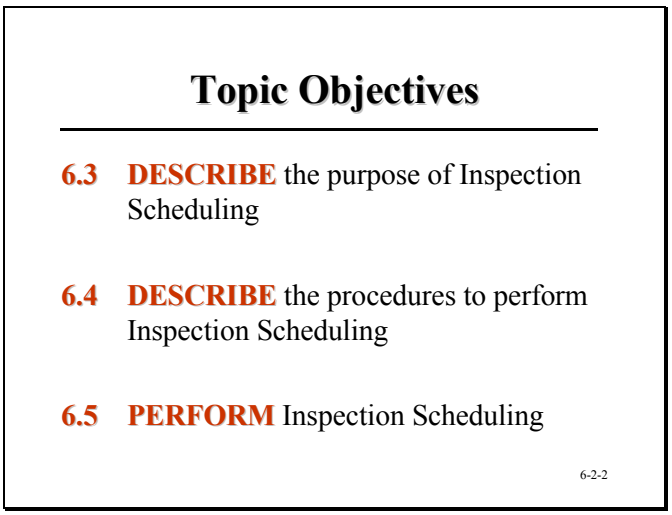
4. Perform the steps to print a housing vacancy listing. (Do not print)

   How many units are currently vacant from database? _____

OUTLINE SHEET 6-2-1



1. Topic Enabling Objectives



OUTLINE SHEET 6-2-1

Purpose

- Allows easy creation of inspectors
- Maintains inspector's schedules
- Maintains types of inspections
- Creates daily inspection schedule reports

6-2-3

2. Purpose of Inspection Module

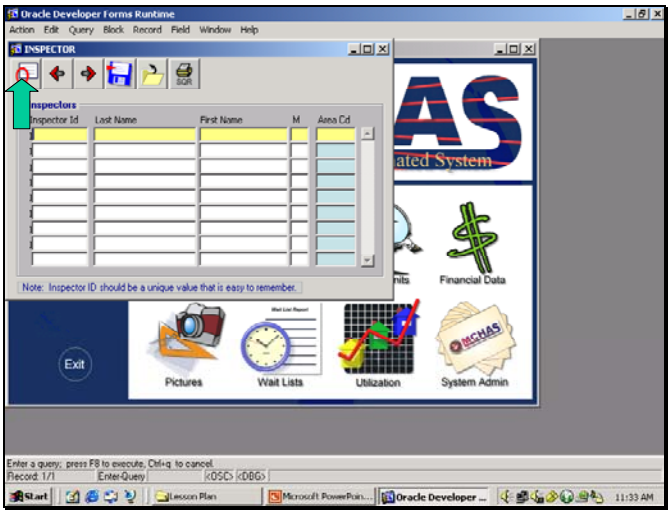
   a. Allows easy creation of inspectors
   b. Maintains inspector's schedules
   c. Maintains types of inspections
   d. Creates daily inspection schedule reports

Creating Inspectors

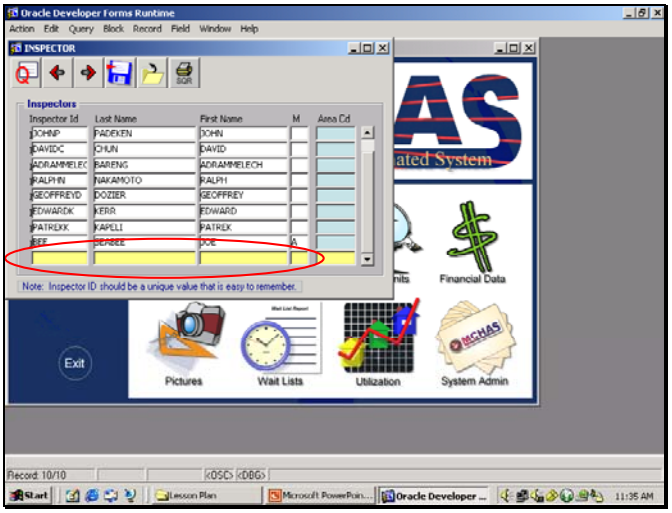
6-2-4

3. Creating Inspectors

OUTLINE SHEET 6-2-1

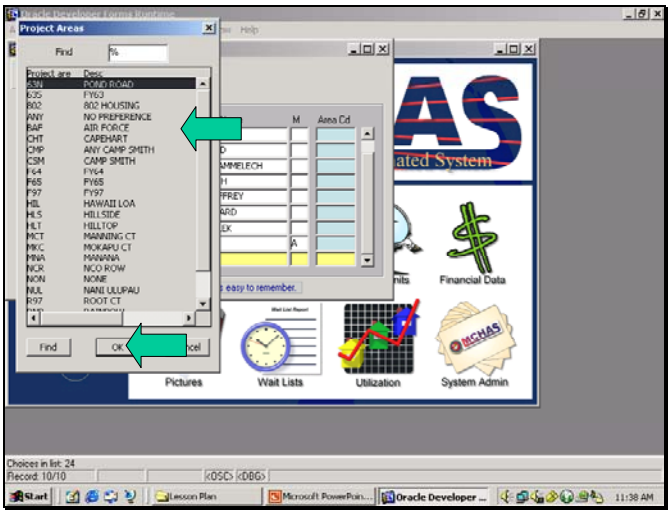


a. Open Housing Units module
b. Select Inspectors
c. Click Query

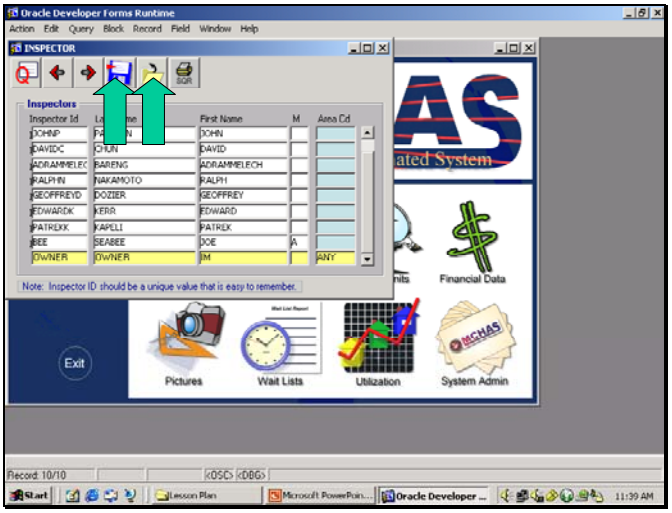


d. Insert curser in next available line or insert in last row and press down arrow on keyboard
e. Enter Inspector's information

OUTLINE SHEET 6-2-1



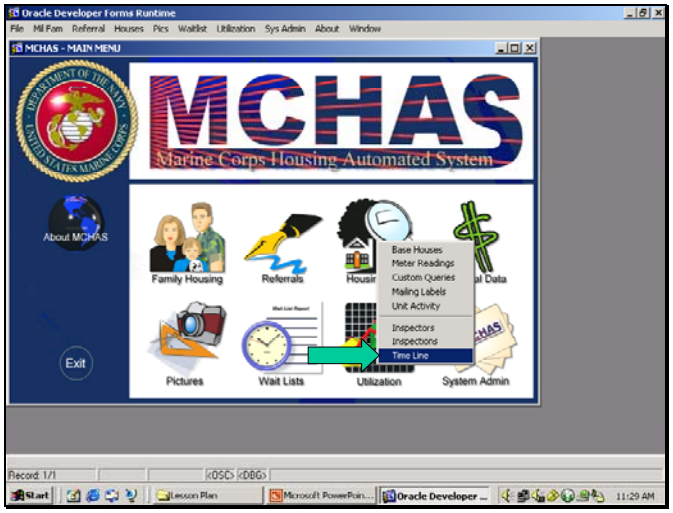
f. Double click Area Covered field
g. Select Area
h. Click Ok



i. Click Save button
j. Click Close button

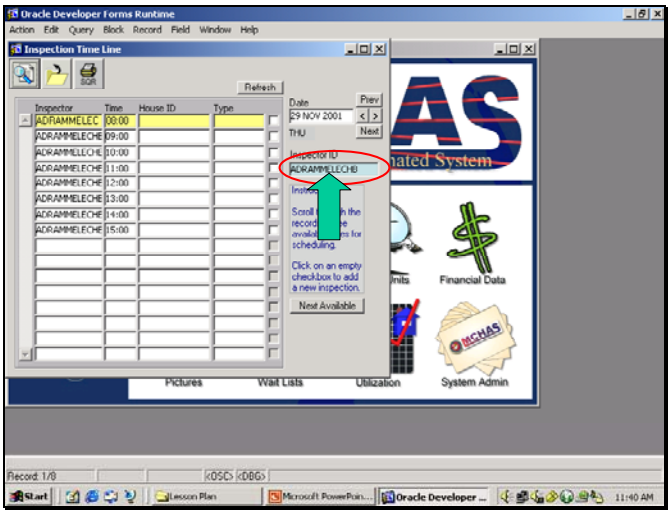
OUTLINE SHEET 6-2-1

4. Schedule Appointment from the Timeline



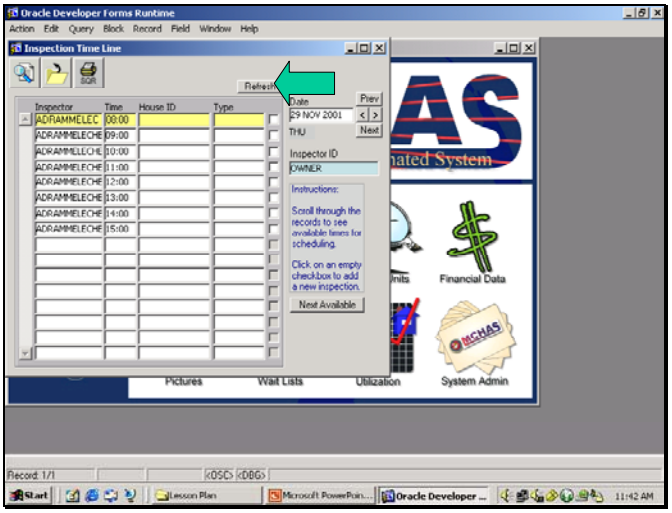
a. Open Housing unit module
b. Select Timeline

OUTLINE SHEET 6-2-1



c. Select desired inspector

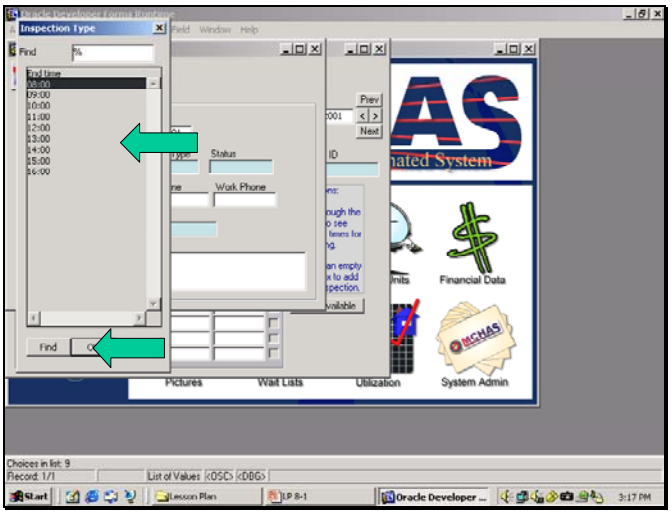
1) Double click Inspector ID field



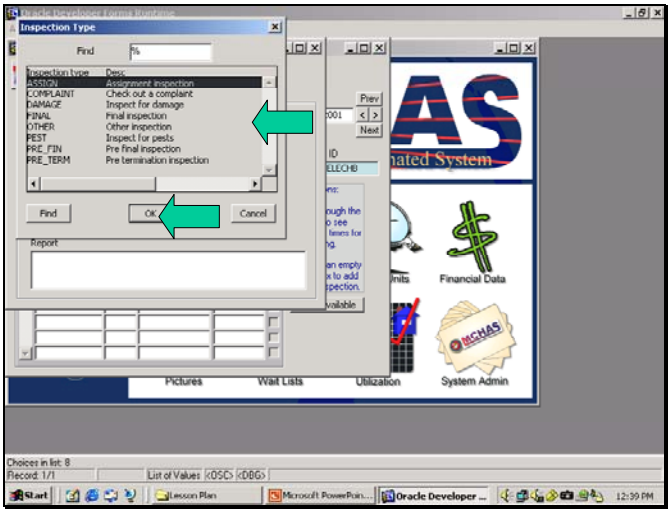
2) Select desired inspector
3) Click OK

d. Click Refresh button

OUTLINE SHEET 6-2-1

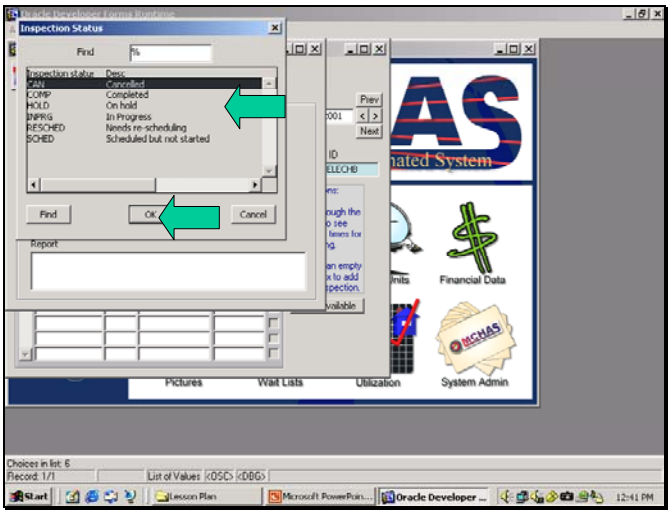


e. Select desired date
f. Select desired time
g. Double click on Out field
h. Select desired time
i. Click OK

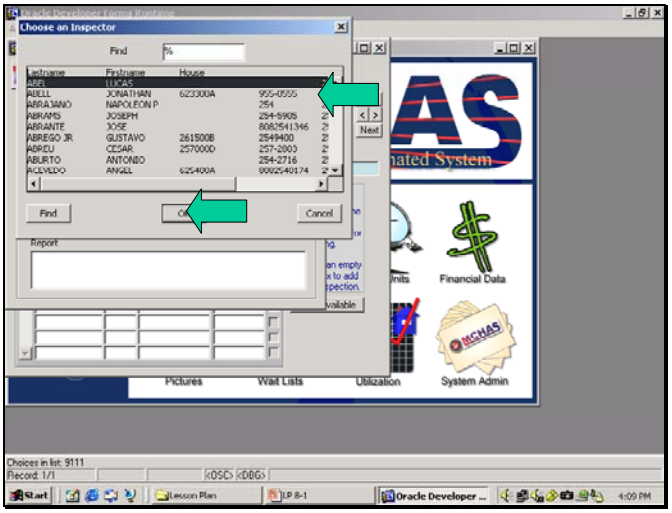


j. Double click Inspection Type field
k. Select desired inspection type
l. Click OK

OUTLINE SHEET 6-2-1

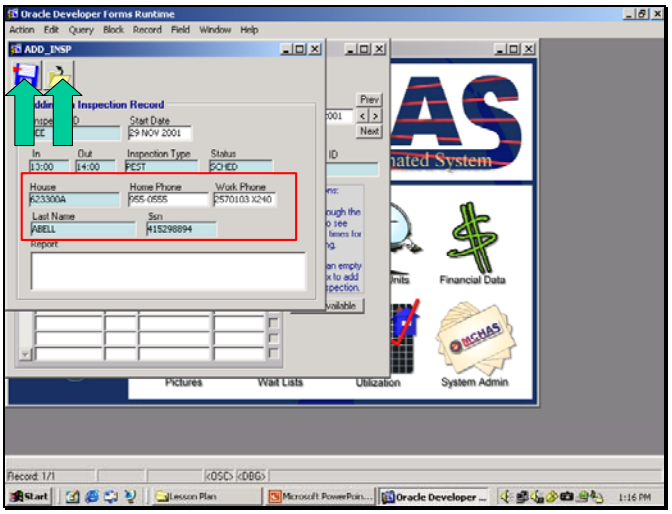


m. Double click status
n. Select appropriate status
o. Click OK

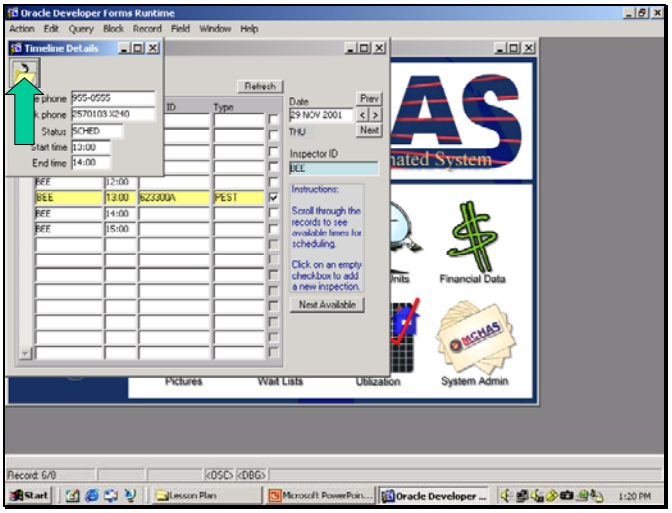


p. Double click House field
q. Select appropriate House ID
r. Click OK
s. Double click Last Name field
t. Select appropriate sponsor's last name
u. Click OK

OUTLINE SHEET 6-2-1



v. Click Save button
w. Click Close button

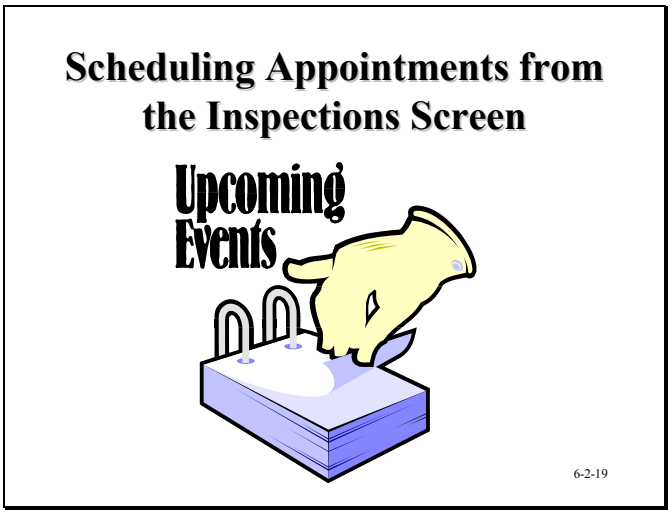


x. View Inspection information

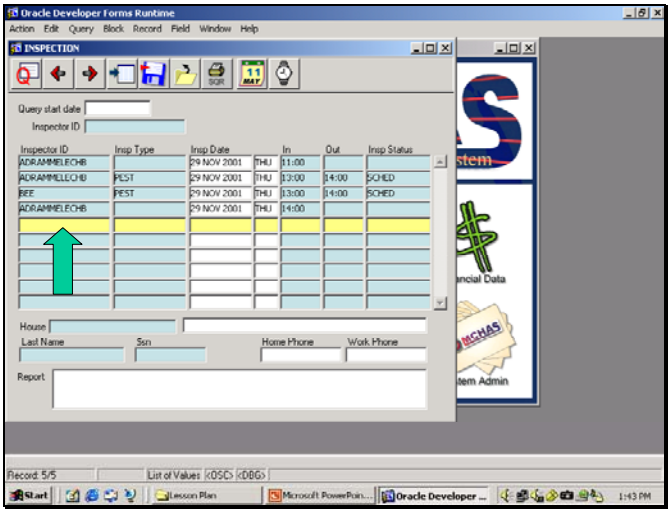
1) Select desired appointment time
2) Click Inspection Detail button

y. Click Close button

OUTLINE SHEET 6-2-1

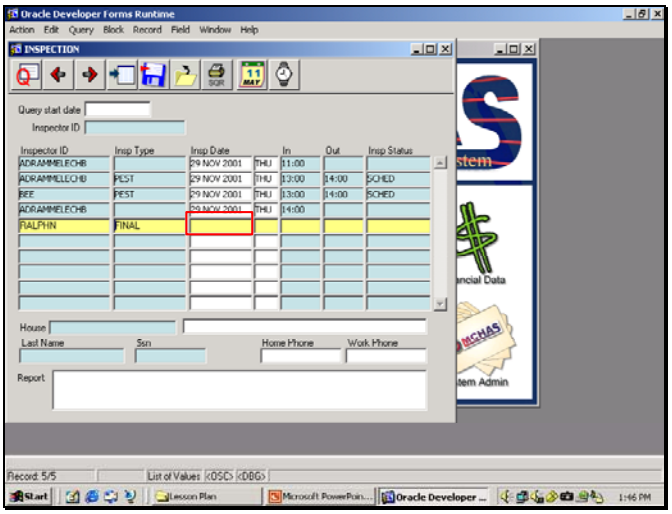


5. Scheduling Appointments from the Inspection Screen

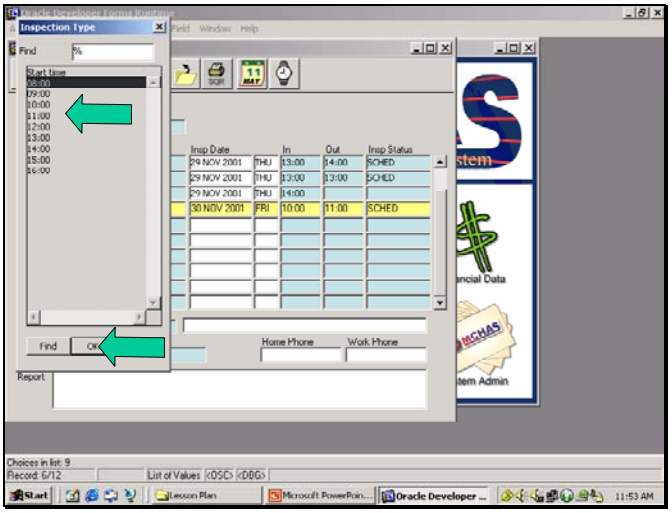


a. Select Inspections from Housing Unit module
b. Click on next available line
c. Double click Inspector ID field

OUTLINE SHEET 6-2-1

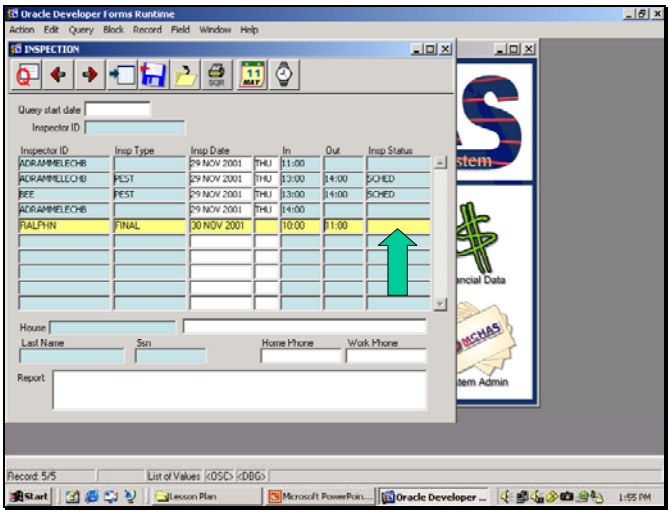


d. Select desired inspector
e. Click OK
f. Double click Inspection Type field
g. Select Inspection type
h. Click OK
i. Key in desired date

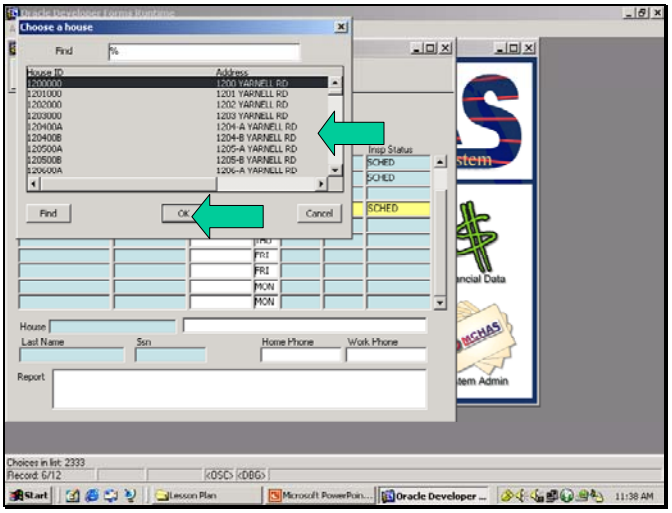


j. Double click In field
k. Select desired start time
l. Click OK
m. Double click Out field
o. Select desired end time
p. Click OK

OUTLINE SHEET 6-2-1

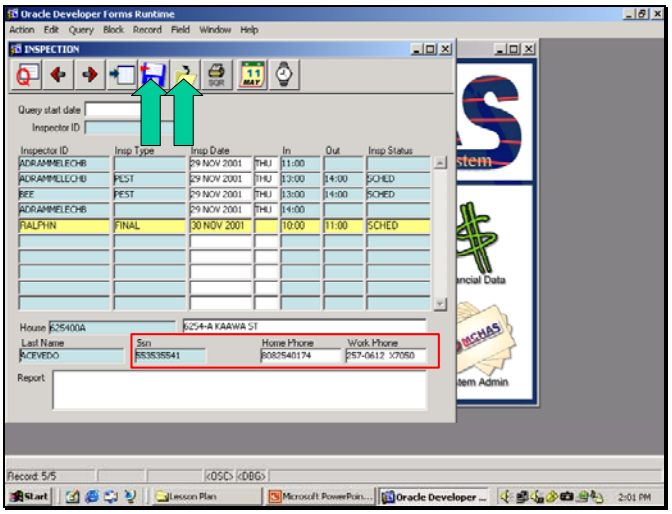


q. Double click Inspection Status field

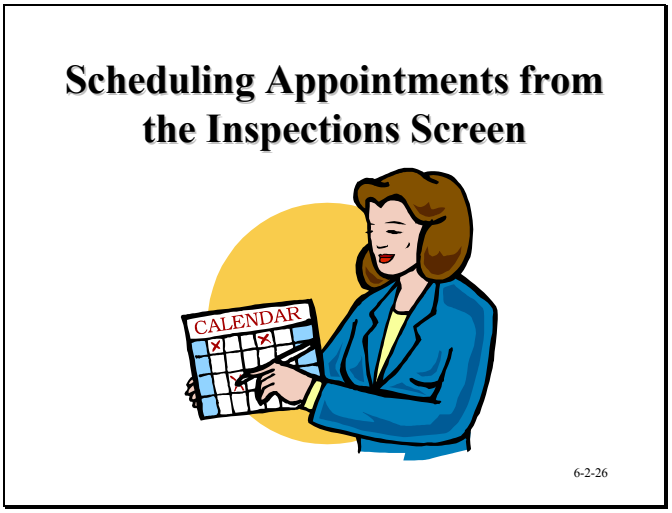


r. Select desired Inspection Status
s. Click OK
t. Double click House field
u. Select desired House ID
v. Click OK

OUTLINE SHEET 6-2-1

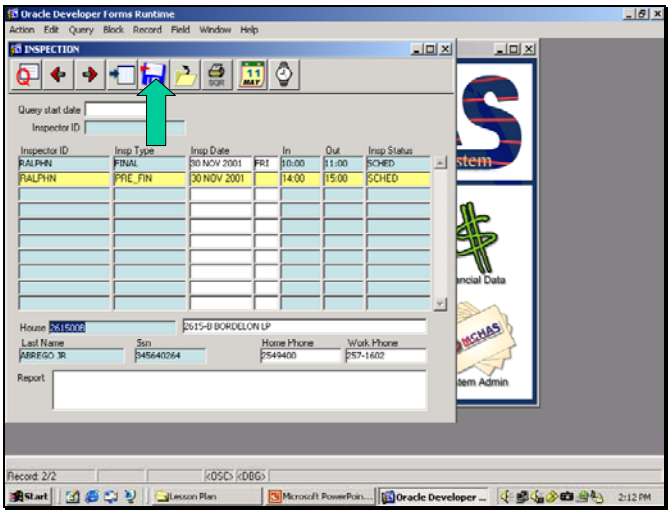


w. Double click in Last Name field
x. Select appropriate name
y. Click OK
z. Click Save button
aa. Click Close button



6. Scheduling Appointments from the Inspections Screen

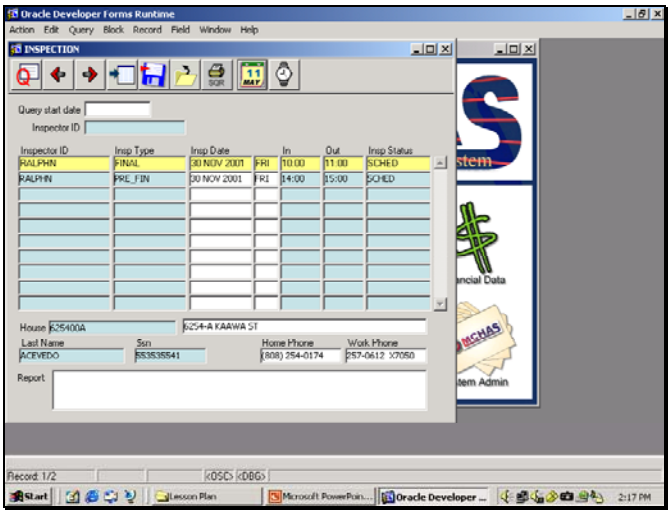
OUTLINE SHEET 6-2-1



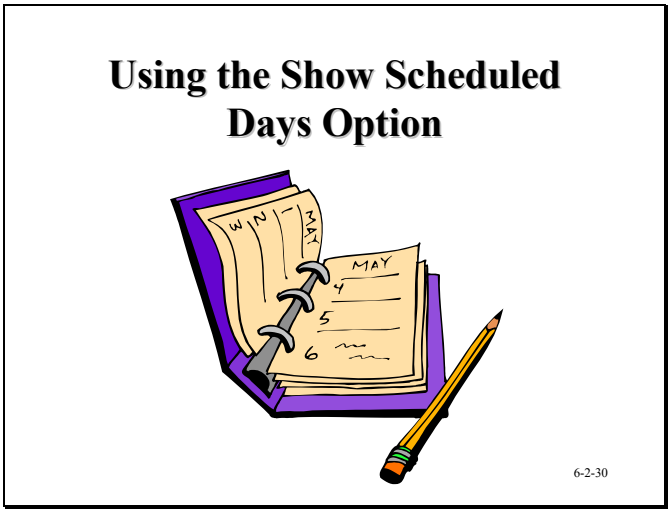
a. Click Query in Inspection screen
b. Input desired date and Inspector ID
c. Click Query
d. Input all required data
e. Click Save

7. Using Inspection Calendar

OUTLINE SHEET 6-2-1

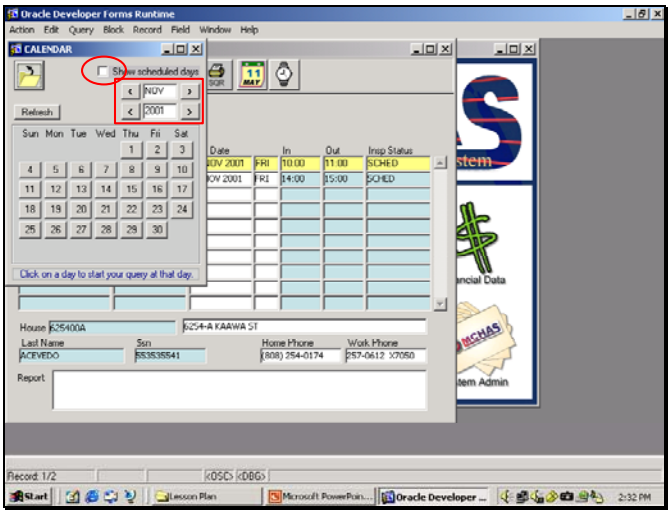


a. Click Calendar button on Inspection screen
b. Select desired date

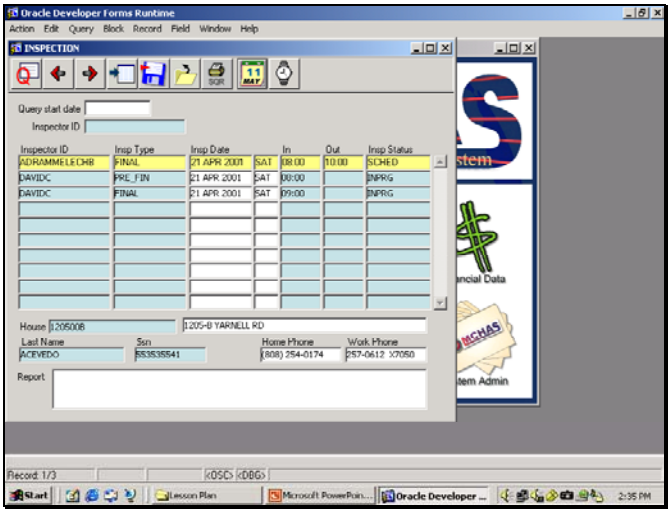


8. Using Show Scheduled Days Option

OUTLINE SHEET 6-2-1

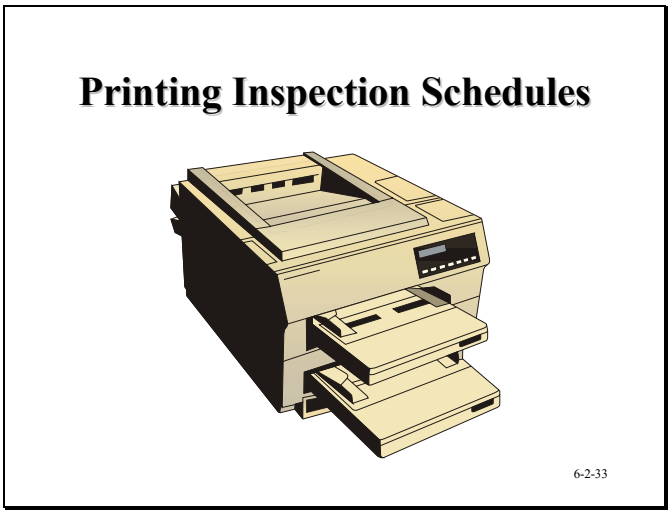


a. Click Calendar button on Inspection screen
b. Select desired month and year
c. Check Show Schedule Days box

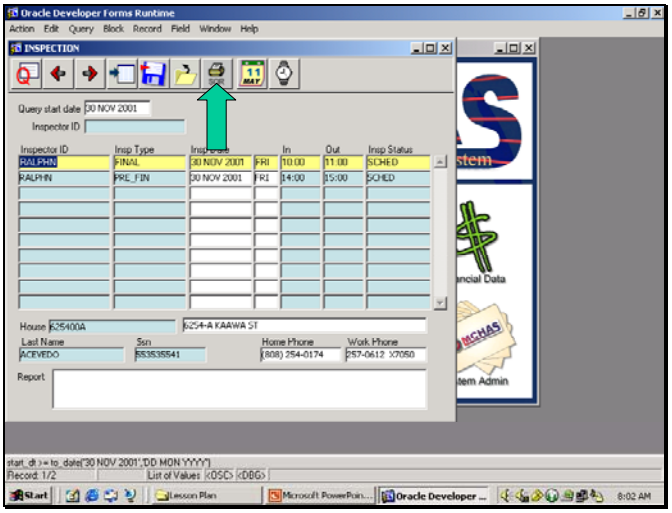


d. Click on a date to view

OUTLINE SHEET 6-2-1

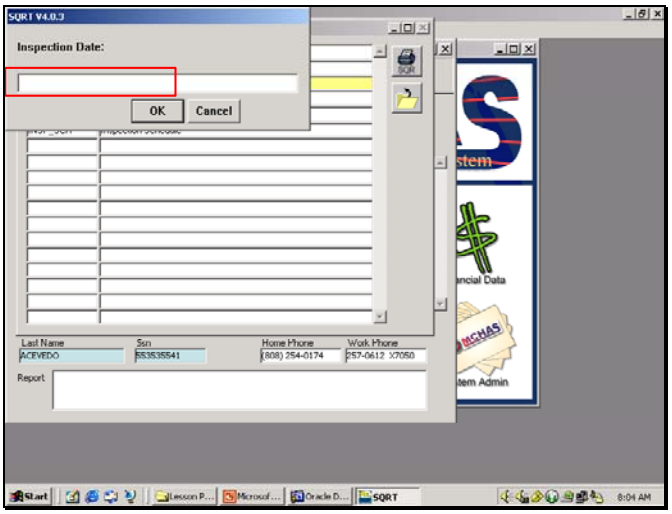


9. Printing Inspection Schedules

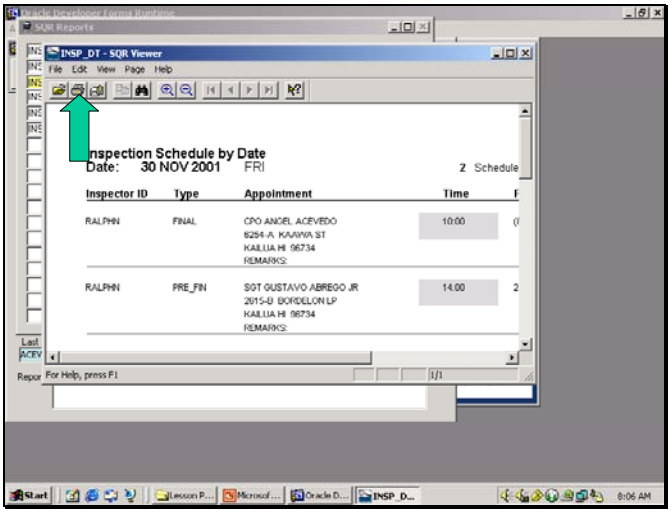


a. Select Inspectors from Housing Unit module
b. Click Print SQR Report button

OUTLINE SHEET 6-2-1

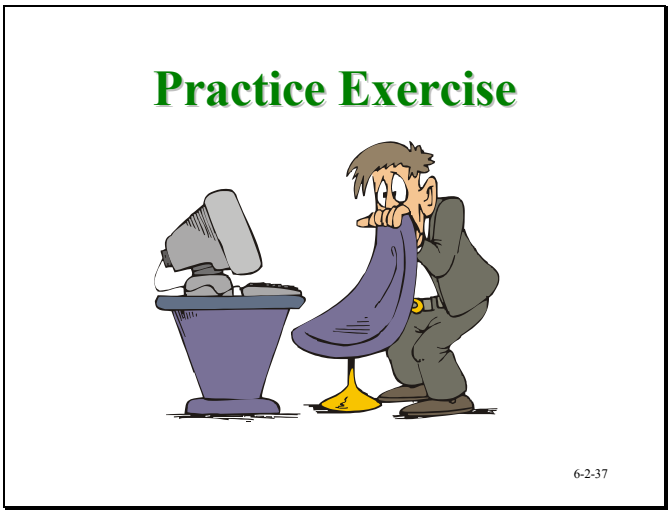


c. Select desired report
d. Click Print SQR Report button
e. Enter desired date



f. Click OK
g. Click Print button

OUTLINE SHEET 6-2-1



JOB SHEET 6-2-2

INSPECTION SCHEDULING EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in creating new inspectors and creating inspection schedules in the MCHAS program.

B. References

1. Trainee Guide Outline Sheet 8-1-1
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

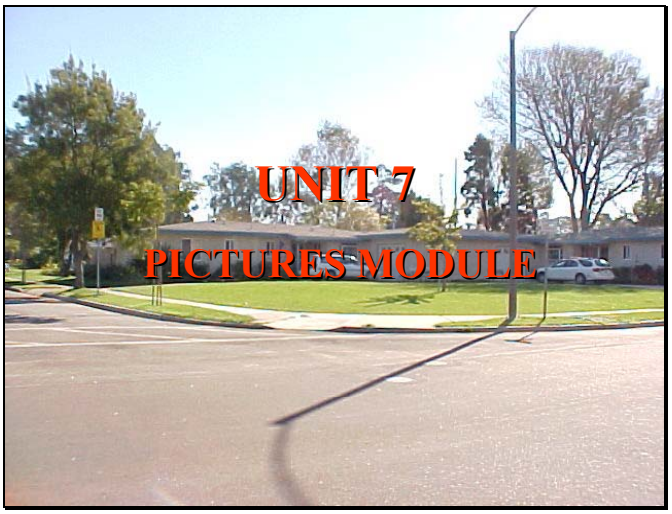
1. You are in charge of the Housing Office's inspection program and just received two new personnel to be assigned as inspectors. You must enter them into the MCHAS program. Create two new inspector's using any name's you wish including your own special Inspector ID. Your supervisor desires that the new inspector's be assigned to a specific area.

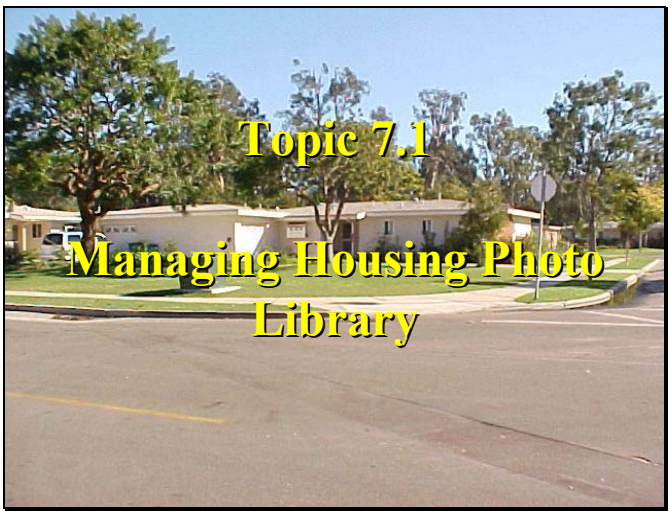
2. After creating the new inspector's, schedule three inspections for each on two different days and two inspections for any other inspector, using any of the procedures taught during the class.

3. After making all above input, view each inspector's schedule and view the daily inspection schedule.

4. Perform steps to print an individual inspector's schedule. (Do Not actually print them).

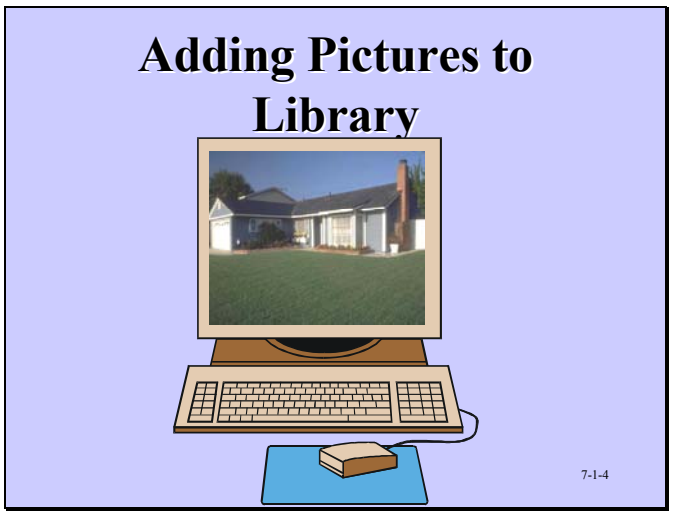
OUTLINE SHEET 7-1-1





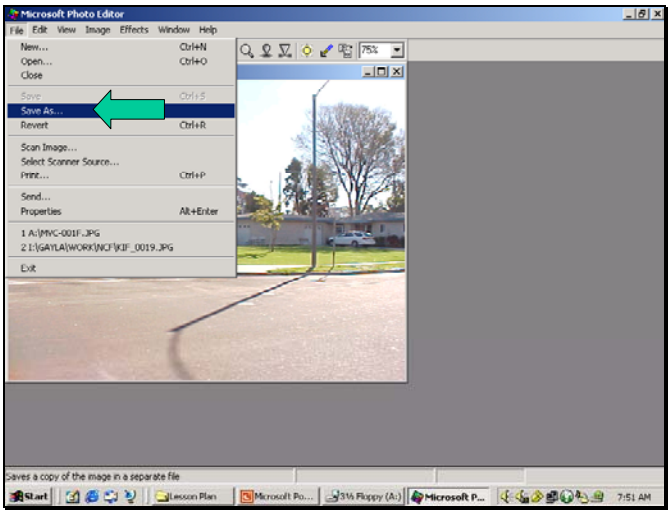
OUTLINE SHEET 7-1-1

1. Topic Enabling Objectives



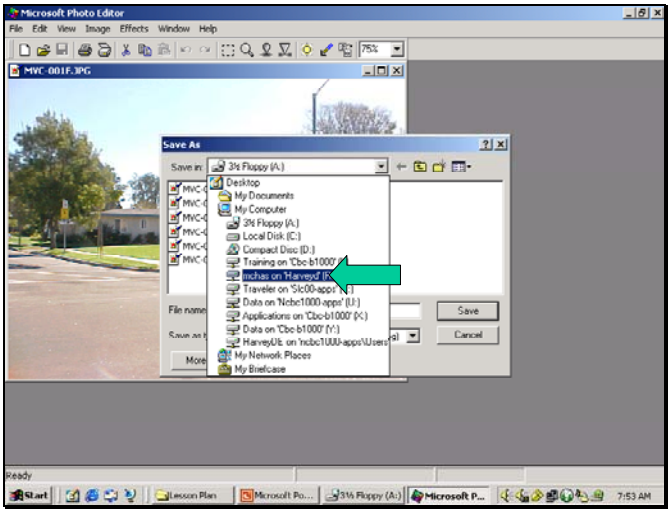
2. Adding Pictures to Library

OUTLINE SHEET 7-1-1



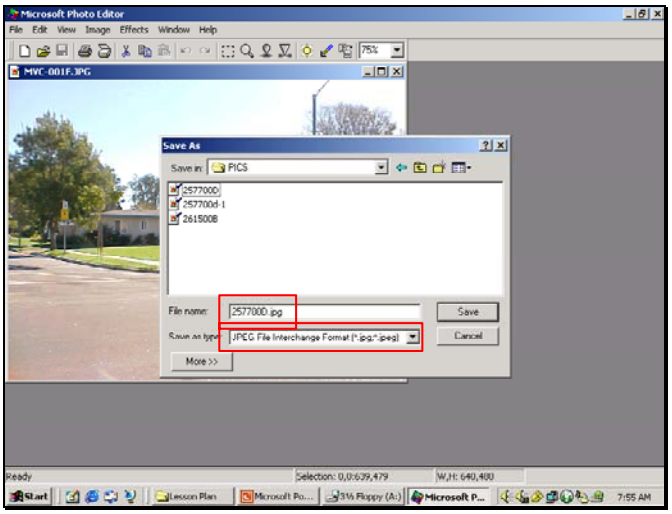
a. Saving Photo's to a Server

1) Open photo from disk
2) Click on File from Menu Bar
3) Select "Save As"

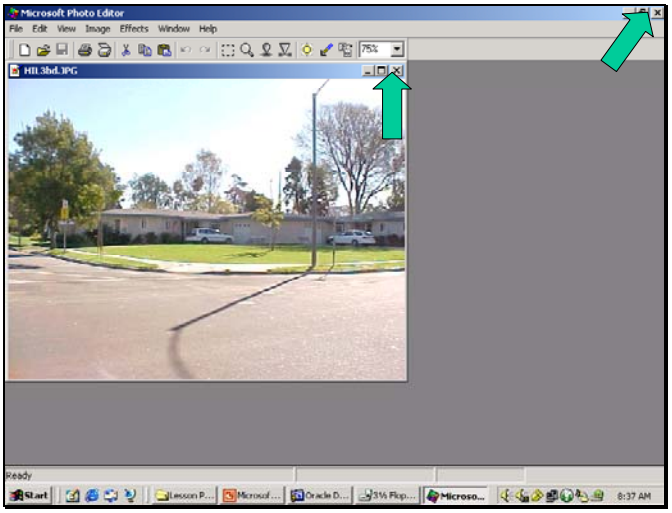


4) Click on "Save In" drop down arrow
5) Select drive to save to

OUTLINE SHEET 7-1-1

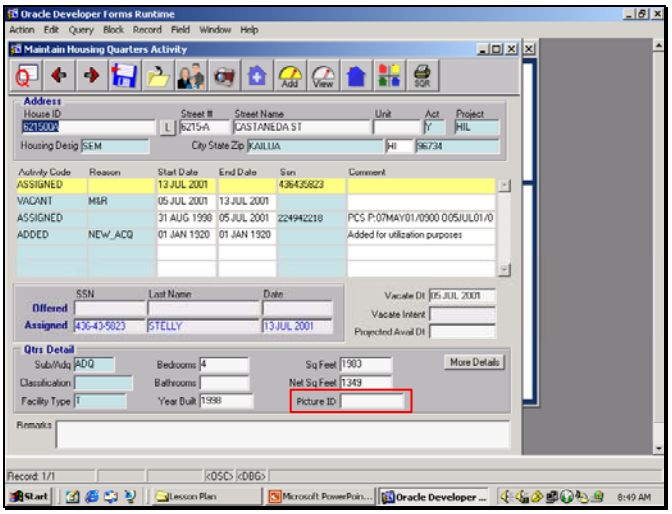


6) Double click MCHAS folder
7) Double click PICS folder
8) Give photo a unique name
9) Save photo as a JEPG type file

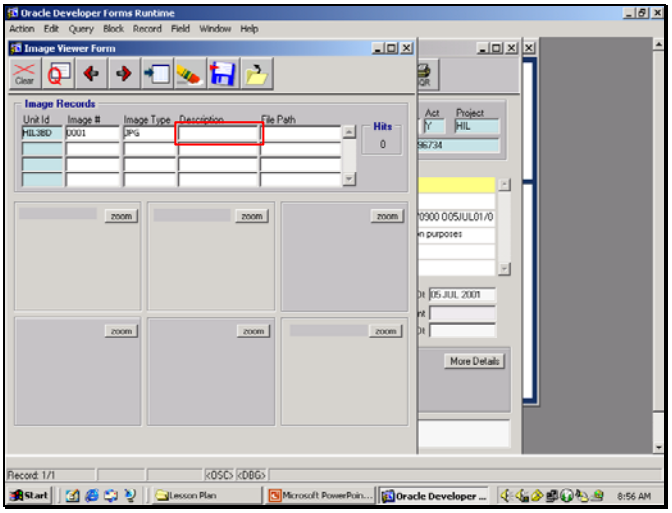


10) Close out of photo program

OUTLINE SHEET 7-1-1

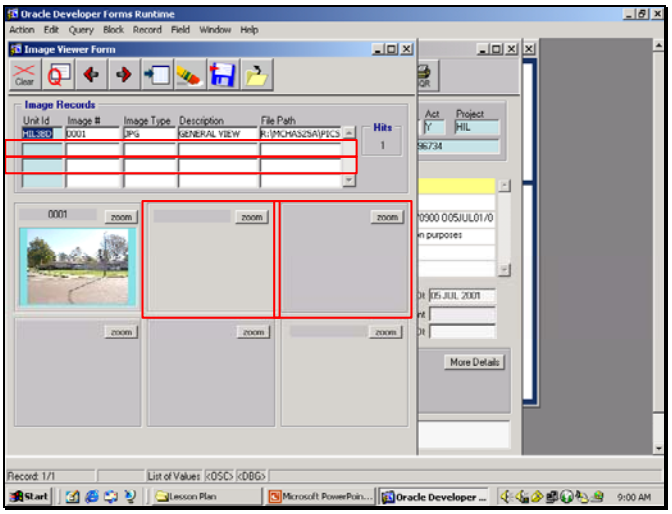


11) Select Base Houses from Housing Units module
12) Input desired House ID to attach photo to
13) Click Query button
14) Input Picture ID

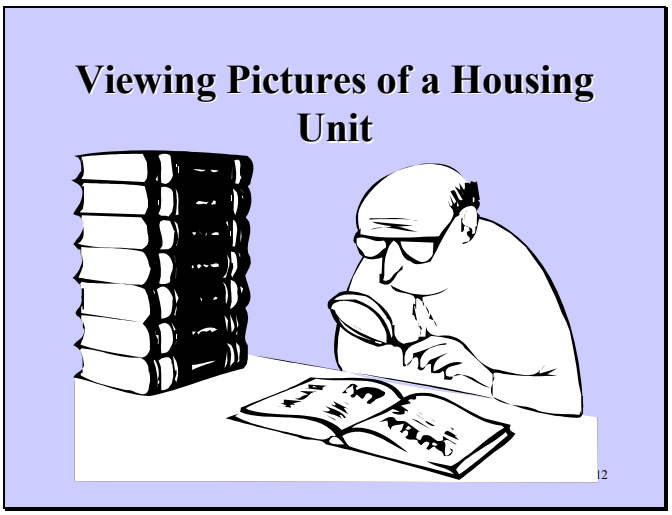


15) Click Camera button
16) Click OK
17) Input Unit ID
18) Input Image Number
19) Input Image Type
20) Input Description

OUTLINE SHEET 7-1-1

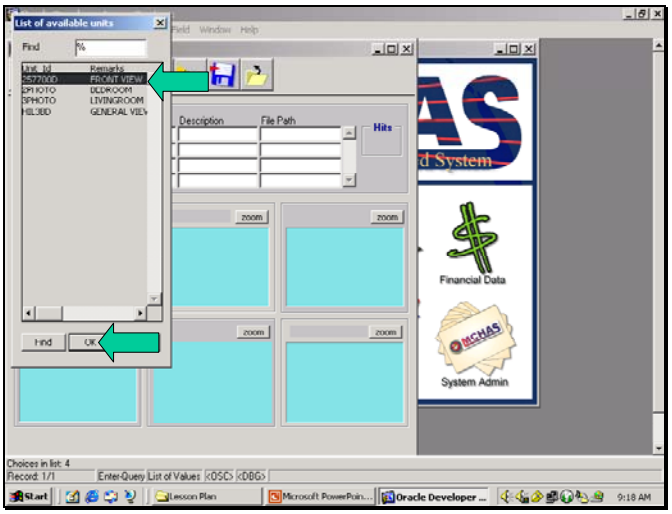


21) Input File Path
22) Click Save button
23) Repeat for each picture



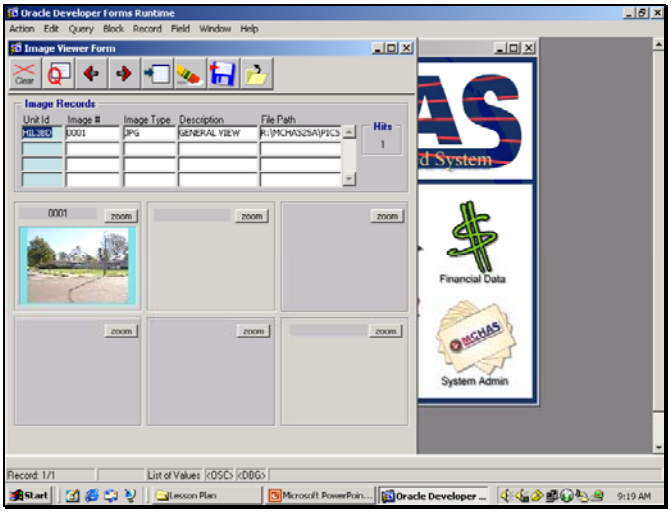
3. Viewing Pictures of a Housing Unit

OUTLINE SHEET 7-1-1



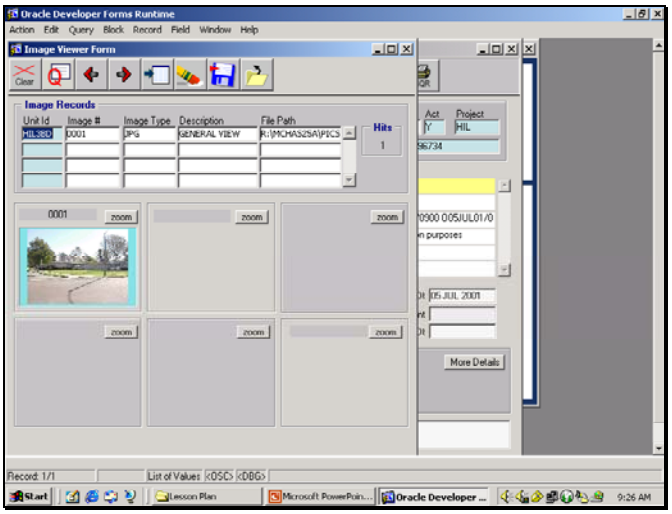
a. Viewing Pictures from Pictures module

1) Select Picture from Pictures module
2) Double click on Unit ID field
3) Select desired ID
4) Click OK



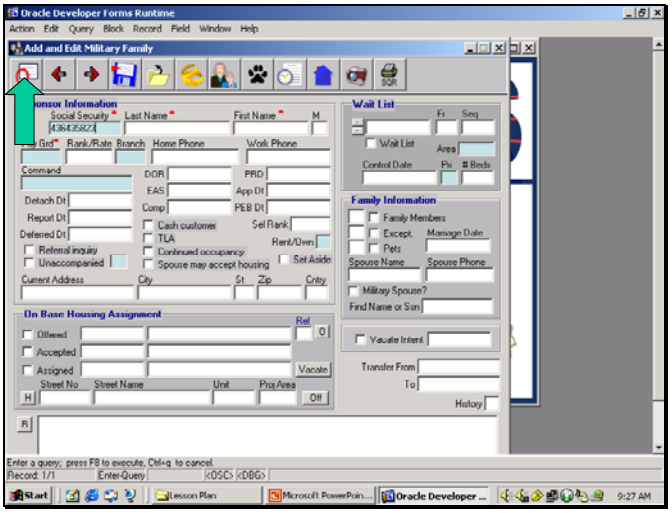
5) Click Query button

OUTLINE SHEET 7-1-1



b. Viewing from Housing units module

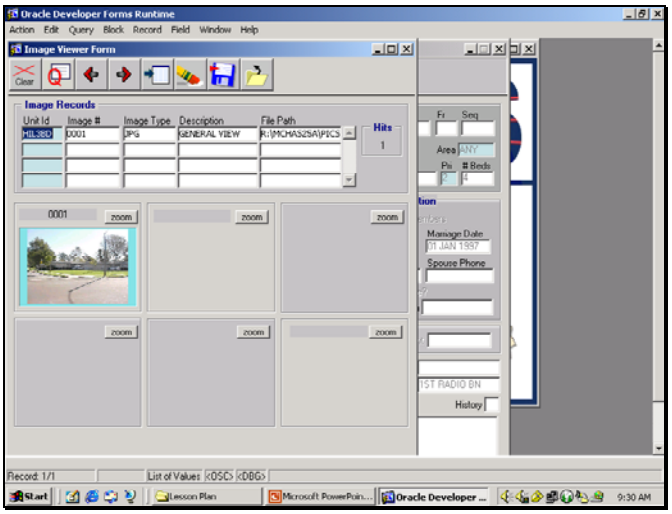
1) Select Base House from Housing Units module
2) Input desired House ID
3) Click Query button
4) Click Camera button



c. Viewing from Family Housing Module

1) Select Military Family from Family Housing module
2) Input desired SSN
3) Click Query button

OUTLINE SHEET 7-1-1



4) Click Camera button

JOB SHEET 7-1-2

MANAGING THE HOUSING PHOTO LIBRARY

A. Introduction

This **Job Sheet** provides a skill exercise in managing the photo library in the MCHAS program.

B. References

1. Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/MCHAS program database
2. Disk containing housing photo's

D. Scenario

1. You have received a disk containing new housing pictures for a particular housing project's floor plan and it is your job to update your office's MCHAS photo library.

2. Select two housing project codes from the housing list's database to save the photos too and write them down on a piece of paper.

3. Insert the disk into the computer and open picture number 1.

4. Save the picture to the MCHAS program using one of the housing project code's + 3bd + sequence number as the Picture ID number. (Ex: XXX3bd1)

5. Save photo 2 and 3 the same way.

6. Open photo 4 and save it to the other project ID code using your own Picture ID number.

7. Pictures 1 through 3 represent the same floor plan for 2 housing units in that same project and picture 4 represents only 1 housing unit floor plan.

8. Open the Base Houses portion of the Housing Units module.

JOB SHEET 7-1-2

9. Select your housing project code you assigned for pictures 1 through 3 and query.

10. Select any unit from that project and attach photos 1 through 3 to that unit.

11. After completion, select another housing unit from the same project and attach the same pictures to it. (Ensure you note the house ID's for use later)

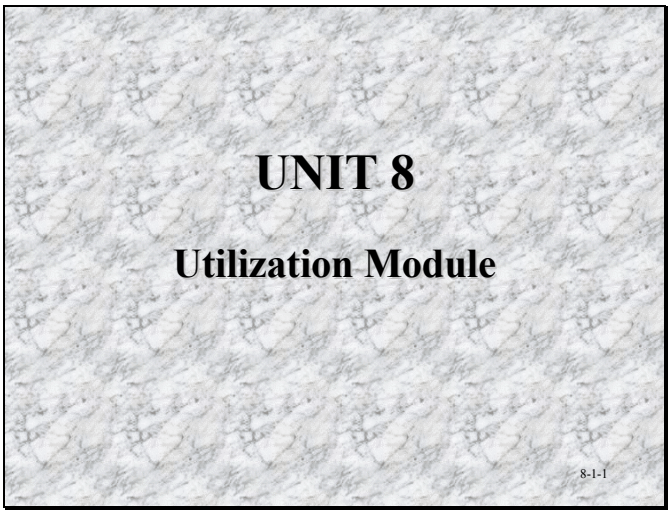
12. Select the housing project code you assigned to picture 4 and query.

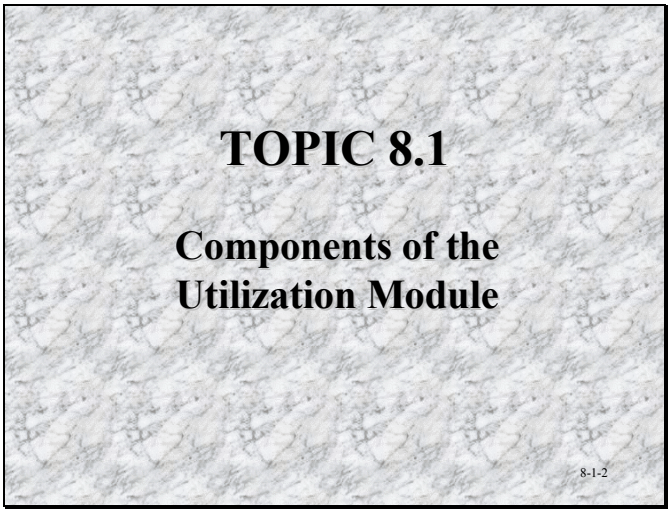
13. Select any housing unit and attach that photo to it.

14. Upon completion, close to the MCHAS main screen.

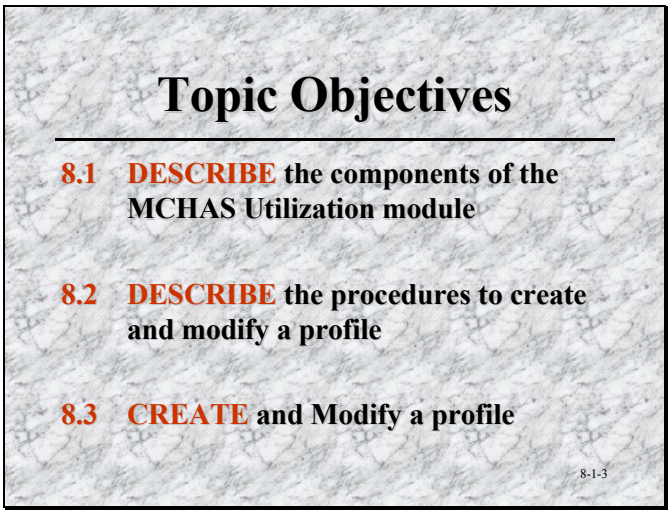
15. Using any procedure, view the photos you installed into the database.

OUTLINE SHEET 8-1-1

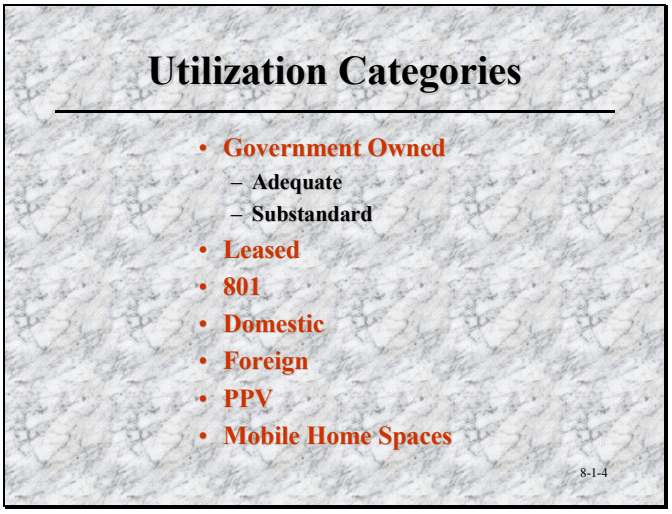




OUTLINE SHEET 8-1-1

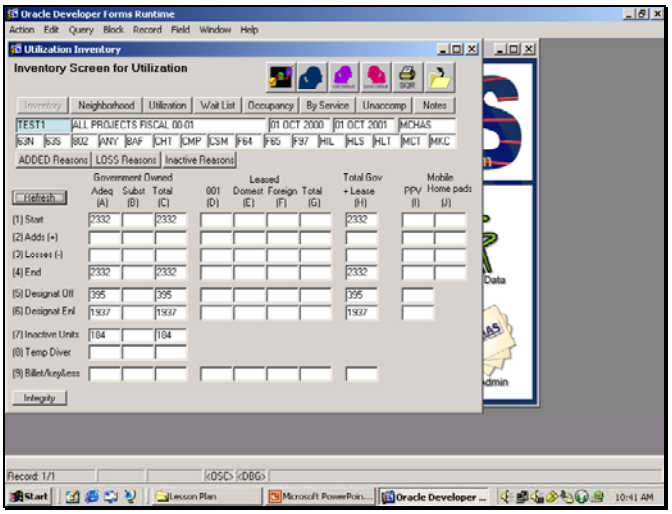


1. Topic Enabling Objectives



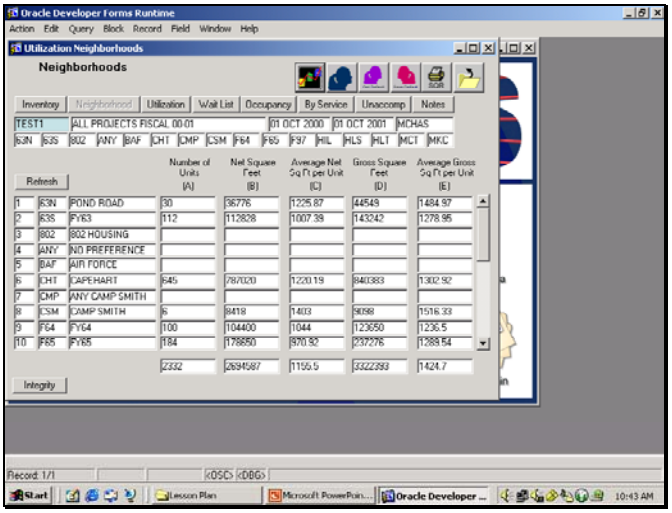
2. Categories

OUTLINE SHEET 8-1-1



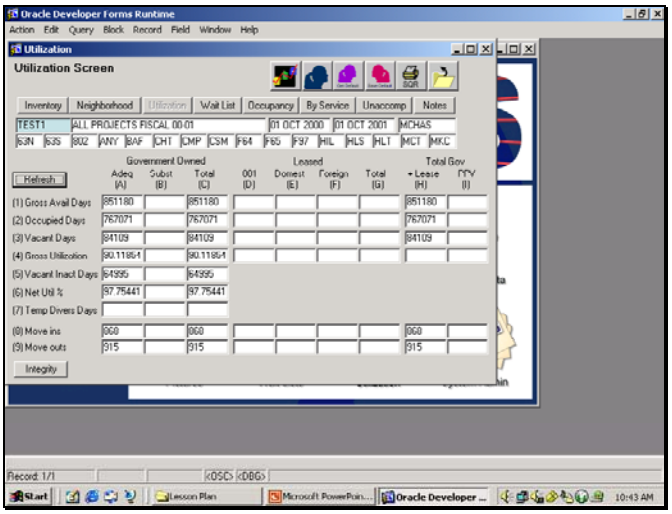
3. Opening Utilization Screens

a. Open Utilization Module
b. Select desired utilization screen
c. Inventory

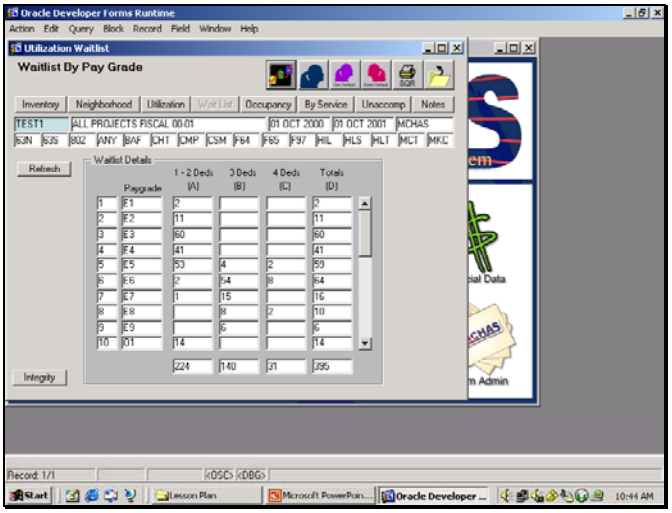


d. Neighborhoods

OUTLINE SHEET 8-1-1

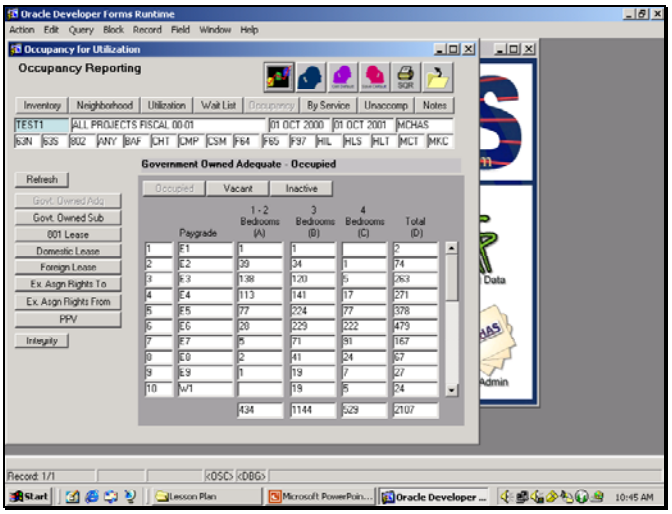


e. Utilization

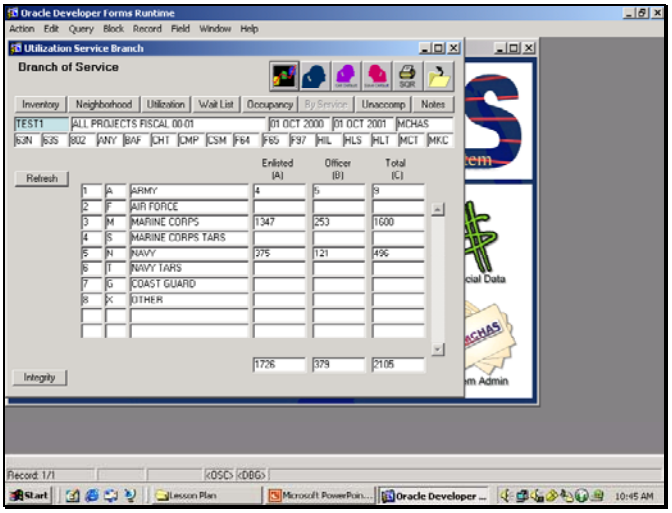


f. Waitlist

OUTLINE SHEET 8-1-1

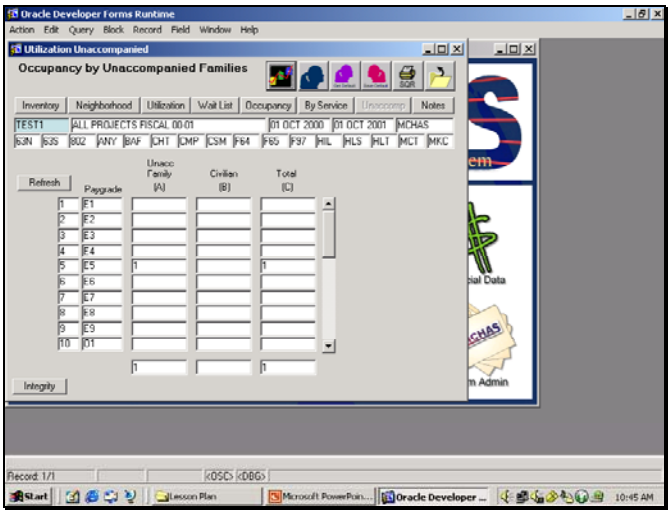


g. Occupancy

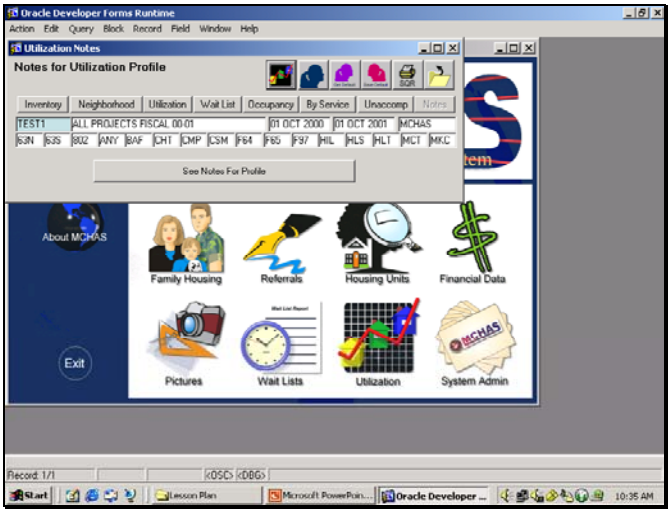


h. Occupancy by Branch of Service

OUTLINE SHEET 8-1-1

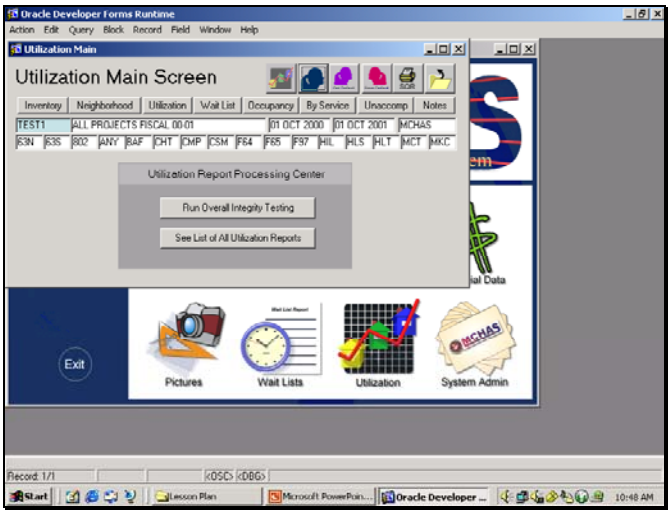


i. Occupancy by Unaccompanied Families and Civilians

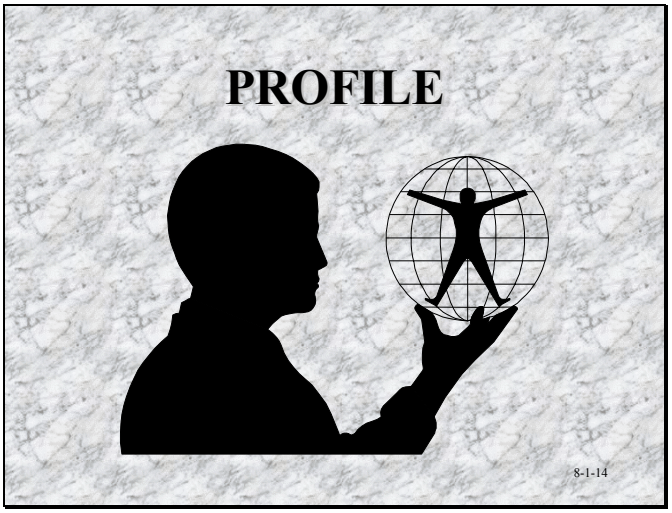


j. Notes

OUTLINE SHEET 8-1-1



k. Main



3. Profiles

OUTLINE SHEET 8-1-1

PROFILE

- Each management level of housing can view housing statistics
- Activities with multiple housing managers for multiple neighborhoods
  - Each can track their own neighborhood

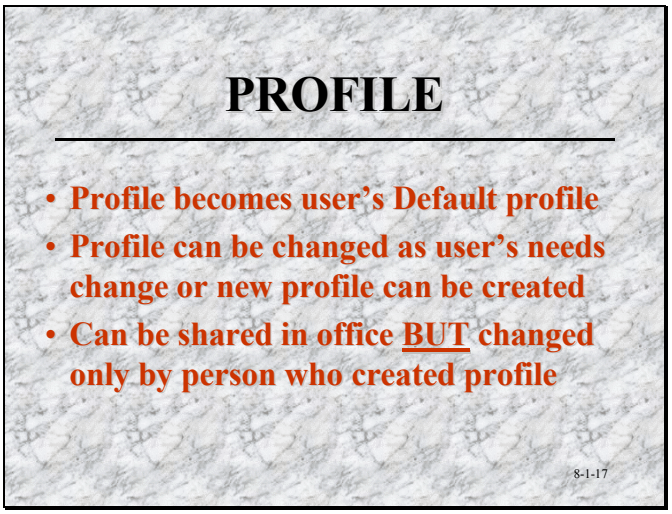
8-1-15

PROFILE

- Each user can setup a profile
- Based on two criteria
  - Date range
  - Neighborhood(s)

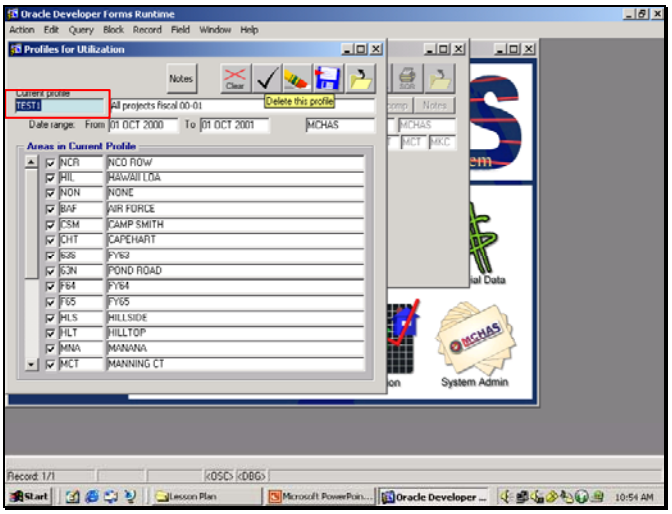
8-1-16

OUTLINE SHEET 8-1-1

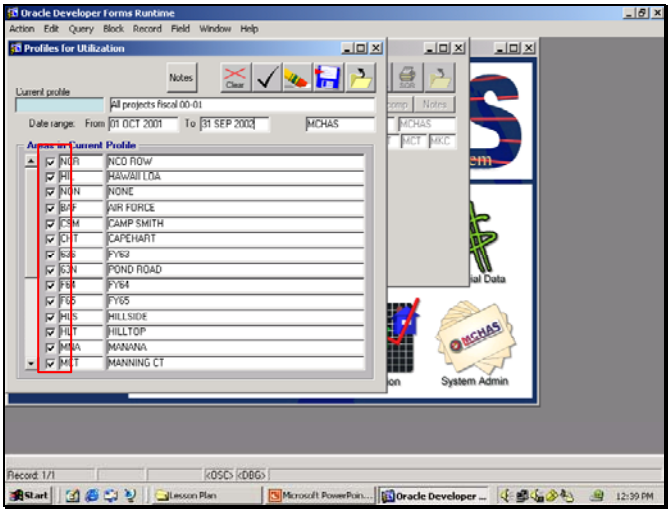


4. Creating a Profile

OUTLINE SHEET 8-1-1

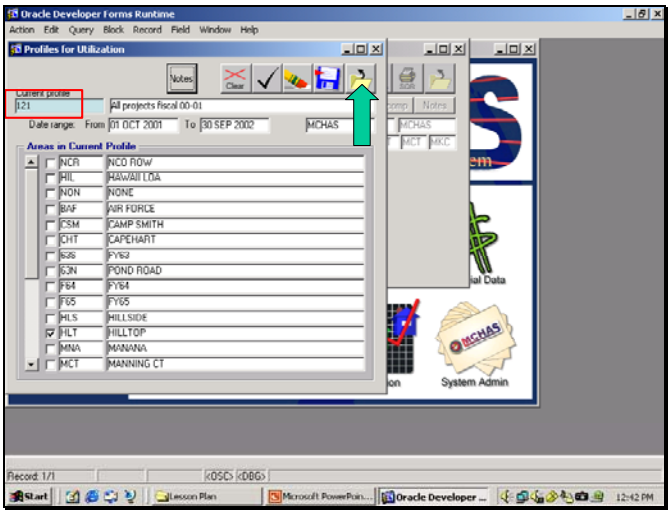


a. Select Main from Utilization Module
b. Click Profiles button
c. Click on Current Profile field and delete

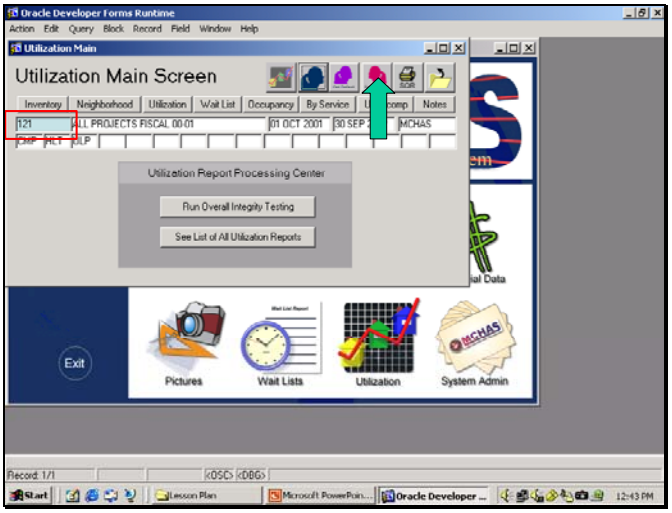


d. Click Date Range From and input start date
e. Click Date Range To and input end date
f. Select neighborhoods desired

OUTLINE SHEET 8-1-1

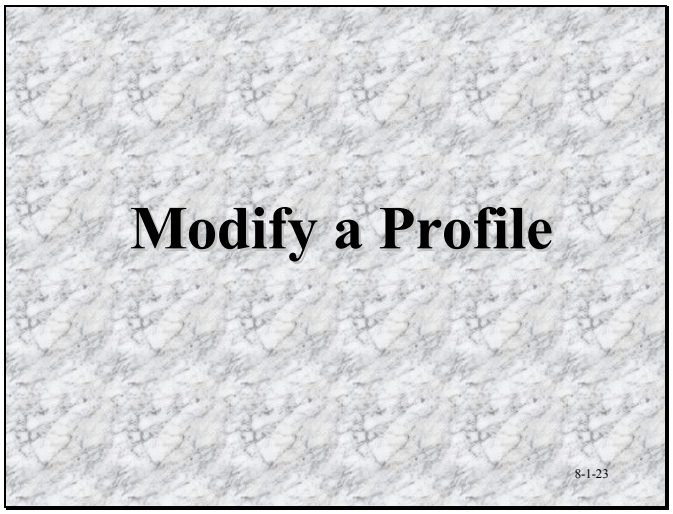


g. Click Save button
h. Click Close button

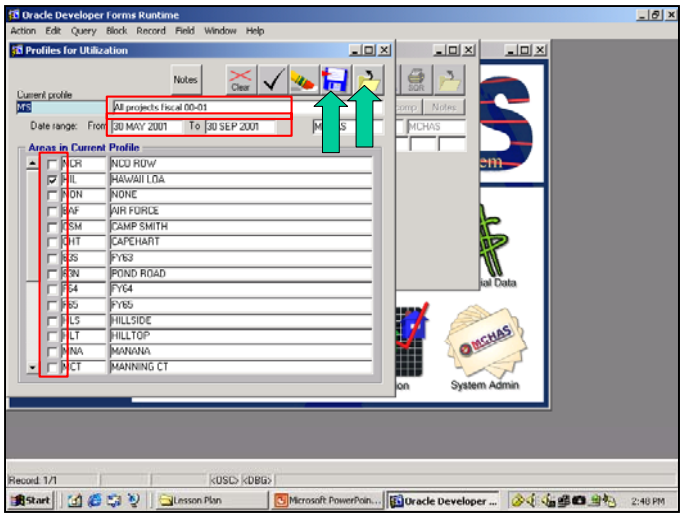


i. Click Save Default button

OUTLINE SHEET 8-1-1

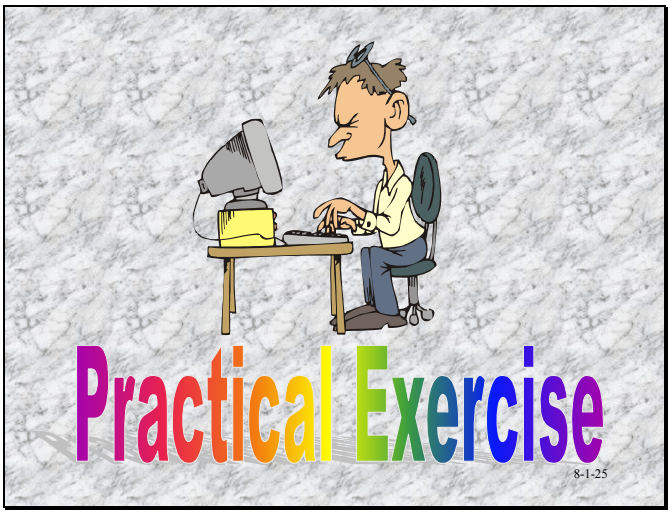


5. Modify a Profile



a. Select Main from Utilization Module
b. Click Profiles button
c. Select desired fields to change and modify
d. Click Save button
e. Click Close button

OUTLINE SHEET 8-1-1



JOB SHEET 8-1-2

CREATING A PROFILE EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in creating an individual profile within the MCHAS program.

B. References

1. Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

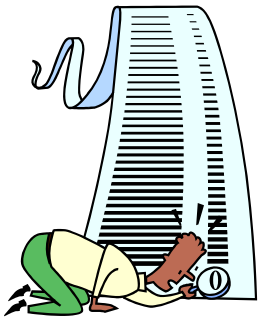
D. Scenario

1. You are new to the housing office and have been assigned the housing manager for three different housing areas. Create your own profile on MCHAS using the current fiscal year dates.

   What Current Profile number did the system assign to you? _____

OUTLINE SHEET 8-2-1

TOPIC 8.2
Viewing Utilization Data



8-2-1

1. Topic Enabling Objectives

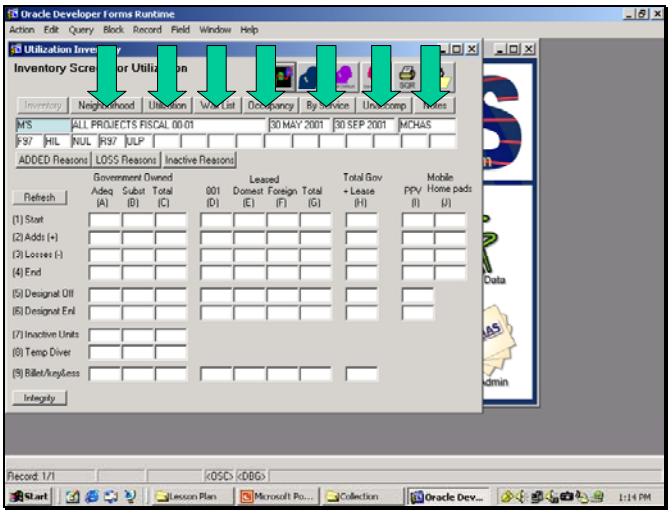
Topic Objectives

8.4 DESCRIBE the procedures to view Utilization data

8.5 VIEW utilization data

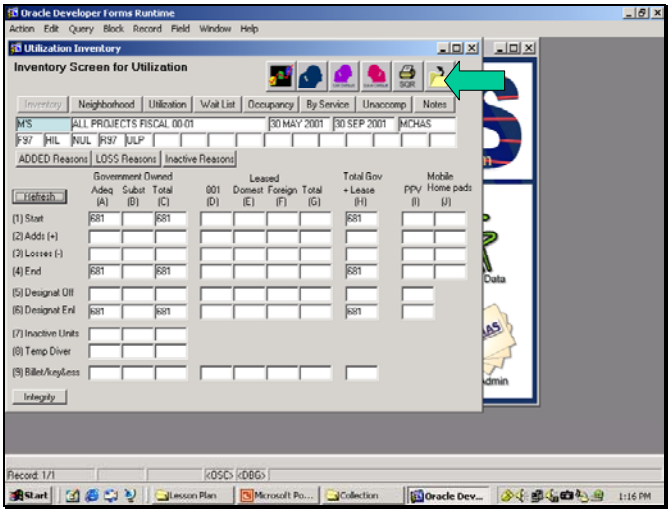
8-2-2

OUTLINE SHEET 8-2-1



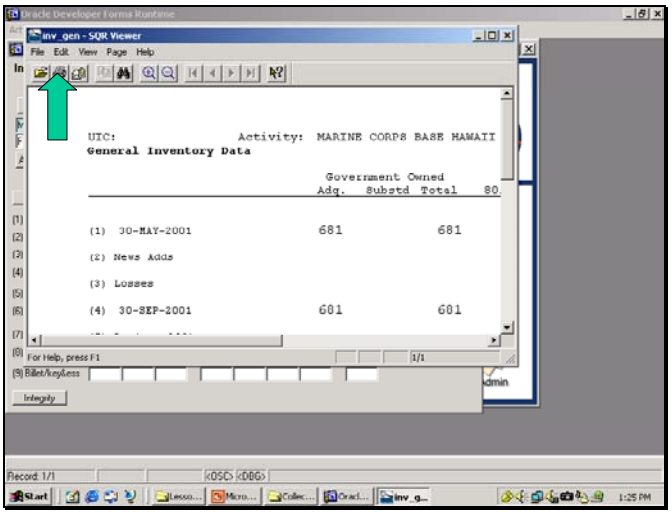
2. View Utilization Data

   a. Select from Utilization Module list
   b. View other data screens by clicking on buttons above profile information

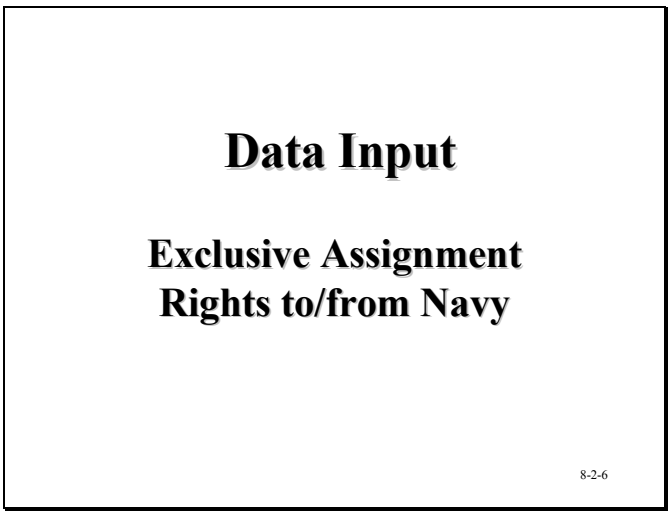


   c. Click Refresh button to retrieve counts
   d. Click Close button

OUTLINE SHEET 8-2-1

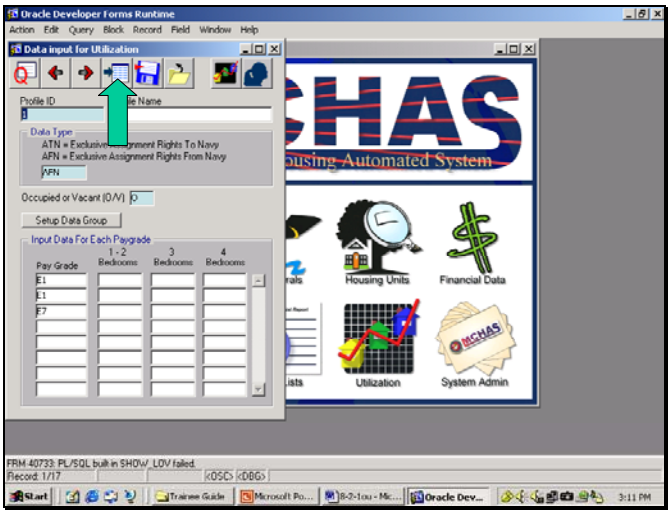


e. Click Print SQR Report button
f. Enter “Y” or “N”
g. Click OK
h. Click Print button



3. Data Input – Exclusive Assignment Rights to/from Navy

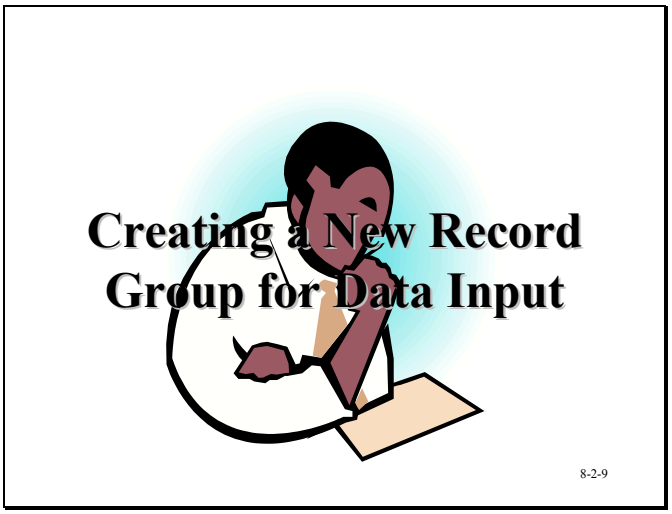
OUTLINE SHEET 8-2-1



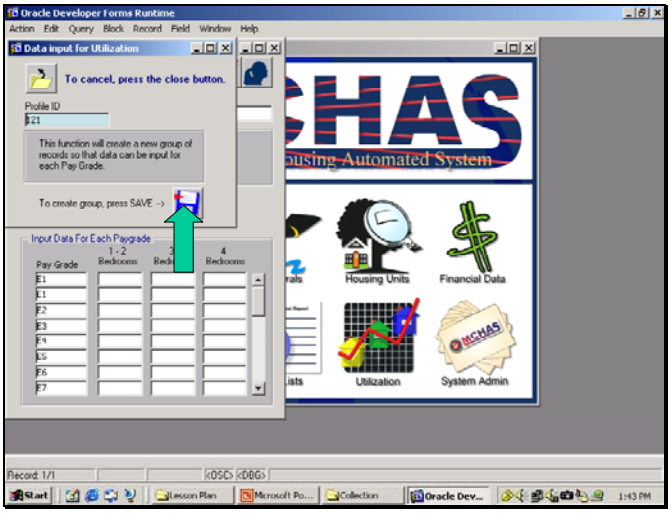
a. Select Data Input from Utilization Module
b. Use Arrows to advance through records or select desired Profile ID to input new record

c. Click Insert New Record button
d. Place cursor inside new row created
e. Enter new pay grade
f. Click Save button

OUTLINE SHEET 8-2-1



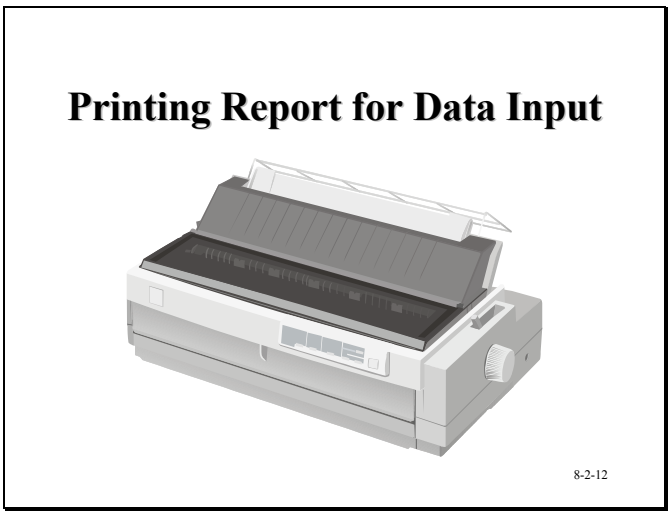
4. Creating a New Record Group for Data Input



a. Click Setup Data Group button
b. Double click Profile ID field
c. Select desired profile
d. Click OK
e. Click Save button

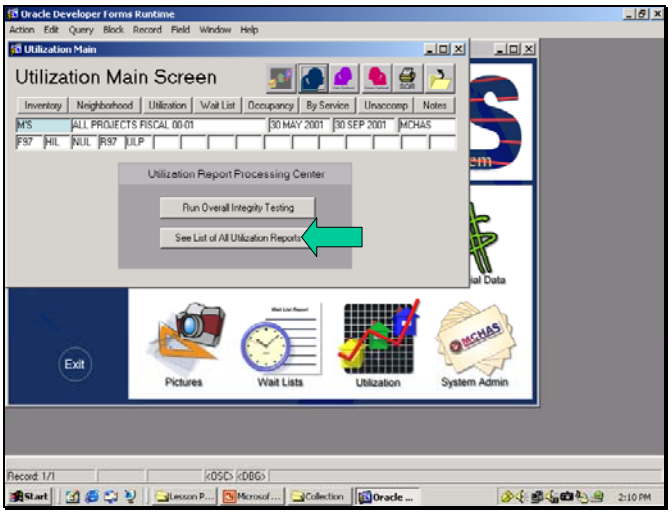
OUTLINE SHEET 8-2-1

f. Scroll to select desired profile
g. Enter data for new group
h. Click Save button
i. Click Close button

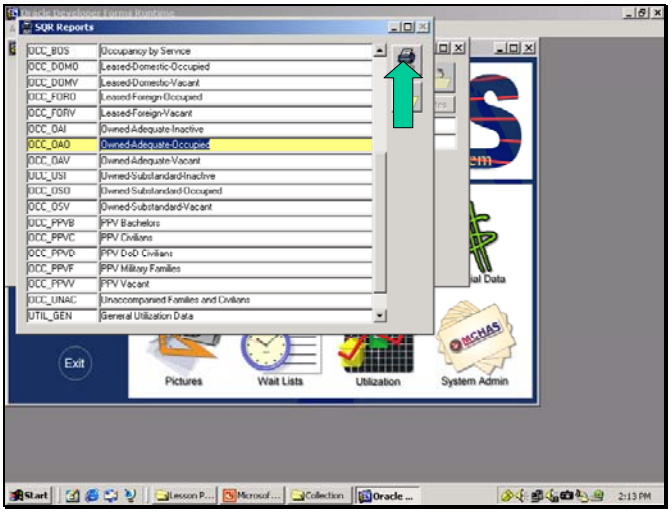


5. Printing Report for Data Input

OUTLINE SHEET 8-2-1

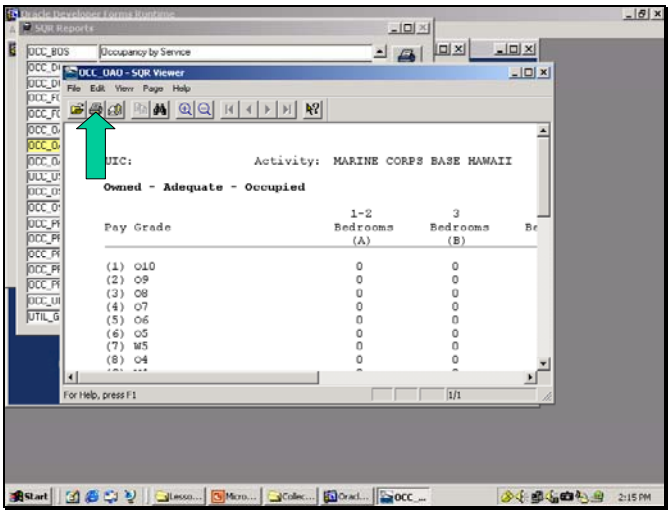


a. Click Utilization Main Screen button
b. Click See List of All Utilization Reports button

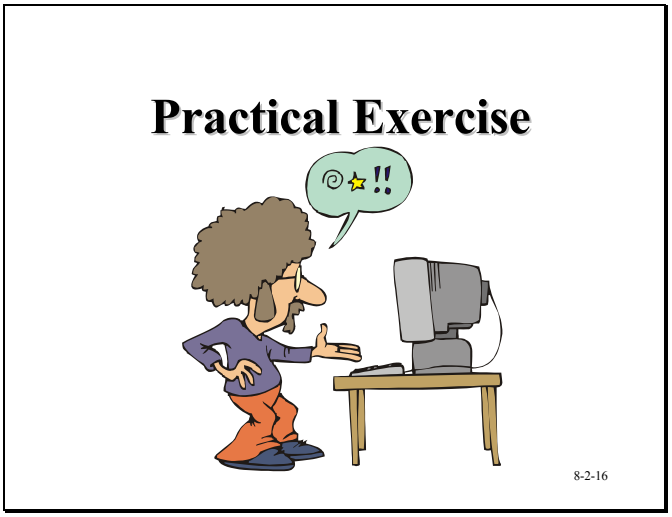


c. Select desired report
d. Click Print SQR Report button

OUTLINE SHEET 8-2-1



e. Enter “Y” or “N”
f. Click OK
g. Click Print button



JOB SHEET 8-2-2

VIEWING UTILIZATION DATA EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in the procedures to view utilization data in the MCHAS program.

B. References

1. Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. Using the Profile you created earlier, answer the following questions:

   What is the total number of units assigned to this Profile? _____

   How many are designated for officers? _____

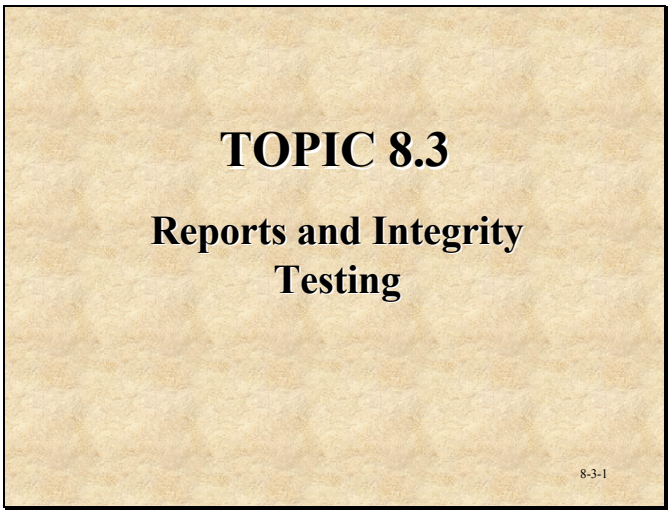
   What was the total of occupied days? _____

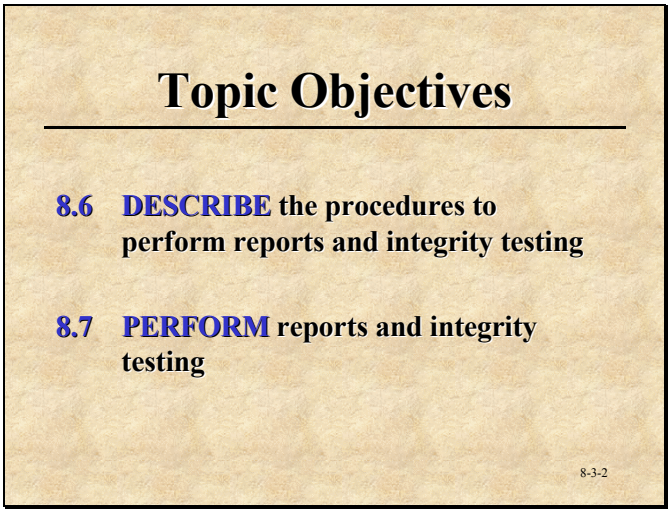
   What is the net utilization percentage? _____

   How many units where assigned to the USMC? _____

   How many units where assigned to the Navy? _____

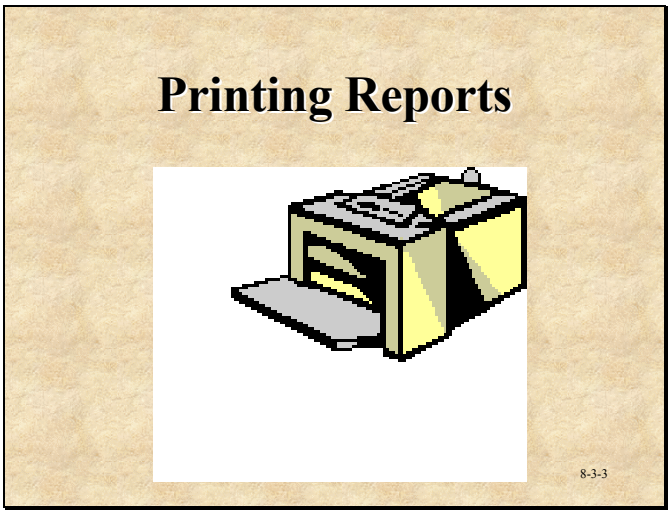
OUTLINE SHEET 8-3-1



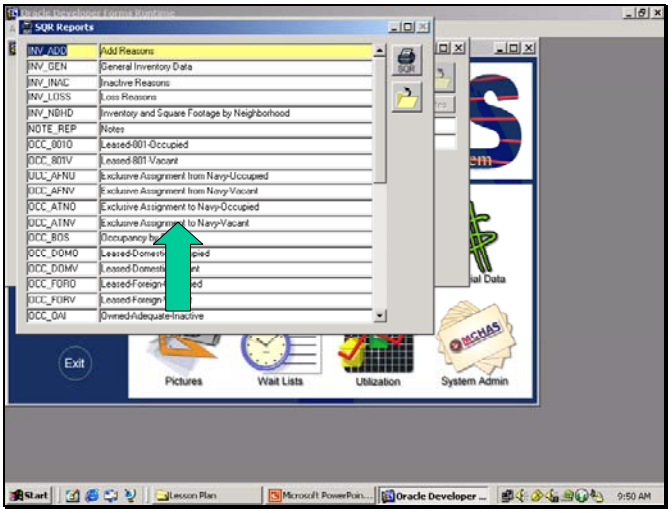


1. Topic Enabling Objectives

OUTLINE SHEET 8-3-1

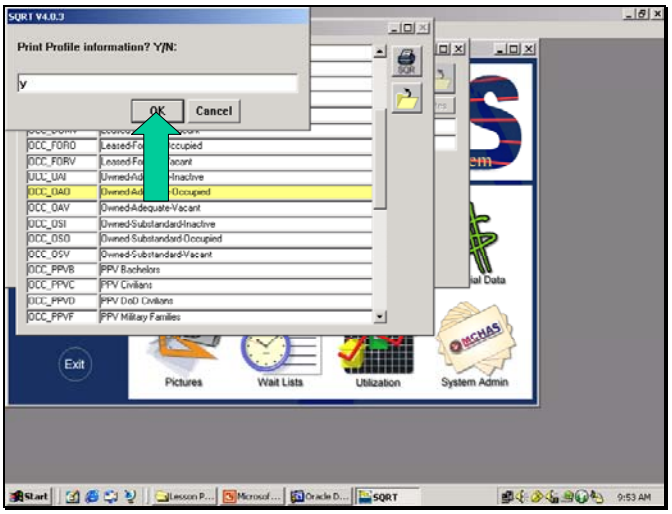


2. Printing Reports

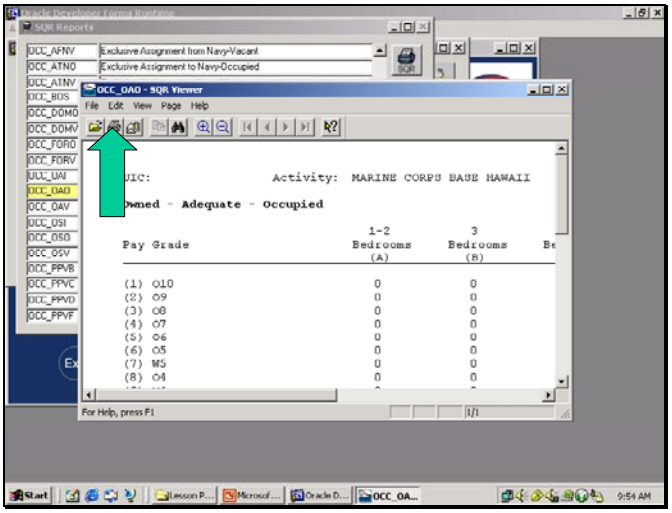


a. Select Main from Utilization Module
b. Double click Profile ID field and select desired Profile
c. Click See List Of All Utilization Reports button
d. Select desired report

OUTLINE SHEET 8-3-1

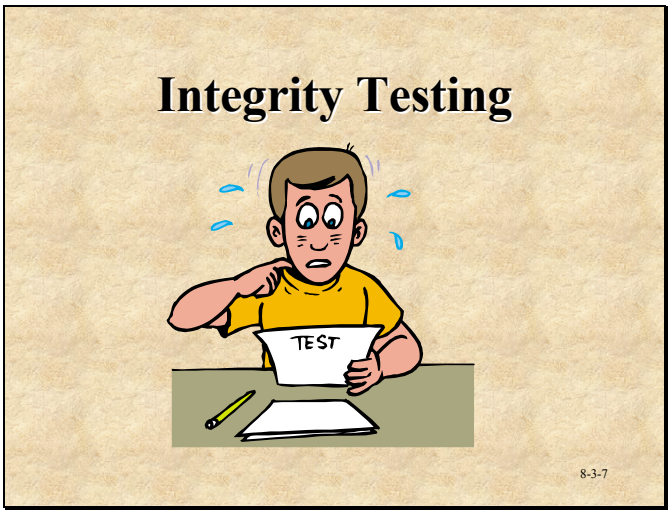


e. Click Print SQR Report button
f. Enter “Y” or “N”
g. Click OK

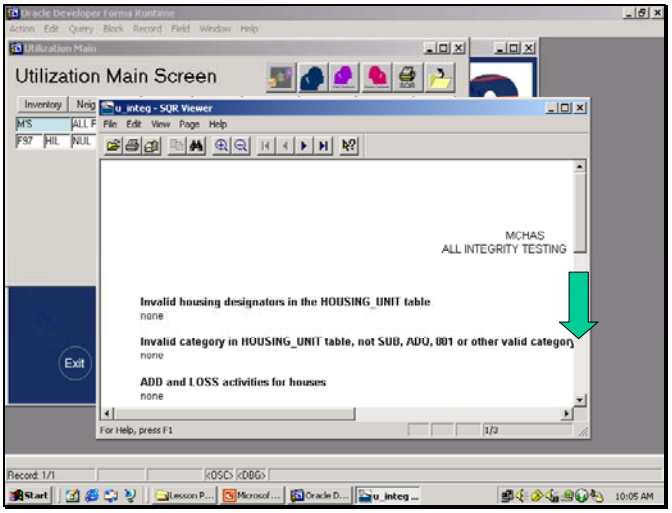


h. Click Print button

OUTLINE SHEET 8-3-1



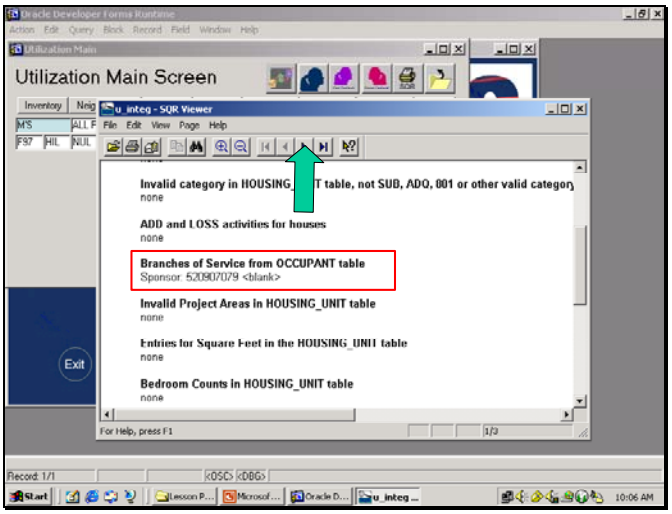
3. Integrity Testing



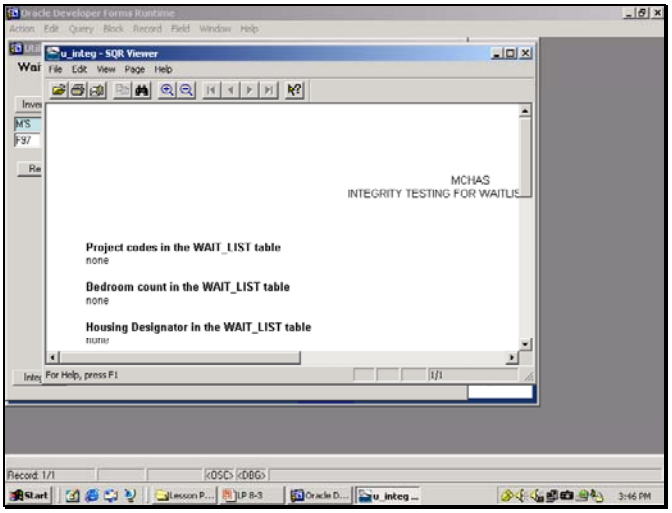
a. Overall Test

1) Select desired Profile ID
2) Click Run Overall Integrity Testing button
3) Scroll through report

OUTLINE SHEET 8-3-1



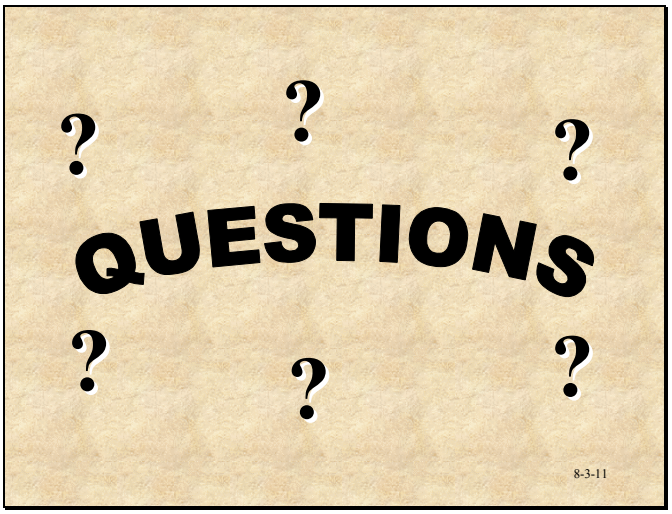
4) Advanced the page to see more

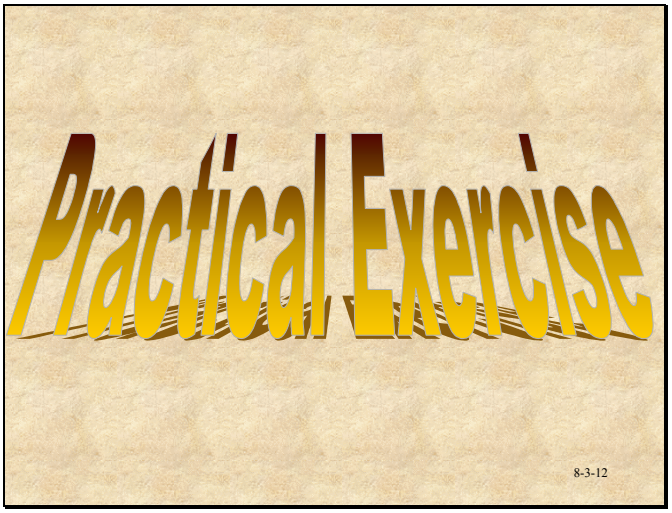


b. Individual Test

1) Select Utilization Module from Main Menu
2) Select a Utilization screen from selection list
3) Click Integrity button

OUTLINE SHEET 8-3-1





JOB SHEET 8-3-2

INTEGRITY TESTING EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in performing a integrity test on the MCHAS program.

B. References

1. Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. Using the profile you developed earlier, perform a system integrity test.

2. What problem(s) (if any) did the system identify?

_____
_____
_____
_____
_____
_____
_____
_____

OUTLINE SHEET 9-1-1

UNIT 9

MCHAS
System Administration

9-1-1

TOPIC 9.1

How to Use the
MCHAS
Administration Module

9-1-2

OUTLINE SHEET 9-1-1

Topic Objectives

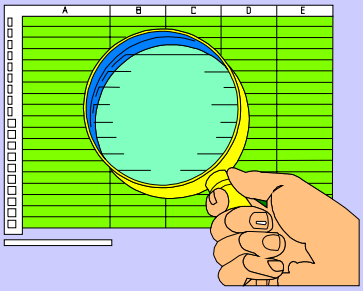
9.1 DESCRIBE the procedures to perform administrative functions on MCAHS

9.2 PERFORM administrative functions on MCHAS

9-1-3

1. Topic Enabling Objectives

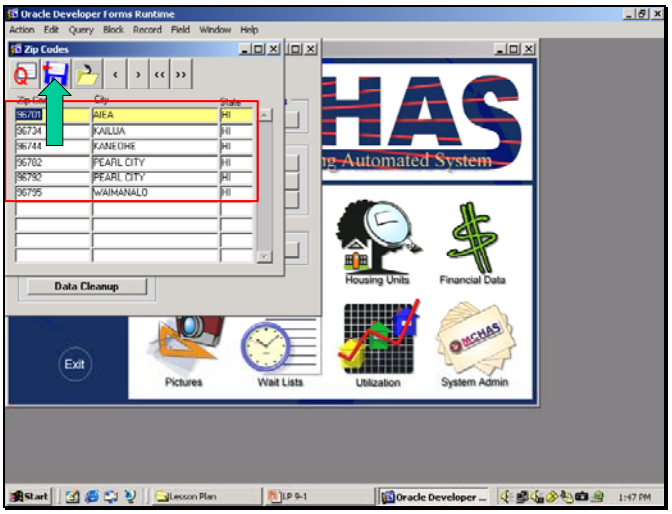
Maintaining MCHAS Tables



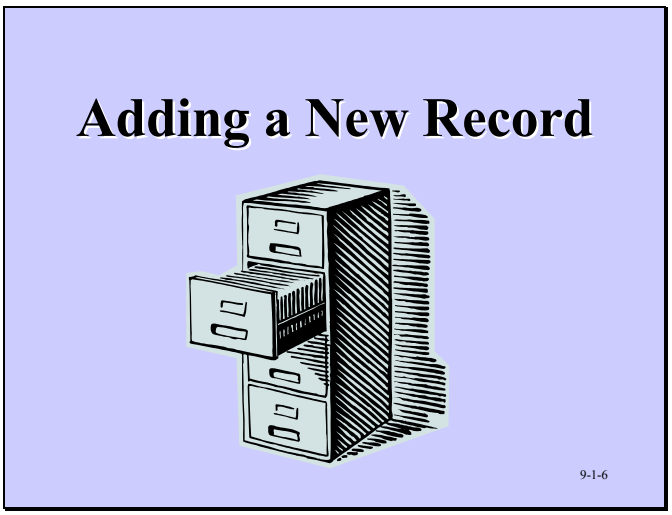
9-1-4

2. Maintaining MCHAS Tables

OUTLINE SHEET 9-1-1

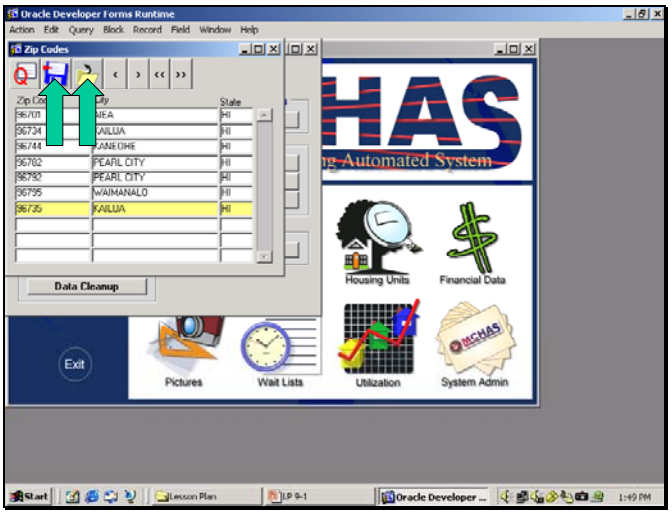


a. Select Administration from System Admin module
b. Select desired function to edit
c. Edit desired data
d. Click Save button



3. Adding a New Record

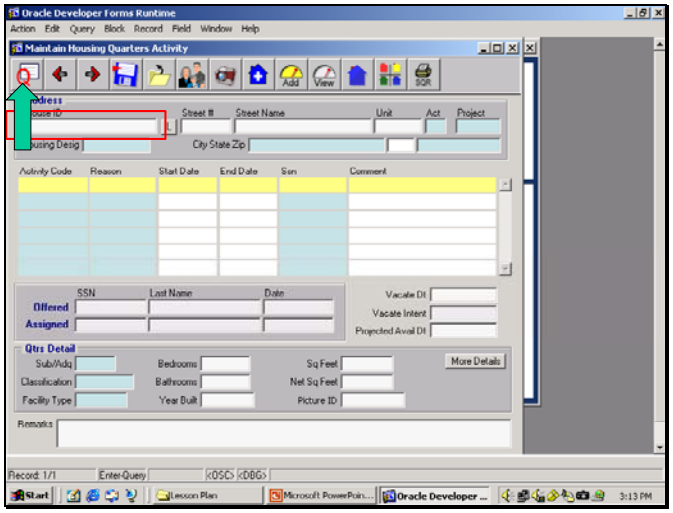
OUTLINE SHEET 9-1-1



a. Select Administration from System Admin module
b. Select desired function
c. Place cursor in first open space
d. Input new record
e. Click Save button
f. Click Close button

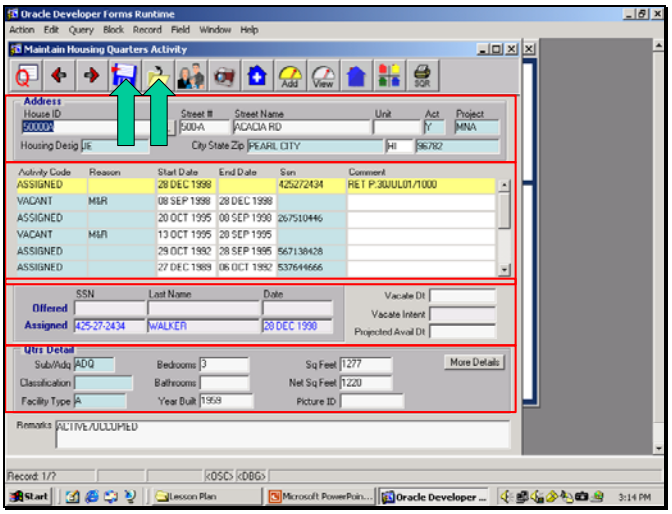
OUTLINE SHEET 9-1-1

4. Updating Housing Unit Information



a. Select Administration from System Admin module
b. Select Quarters Maintenance
c. Enter House ID or leave blank
d. Click Query button

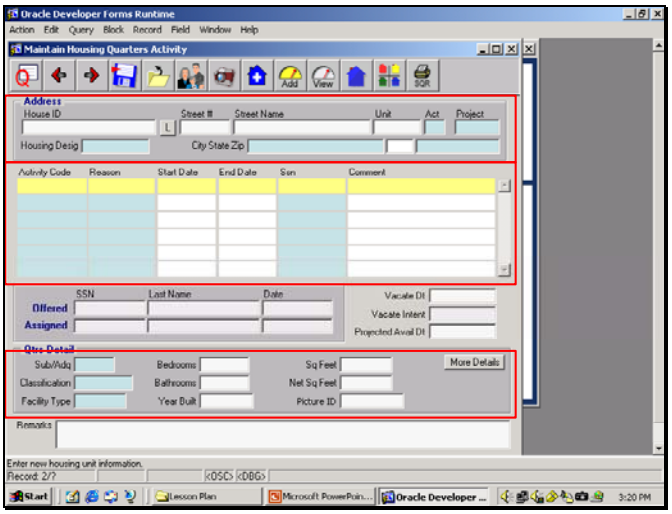
OUTLINE SHEET 9-1-1



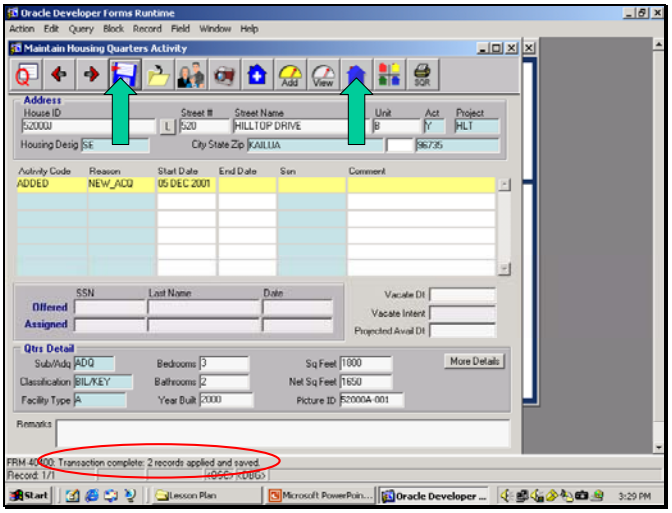
e. Change or add information
f. Click Save button
g. Click Close button

5. Adding Housing Unit to Inventory

OUTLINE SHEET 9-1-1

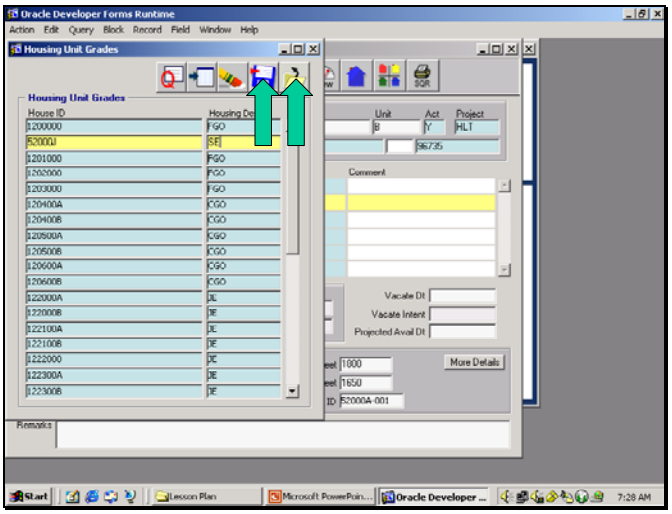


a. Click New House button
b. Click Yes
c. Input all required information

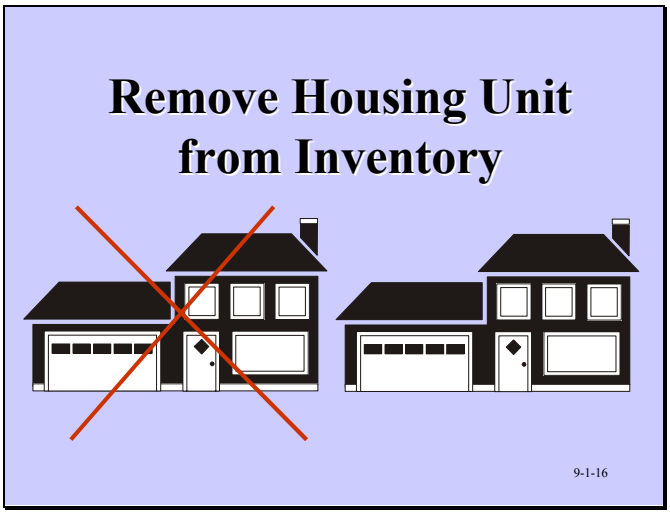


d. Click Save button
e. Click Housing Unit Grades button

OUTLINE SHEET 9-1-1

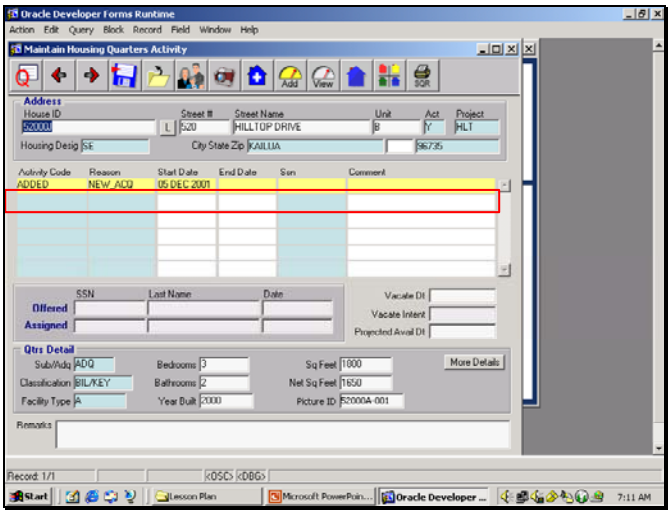


f. Click Insert New Record button
g. Input House ID and select House Designation
h. Click Save button
i. Click Close button

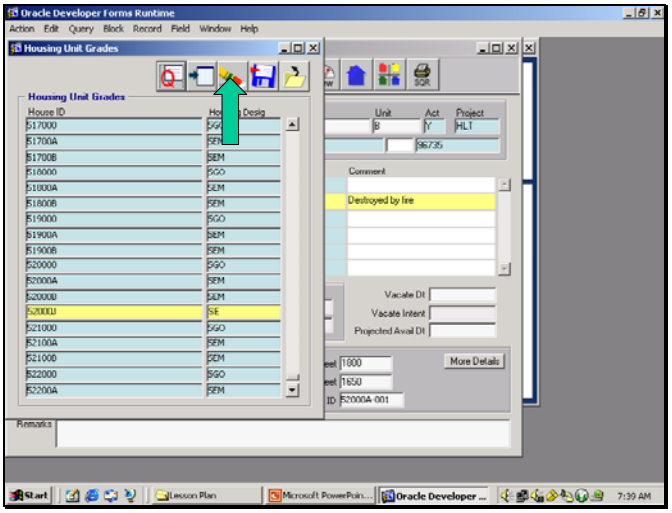


6. Remove Housing unit from Inventory

OUTLINE SHEET 9-1-1

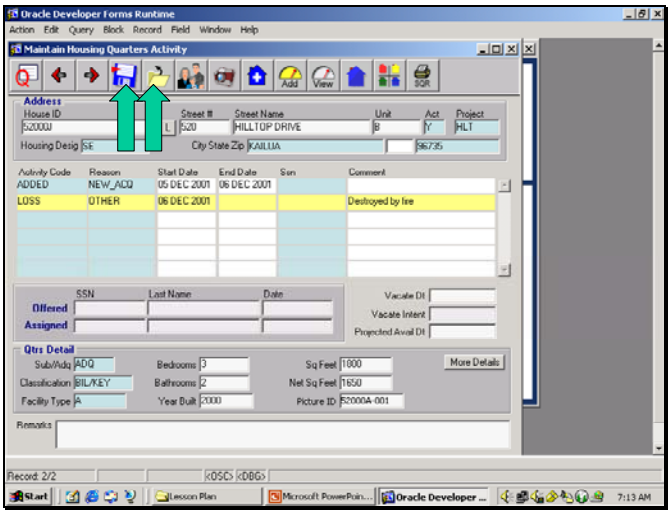


a. Enter desired House ID
b. Click Query
c. Place cursor in next empty space and input data

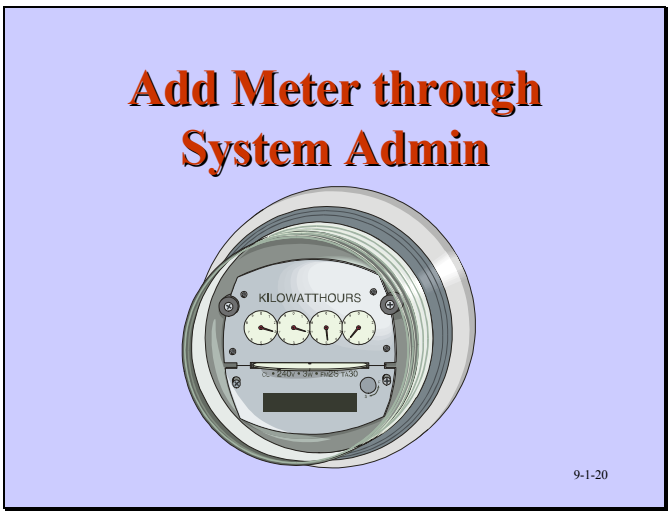


d. Click Save button
e. Click House Unit Grades button
f. Scroll and locate desired unit
g. Click Erase button

OUTLINE SHEET 9-1-1

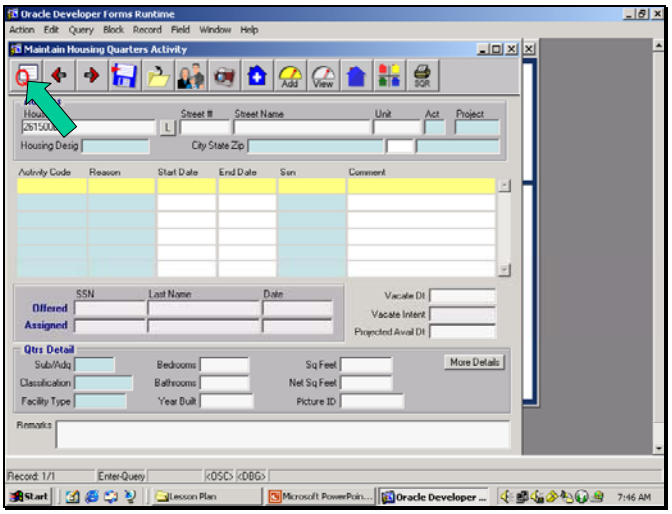


h. Click Yes
i. Click Save button
j. Click Close button
k. Click Save button
l. Click Close button

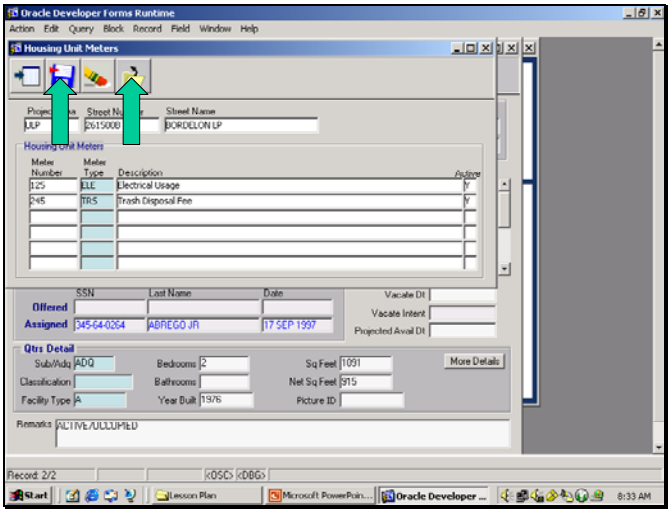


7. Add Meter through System Administration

OUTLINE SHEET 9-1-1

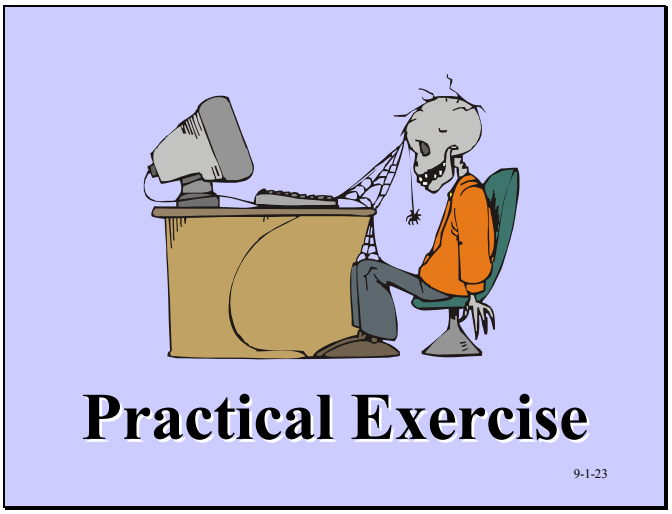


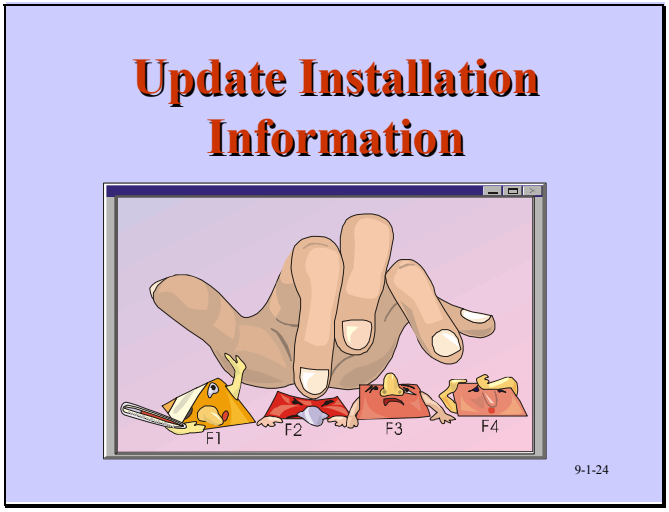
a. Select Quarter's Maintenance from System Administration screen
b. Enter desired House ID
c. Click Query button



d. Click Add New Meter button
e. Click Insert New Record button
f. Enter data
g. Click Save button
h. Click Close button

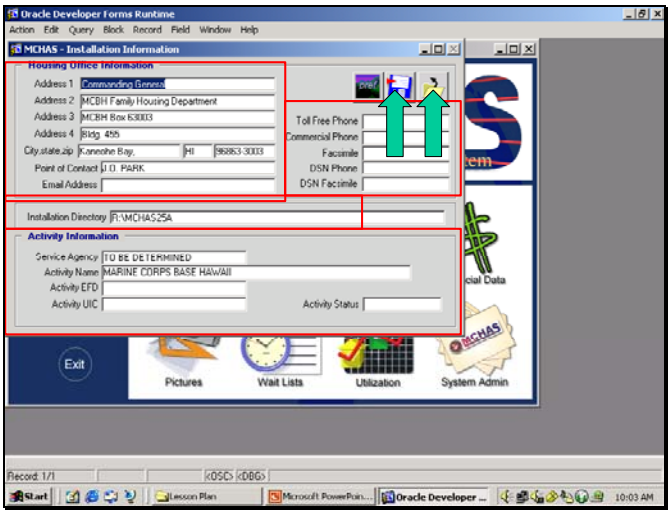
OUTLINE SHEET 9-1-1



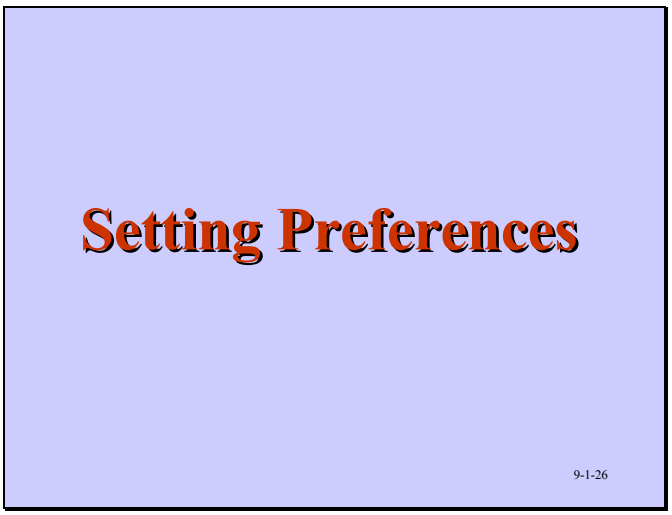


8. Update Installation Information

OUTLINE SHEET 9-1-1

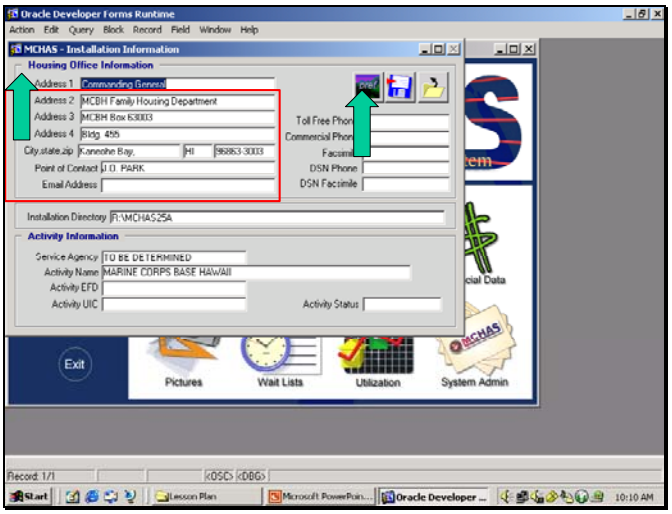


a. Select Installation Information from System Administration screen
b. Make needed changes
c. Click Save button
d. Click Close button

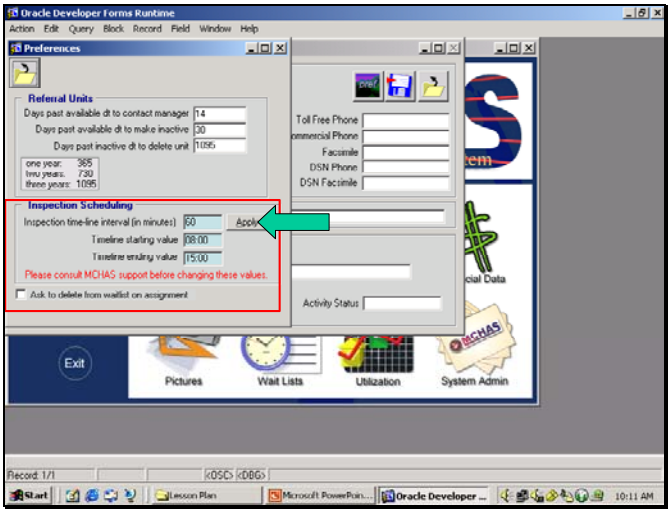


9. Setting Preferences

OUTLINE SHEET 9-1-1



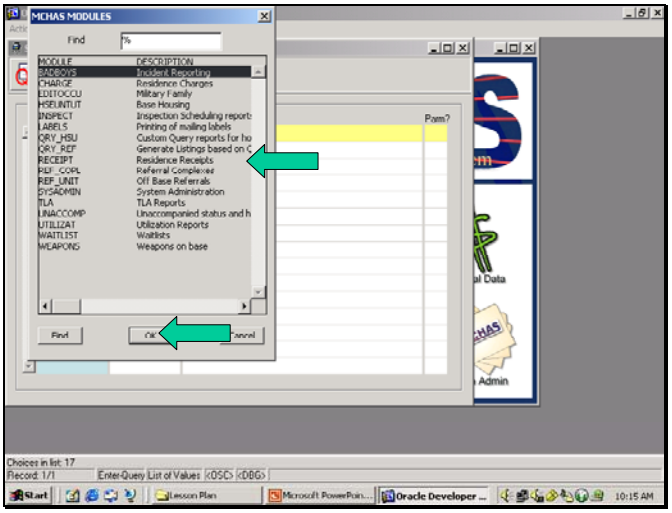
a. Click on Preferences button on Installation information screen
b. Fill in default valves



c. Set Inspection Scheduling default
d. Click Apply button
e. Click Close button

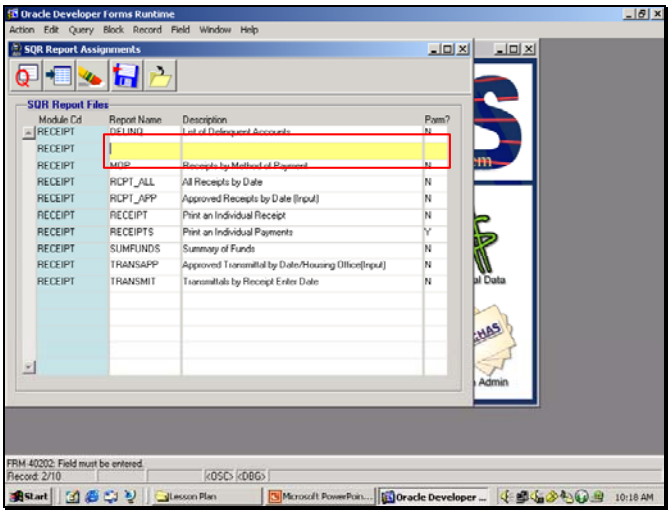
OUTLINE SHEET 9-1-1

10. Add SQR Reports

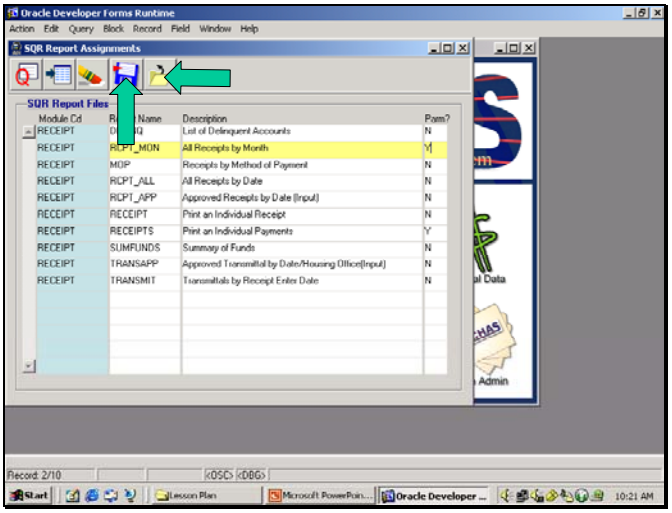


a. Select Add SQR Reports from System Administration screen
b. Double click Module Cd field
c. Select Desired module
d. Click OK

OUTLINE SHEET 9-1-1

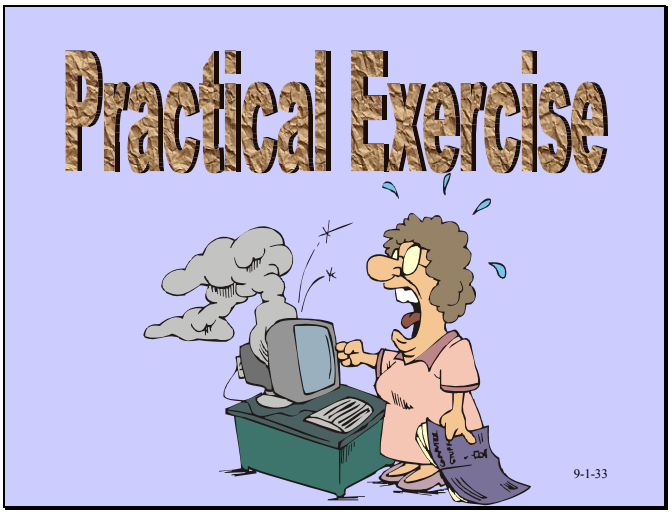


e. Click Query button
f. Click Insert New Record
g. Input Report Name and description
h. Input parameters



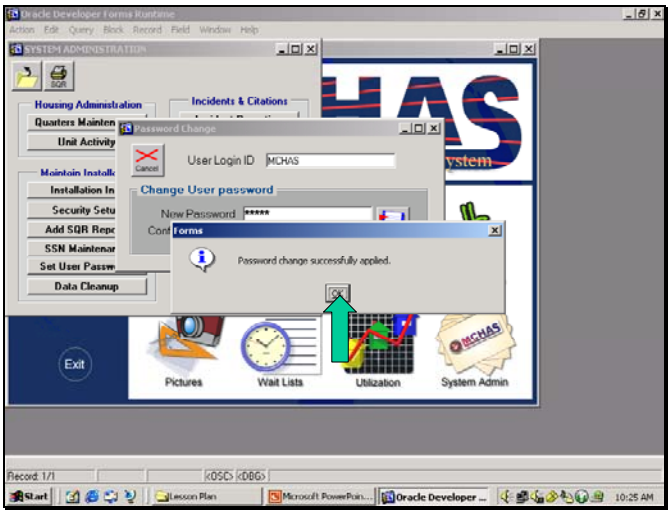
i. Click Save button
j. Click Close button

OUTLINE SHEET 9-1-1

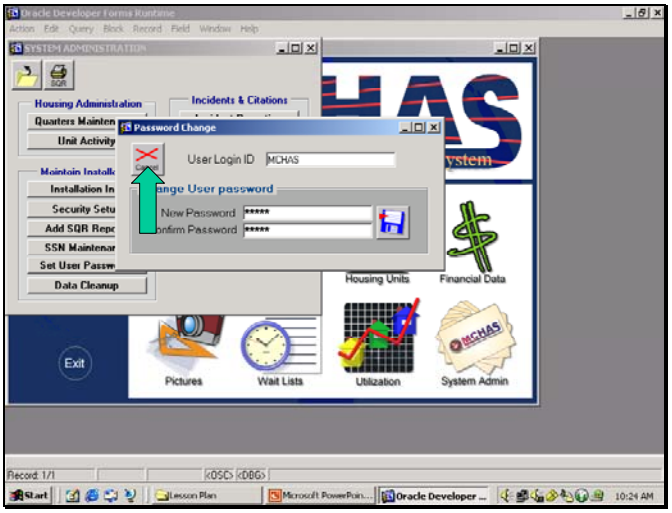


11. Set User Passwords

OUTLINE SHEET 9-1-1

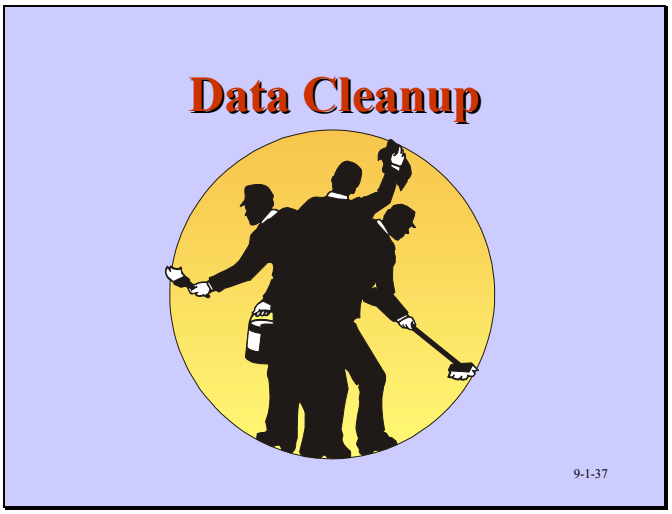


a. Select Set User Passwords from System Administration screen
b. Enter User Login ID
c. Enter New Password
d. Reenter New Password
e. Click Save button
f. Click Close button



g. Click Cancel button to exit

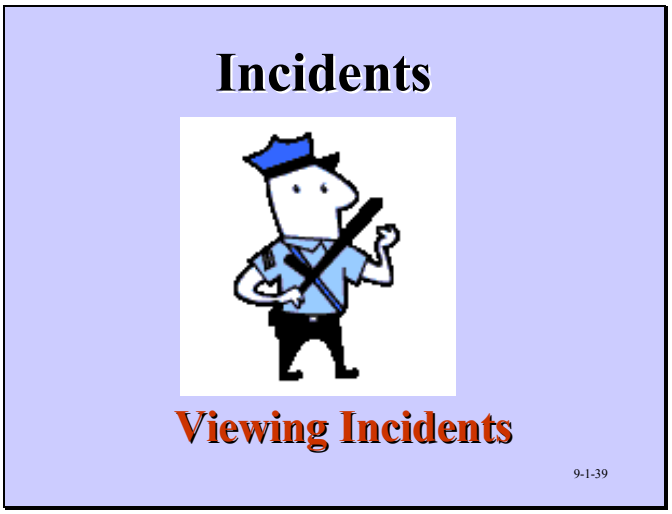
OUTLINE SHEET 9-1-1



12. Data Cleanup

a. Select Data Cleanup from System Administration screen
b. Select Desired Data clean-up button
c. Click Close

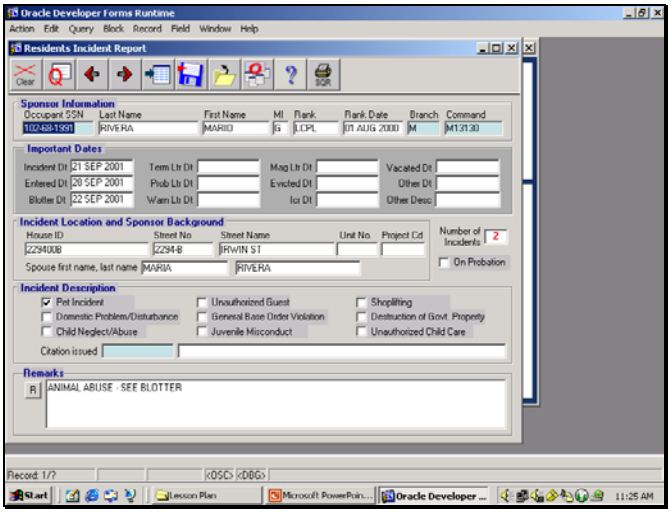
OUTLINE SHEET 9-1-1



13. Incidents

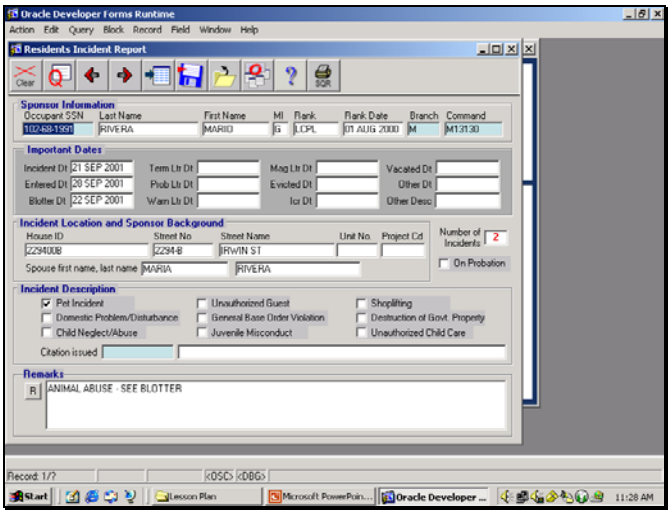
a. Viewing Incidents

1) Method 1



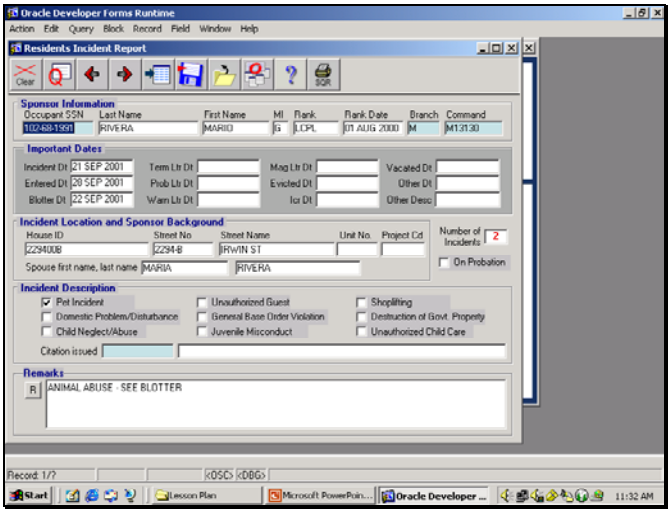
a) Select Incident Reporting
b) Enter desired SSN
c) Click Query button

OUTLINE SHEET 9-1-1



2) Method 2

a) Double click SSN field
b) Select desired SSN
c) Click OK
d) Click Query button

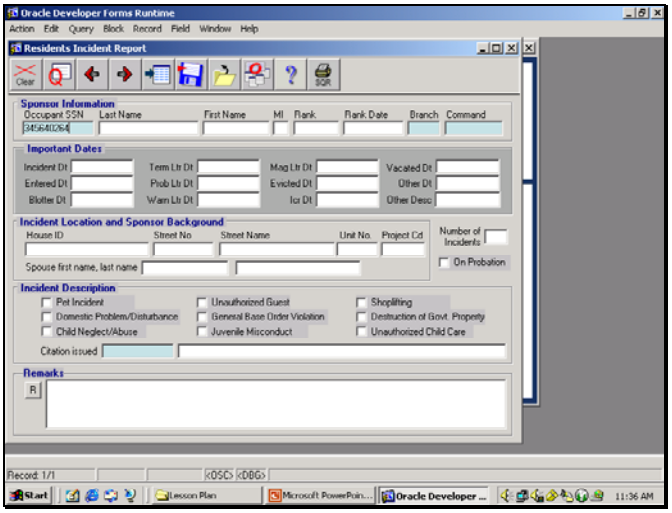


3) Method 3

a) Click Overview button
b) Double click desired SSN

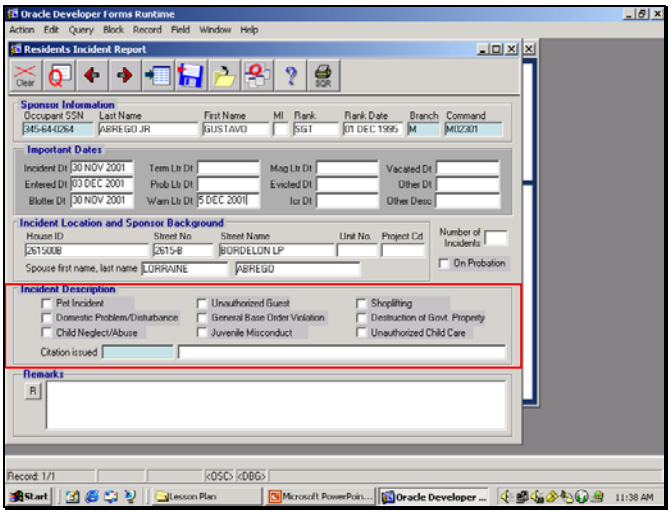
OUTLINE SHEET 9-1-1

b. Entering New Incidents

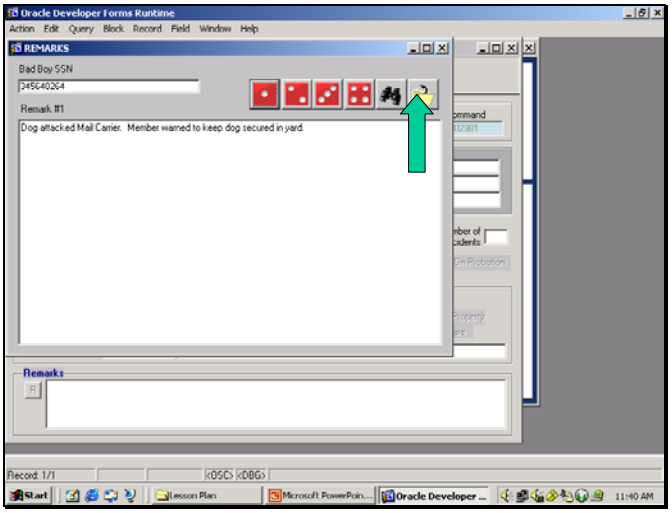


1) Select Incident Reporting
2) Click Insert New Record button
3) Enter SSN

OUTLINE SHEET 9-1-1

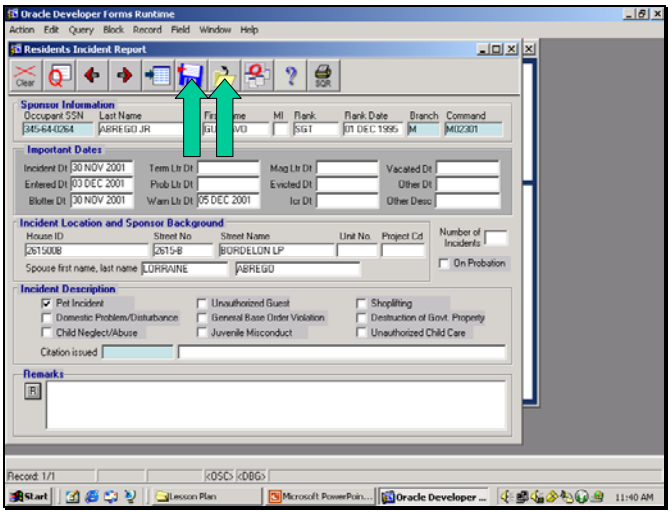


4) Hit Tab key on keyboard
5) Enter Dates
6) Select Incident

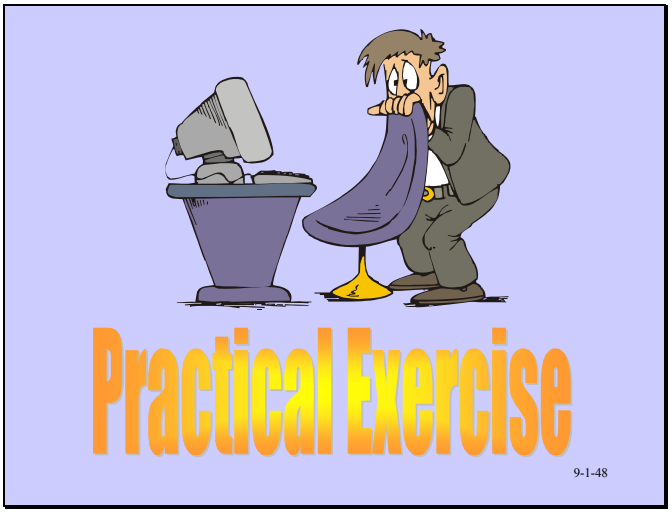


7) Click Remarks button
8) Enter any remarks
9) Click Close button

OUTLINE SHEET 9-1-1

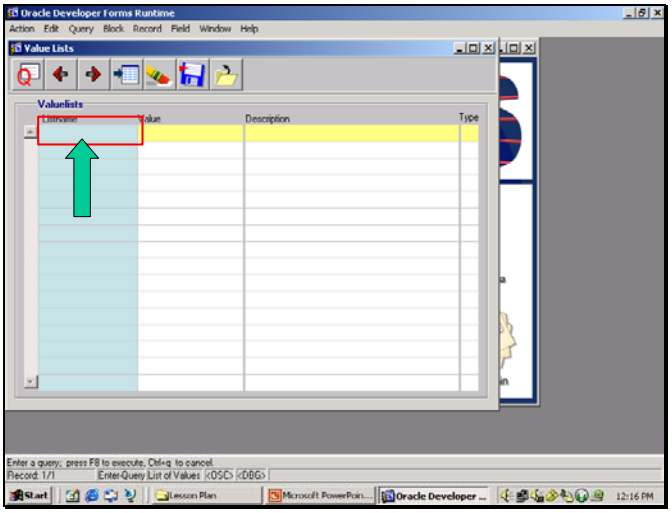


10) Click Save button
11) Click Close button



OUTLINE SHEET 9-1-1

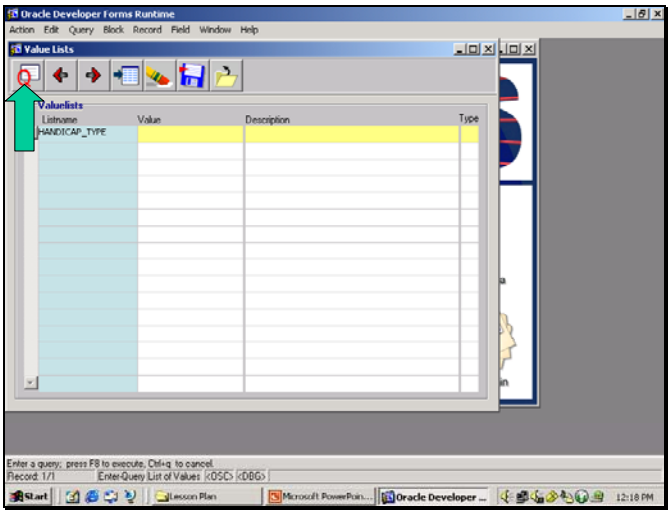
14. Updating Value Lists



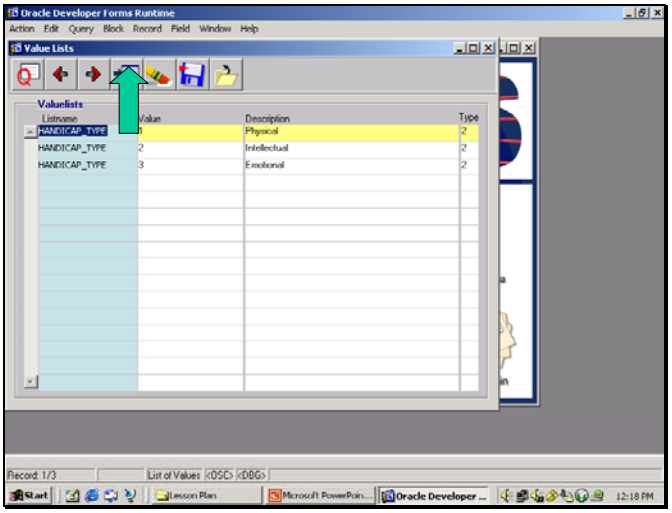
a. View List

1) Select Value List
2) Click Query button
3) Enter desired List Name or double click in field

OUTLINE SHEET 9-1-1

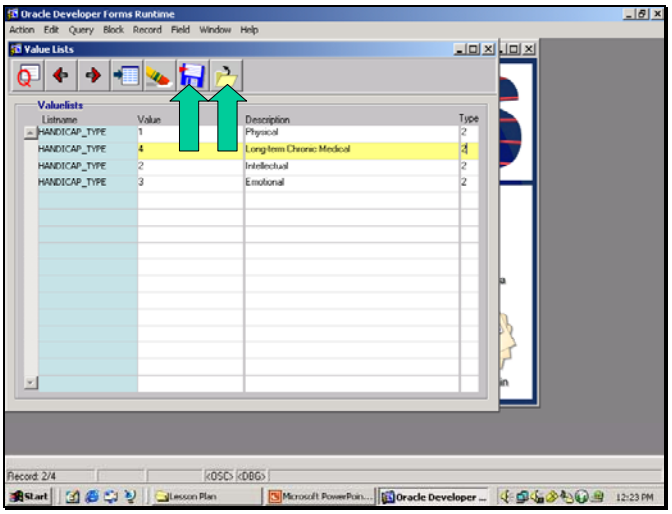


4) Select desired list
5) Click OK
6) Click Query button



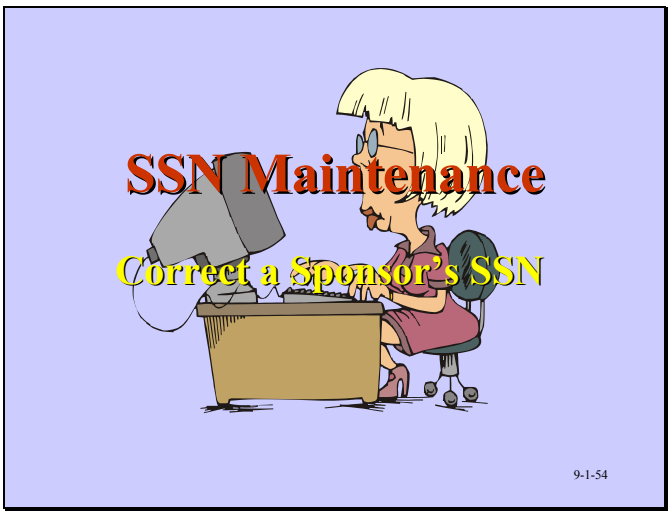
7) Make desired changes
8) Click OK

OUTLINE SHEET 9-1-1



b. Add New Value

1) Click Insert New Record
2) Enter Data
3) Click Save button
4) Click Close button

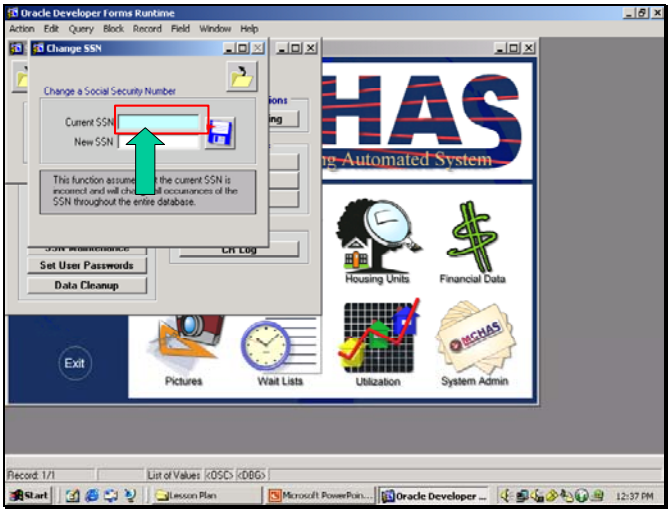


15. SSN Maintenance

a. Correct a Sponsor's SSN

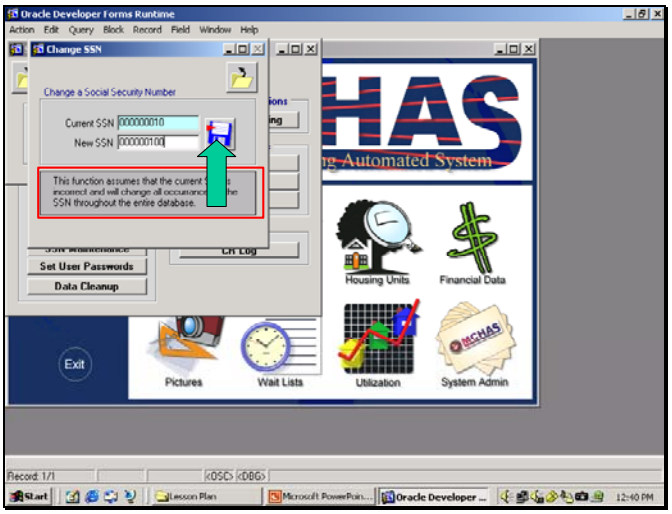
OUTLINE SHEET 9-1-1

1) Select SSN Maintenance from System Admin module or Select SSN Maintenance from System Administration screen

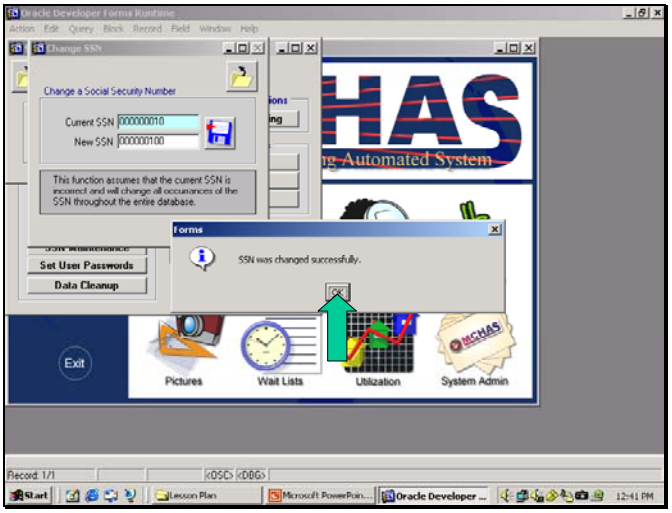


2) Select Correct an SSN
3) Enter currently incorrect SSN or double click in field

OUTLINE SHEET 9-1-1



4) Select desired SSN
5) Click Ok
6) Enter correct SSN
7) Click Save



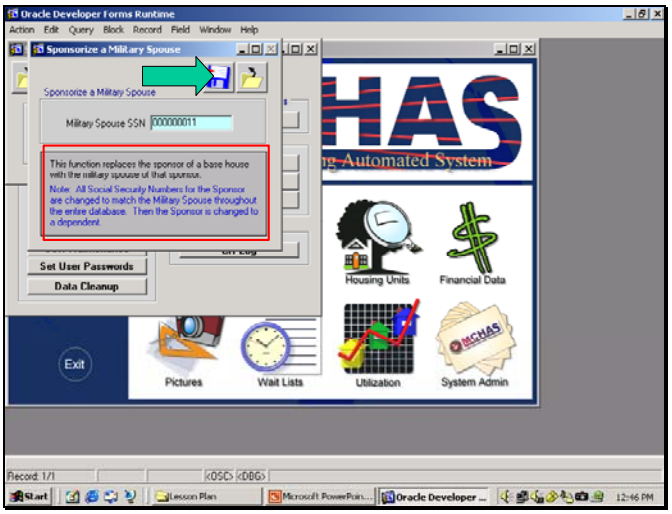
8) Click OK

OUTLINE SHEET 9-1-1

16. Switch Sponsorship to a Military Spouse

a. Click Change Military Spouse to Sponsor
b. Enter SSN if known or double click in SSN field

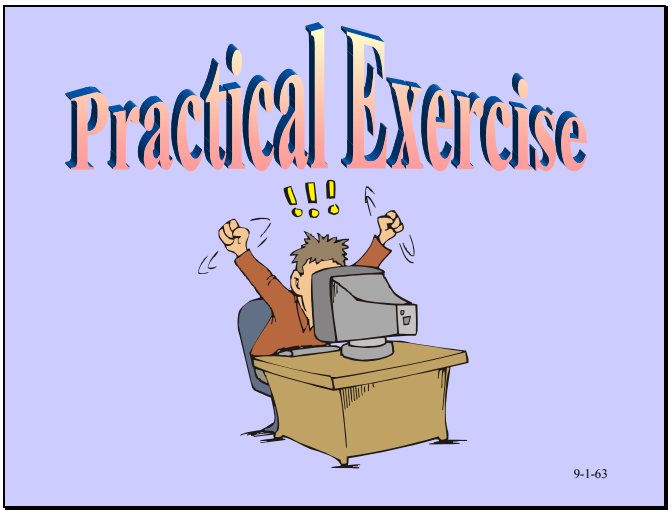
OUTLINE SHEET 9-1-1

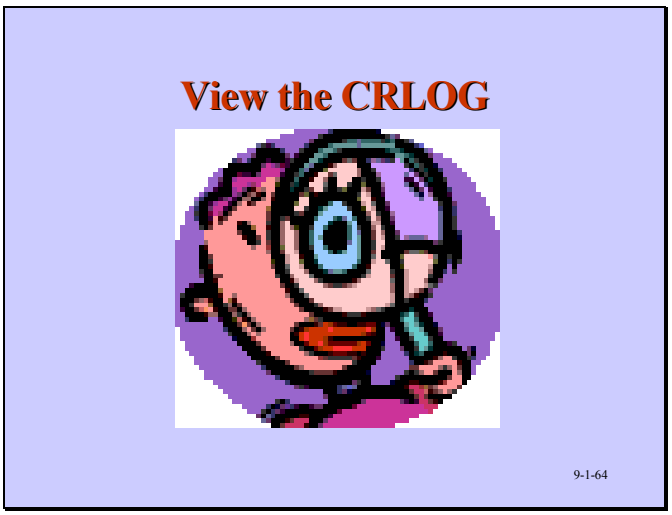


c. Select desired SSN
d. Click OK
e. Click Save button

f. Click OK
g. Click Close button

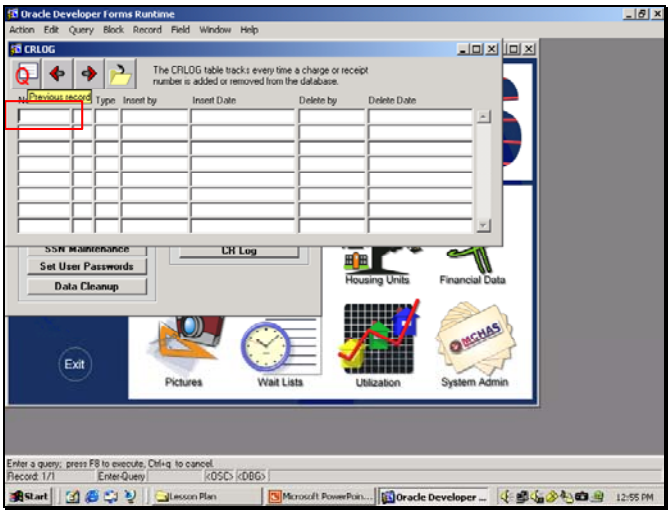
OUTLINE SHEET 9-1-1



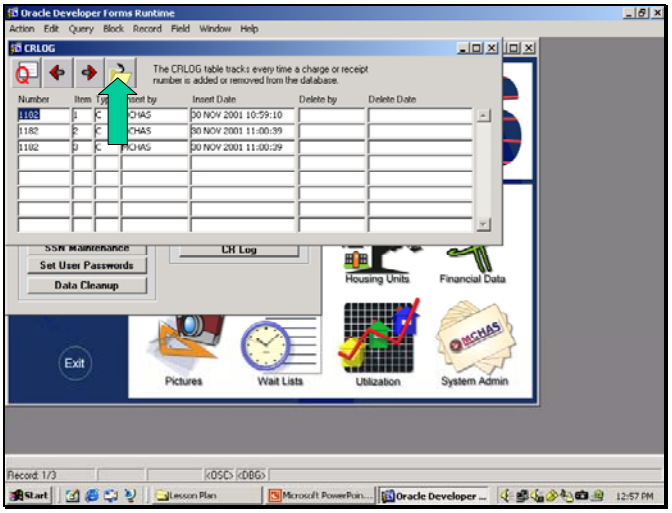


17. View CR Log

OUTLINE SHEET 9-1-1



a. Select CR Log from System Administration screen
b. Click Query button
c. Enter information required

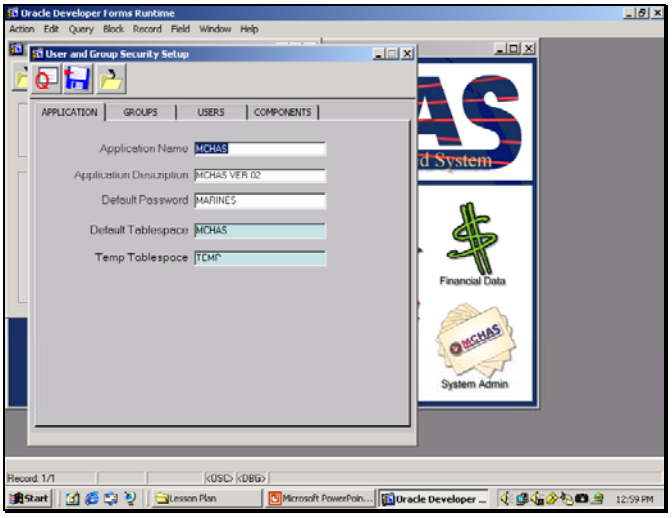


d. Click Query button
e. Click Close button after viewing

OUTLINE SHEET 9-1-1

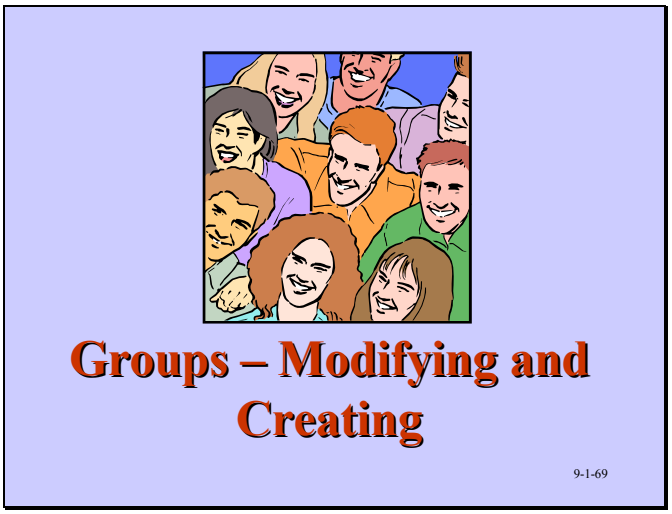
18. Security Setup

a. Application

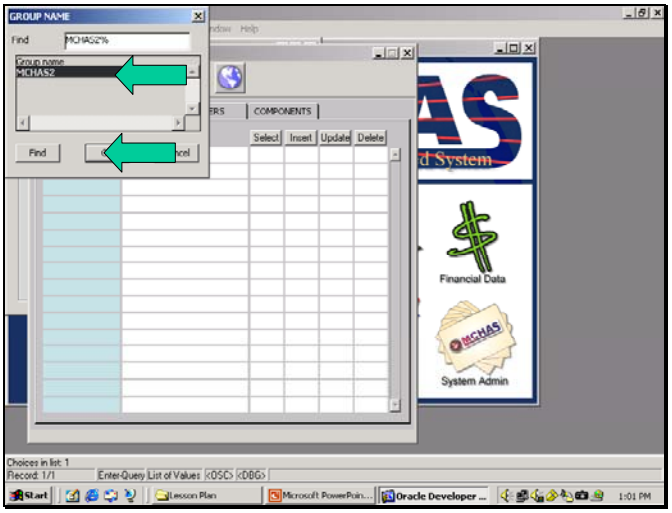


1) Click on Security Setup

OUTLINE SHEET 9-1-1

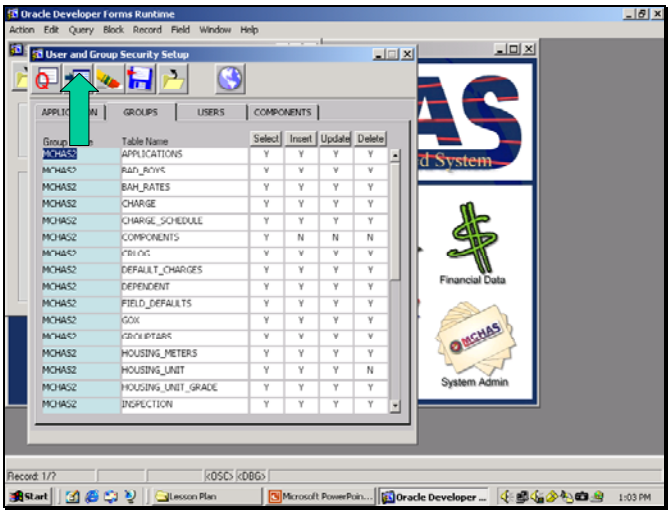


b. Groups – Modifying and Creating

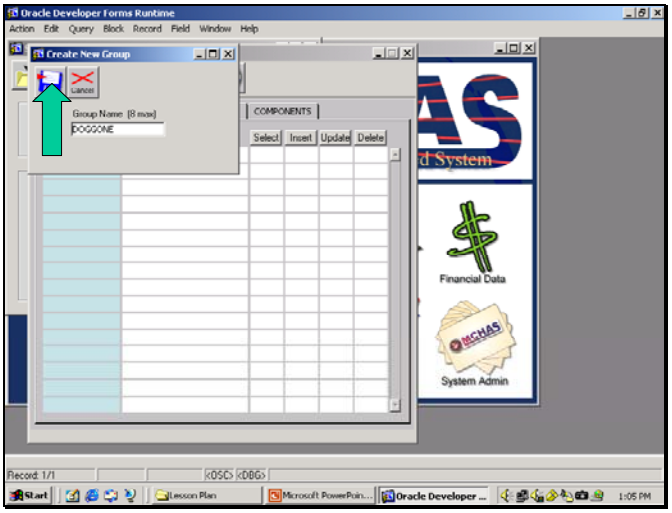


1) Click on Groups Tab
2) Double click in Group Name field
3) Select desired group
4) Click OK

OUTLINE SHEET 9-1-1

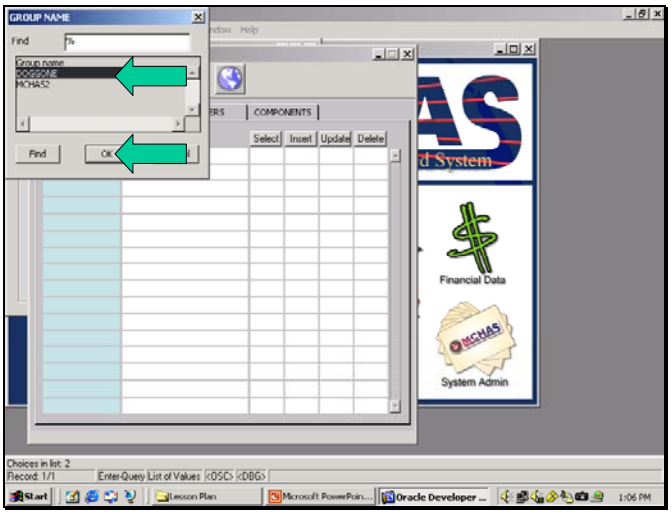


5) Click Query button
6) Click Insert New Record

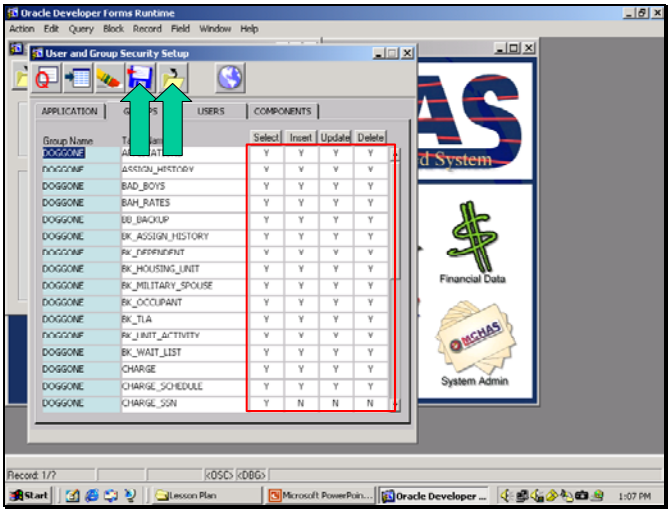


7) Enter New Group Name
8) Click Save button

OUTLINE SHEET 9-1-1

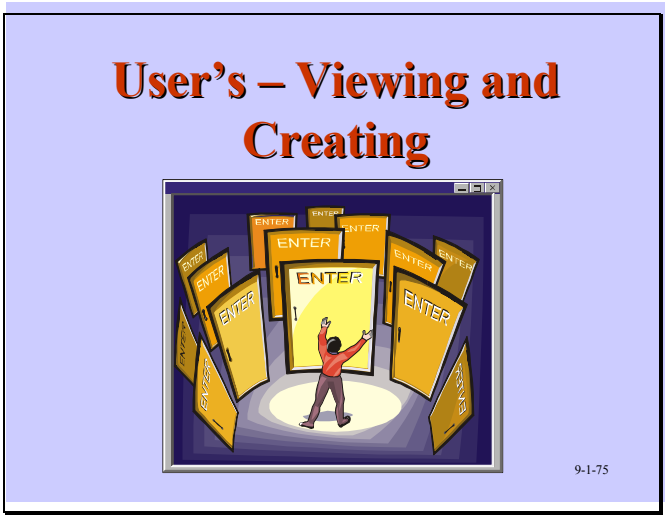


9) Double click Group Name field
10) Select the new group
11) Click OK

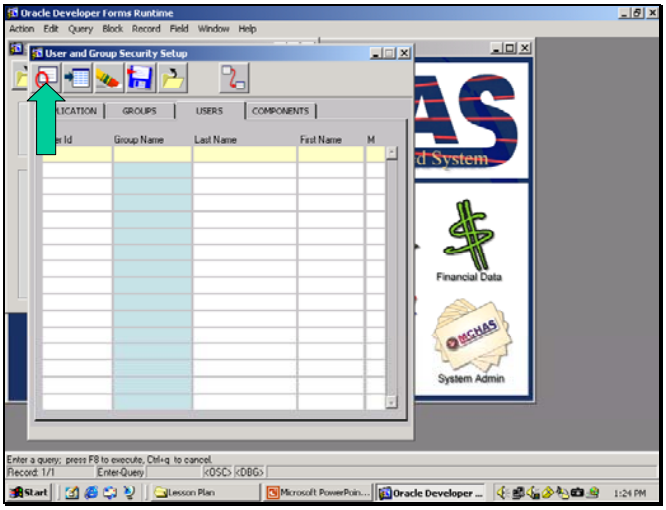


12) Click Query button
13) Click Save button
14) Click Close button

OUTLINE SHEET 9-1-1

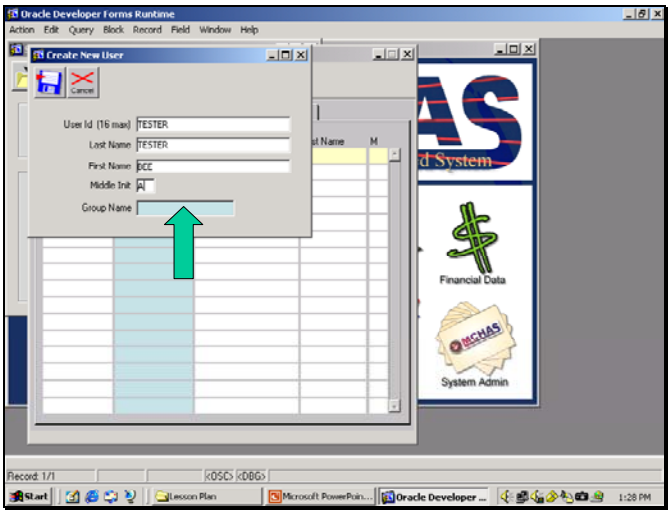


c. User's – Viewing and Creating

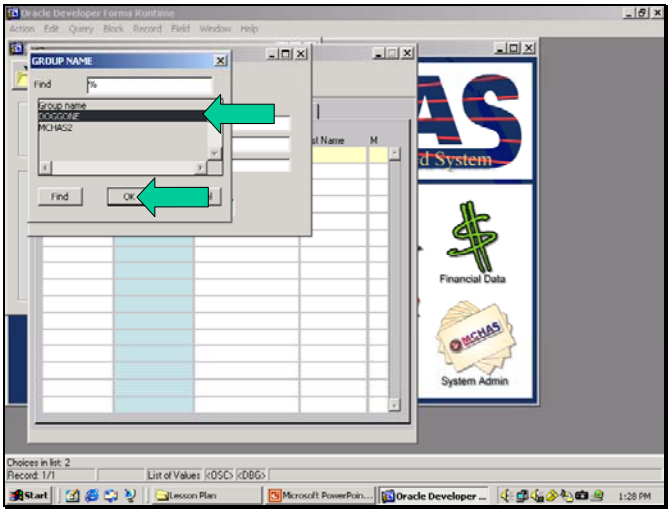


1) Click User's Tab
2) Click Query button

OUTLINE SHEET 9-1-1

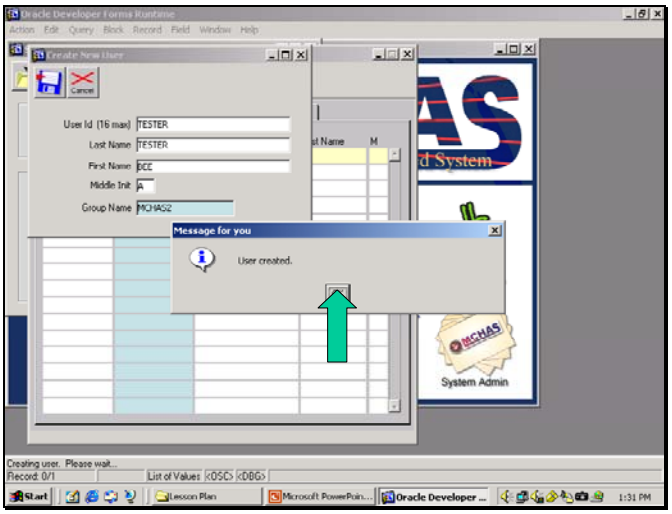


3) Click Insert New Record button
4) Enter Data
5) Double click on Group Name field

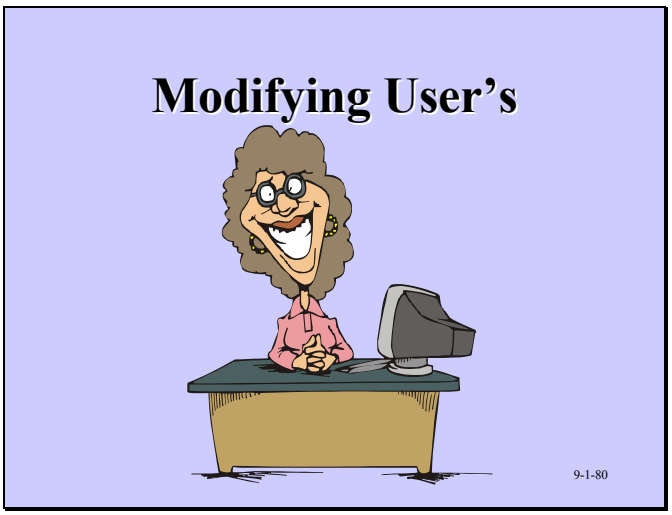


6) Select desired group
7) Click OK

OUTLINE SHEET 9-1-1

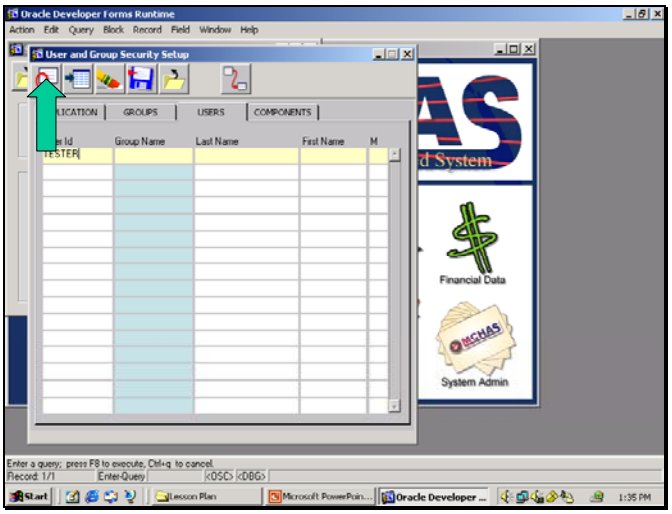


8) Click Save button
9) Click OK

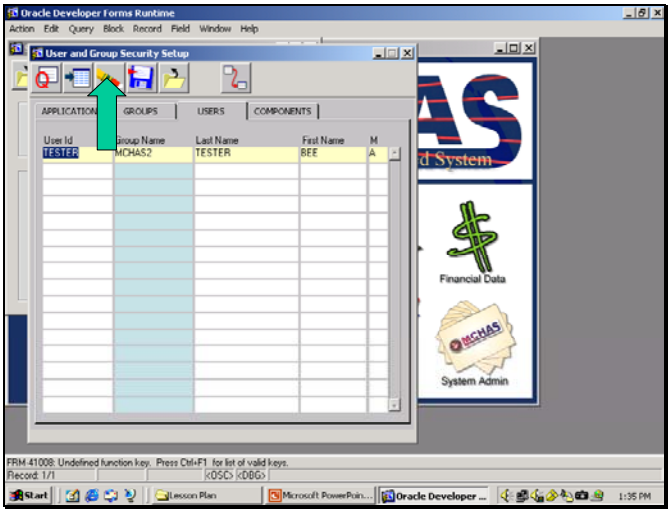


d. Modifying User's

OUTLINE SHEET 9-1-1

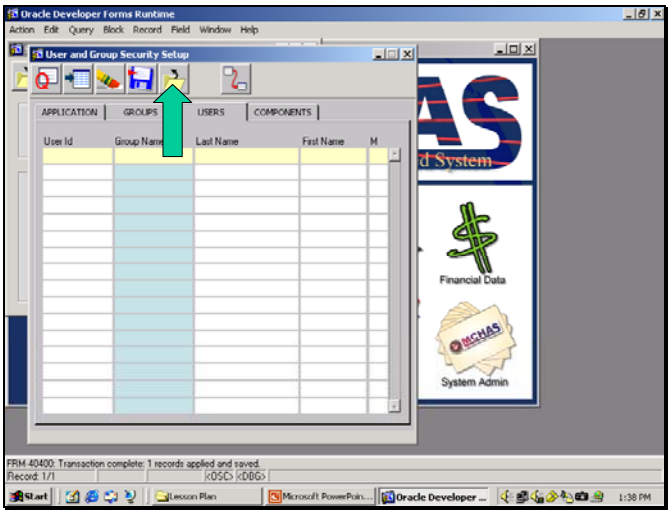


1) Click on Users Tab
2) Enter Users ID
3) Click Query button



4) Click Erase button

OUTLINE SHEET 9-1-1

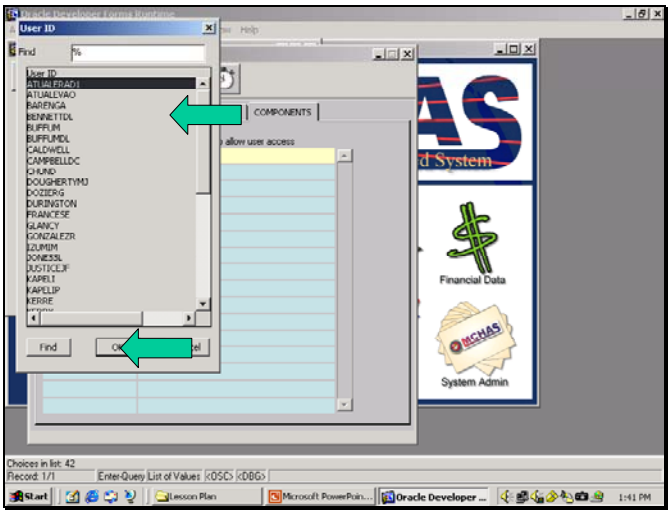


5) Click Yes
6) Click Yes
7) Click Close button

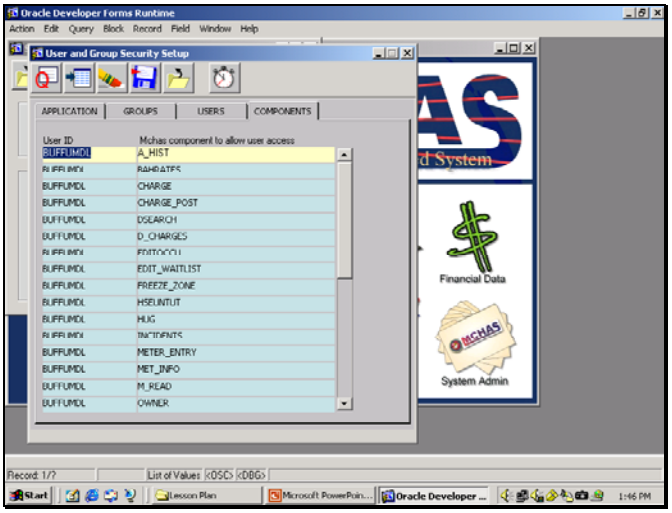
e. Components Access

1) Modifying Accesses

OUTLINE SHEET 9-1-1

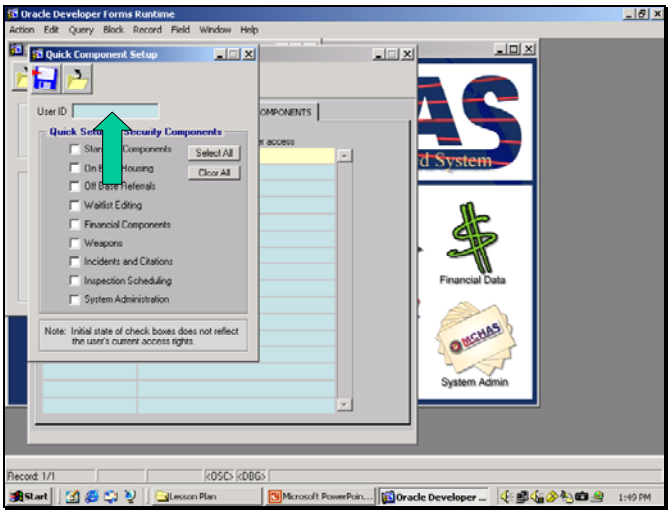


a) Click Components Tab
b) Double Click User ID field
c) Select desired user
d) Click OK



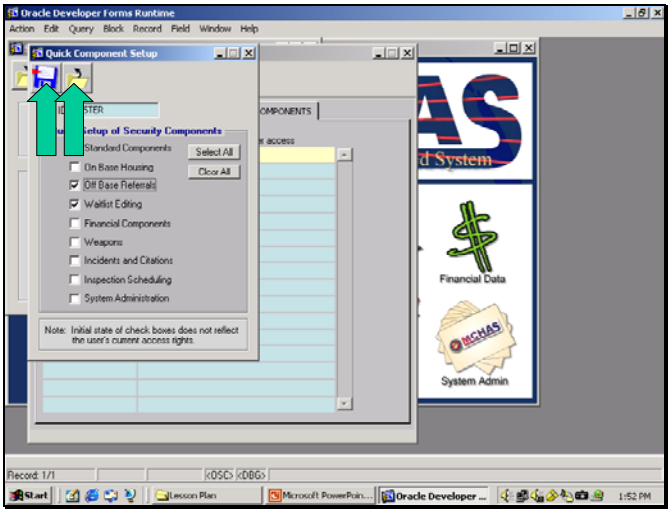
e) Click Query button

OUTLINE SHEET 9-1-1



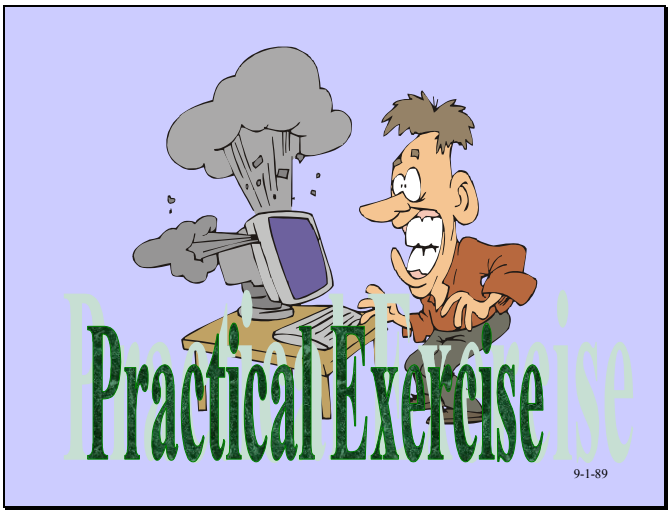
2) New User

a) Click Quick Setup button
b) Double click User ID field



c) Select desired user
d) Click OK
e) Select desired components or select all
f) Click Save button
g) Click Close button

OUTLINE SHEET 9-1-1



JOB SHEET 9-1-2

MAINTAIN TABLE EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in maintaining the tables on the MCAHS program.

B. References

1. Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. You have noticed that some new personnel are living in a suburban city with a different zip code. Instead of typing in each entry update the zip code table to include this new city.

2. Make up your own City and zip code within the state and enter it onto the table.

3. View a see if your entry is on the zip code table.

JOB SHEET 9-1-3

UPDATE HOUSING UNIT EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in updating and adding housing unit information to the MCHAS program.

B. References

1. Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. You have been reviewing some housing data and realize that on one unit the square footage is wrong.

   a. Select a housing unit from the database and change it's square footage.

2. Construction contractor has just turned over a new two family housing unit to your office from the 385 floor plan project. You need to add the housing unit to your inventory.

   a. Using the following information add the two units too your inventory:

      - Makeup and use your own House ID.
      - Makeup the housing units address (Each unit has it's own house number)
      - You have been told that the units are being designated as Junior Enlisted.
      - You select project assigned to
      - Use current date
      - Each unit has 3 bed/2bath
      - Each is 1800 sq ft with 1600 sq ft usable
      - Each is unfurnished
      - Each has carpeting

JOB SHEET 9-1-3

- Each can be adapted for handicapped
- Each has one phone line
- Each has 3 cable TV outlets
- Each has dishwasher installed
- Each has hook ups for washer/dryer

3. Your office just found out that you just lost a housing unit due to a fire. The unit is a total loss. Remove the unit from your inventory.

   a. Select a vacant unit from the database and perform the steps to remove it from the inventory
   b. Use current date

4. You need to add a meter to a housing unit. Select a unit from the database and add a meter to it.

   a. Use meter number 3456
   b. Select any meter from list

JOB SHEET 9-1-4

PREFERENCES AND ADDING SQR REPORTS EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in setting preferences and in adding a new SQR report to MCHAS program.

B. References

1. Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. You need to reset the inspection schedule timeline because of the limited number of inspector's.

   a. Set time at 0800 – 1530
   b. Set interval to 45 minutes

2. Your office needs a new type of report dealing with inspection results. Add a new report to the reports module.

JOB SHEET 9-1-5

INCIDENT EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in viewing and adding new incidents to the MCHAS database.

B. References

1. Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. Select the third record from the database.

   What date was the incident entered? _____

   What is the Incident Description? _____

2. You have received a report of an incident in housing and you must enter the data into the database.

   a. Using your record input the following incident:

      - Use current date for enter date
      - Incident happened and was reported three days before
      - A warning letter was sent out today
      - Your received a citation for too much noise at a late night party

JOB SHEET 9-1-6

UPDATE VALUE LIST and SSN MAINTENANCE EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in updating a value list and performing SSN Maintenance on the MCHAS database.

B. References

1. Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. Open the school district value list. How many districts are on this value list? _____

2. Making up your own, add a new citation to the citation value list.

3. You have realized that the SSN for your record is incorrect. Change the SSN to the correct SSN.

4. You have just retired from the military service. Using your record change your spouse into the new sponsor.

JOB SHEET 9-1-7

GROUP/USER MODIFYING AND CREATING EXERCISE

A. Introduction

This **Job Sheet** provides a skill exercise in modifying and creating groups and users on the MCHAS database.

B. References

1. Trainee Guide
2. MCHAS Operating System

C. Equipment:

1. Computer System w/ MCHAS program database

D. Scenario

1. You have been tasked to create a new group for the MCHAS system in your office. Using the proper procedures create a new MCHAS group.

2. Create own group name and install on database.

3. Modify your group's authorization list as desired.

4. Create a new user using your name including installing them into a group.

5. Erase your new user from the group list.

6. Select a user from the database and modify their component access level

7. Reinstall your new user and set their component access level