

## Navigating eServices

**Lesson Objective:** Confidently and competently navigate the e-Services areas frequently used by commanders.

**Desired Learning Outcomes:**

1. Know how to choose the applications you will use frequently.
2. Know how and where to complete approvals and validations in eServices and how to change permissions for your staff.
3. Know how to find and where to input data for promotions, SUIs, and ordering supplies.
4. Know where to go and how to give credit for Mentor Inputs/Skills Evaluations in the Learning Management System.
5. Know where to go and how to upload the monthly Vehicle Data.
6. Know where to go and how to start your inventories.

**Scheduled Lesson Time:** 30 minutes

### Introduction

Many new commanders lament the “paperwork” that goes along with the position. This lesson is designed to make the practical use of eServices as intuitive and painless as possible. The various sections will have both typed instructions and “screen shots” to show you where to click. All instructions will be based upon the “new” version of eServices because it actually is much more intuitive to navigate and does not require the training time that the original e-Services did.

### 1. Choosing the applications you will use frequently

To ensure you have the fewest navigation “clicks” to get where you want, you should choose the apps that you use most frequently. You can turn the apps on and off as your needs change. If you are starting with the original eServices, you will need to get to the new version. (See next page.)

## CAP Unit Commanders Course Navigating eServices

First, check the box next to “Check this checkbox to be redirected to the new eServices when you log in.”

Second, click the “Click here to test out the new eServices.”

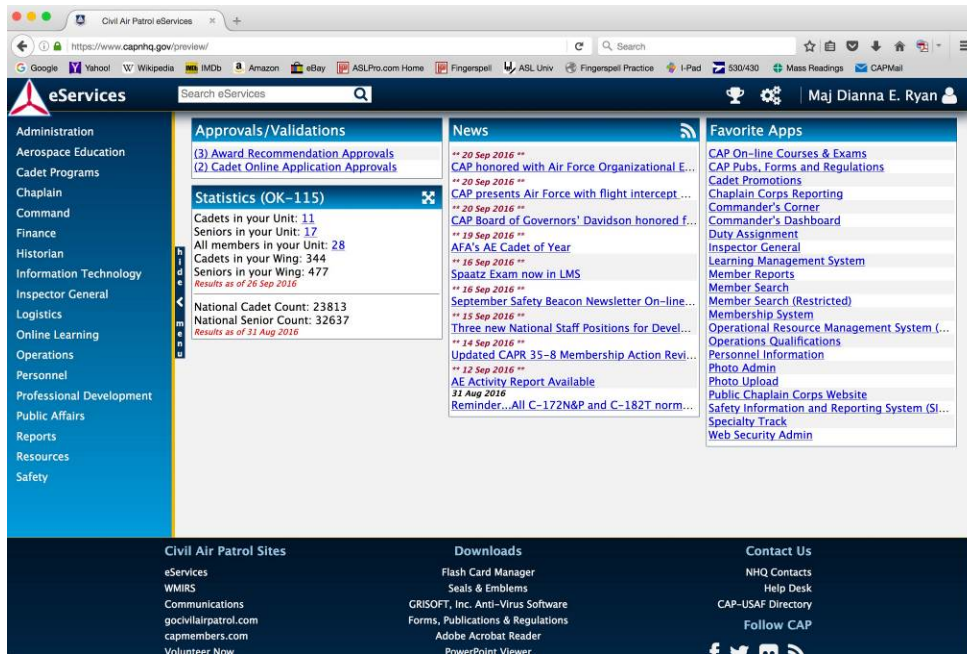
The screenshot shows the Civil Air Patrol eServices website interface. The user is logged in as Maj Dianna E. Ryan. The page features a navigation menu on the left with categories like 'CAP Utilities' and 'Restricted'. The main content area is divided into three columns. The middle column, titled 'New! eServices Beta', contains a message: 'You have been selected to test the new eServices. Click the link below to start exploring. If you would like to go to the new eServices when you log in, check the checkbox below. If you find any issues, please let us know through the help desk with a subject of "eServices Beta".' Below this message, there is a red circle around the link 'Click here to test out the new eServices.' and a checked checkbox with the text 'Check this checkbox to be redirected to the new eServices when you log in.' The right column, titled 'Restricted', contains a 'Favorites' list with various links like 'AE Plan of Action', 'Award Recommendation', and 'Commander's Dashboard'. The bottom section of the page displays 'OK-115 Stats' and 'News' with recent updates.

Doing these two things will ensure you have the ease of access and least amount of work getting started. Some members have used the old system for a long time and know where things are in it, but getting there still requires more work, and more memory on their part. The new eServices is less work and requires less time learning how to navigate it/where to find things.

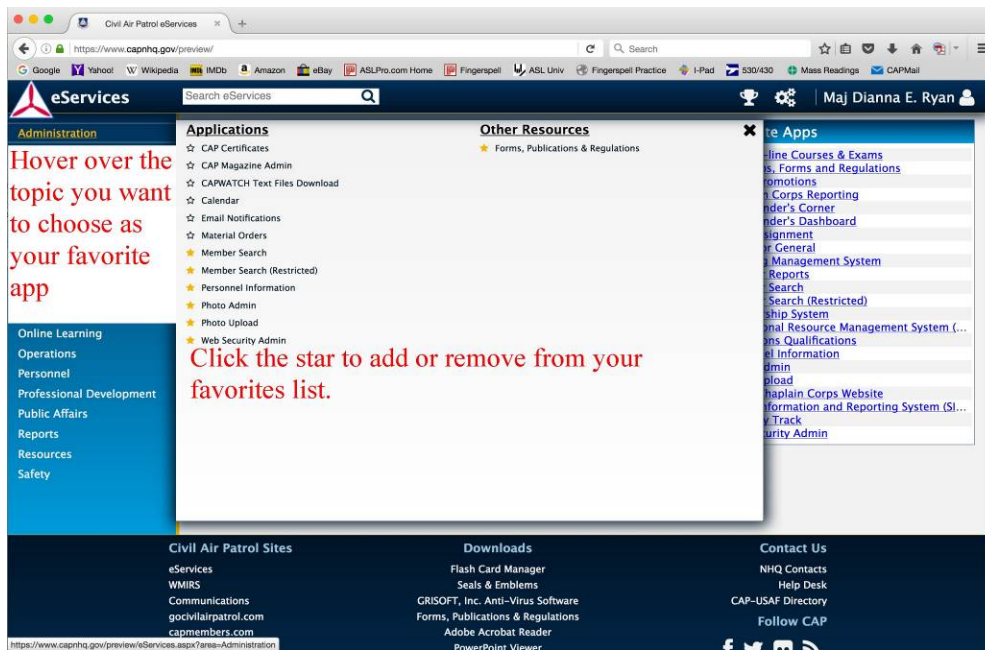
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## Navigating eServices

This will take you to your new home screen:



To set up your favorite apps, start by hovering the mouse arrow over the individual area on the left side of the screen. Click on the star next to the one you want to add or remove. If the star is filled in (golden), it is in your favorites. If it is empty, it is not included in your favorites.



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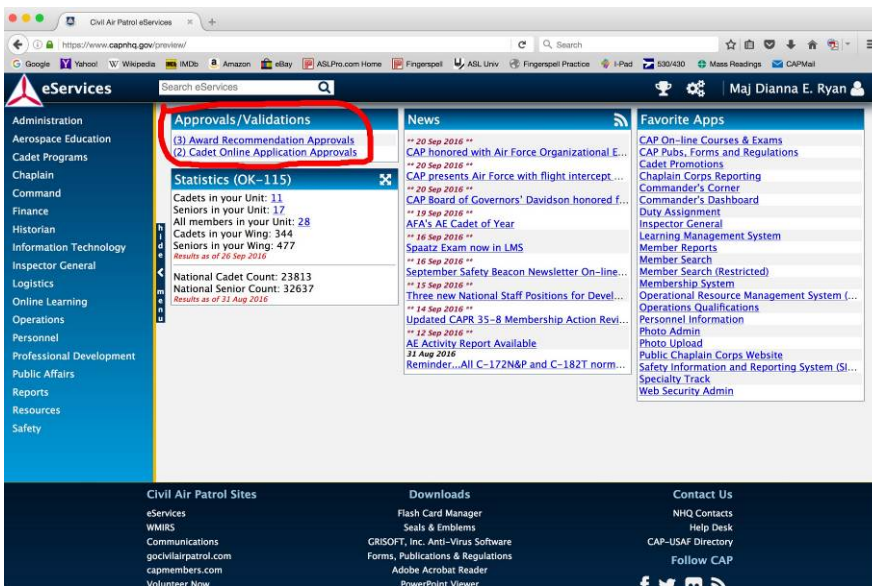
## Navigating eServices

### 2. Completing approvals and validations in eServices, and changing permissions for your staff.

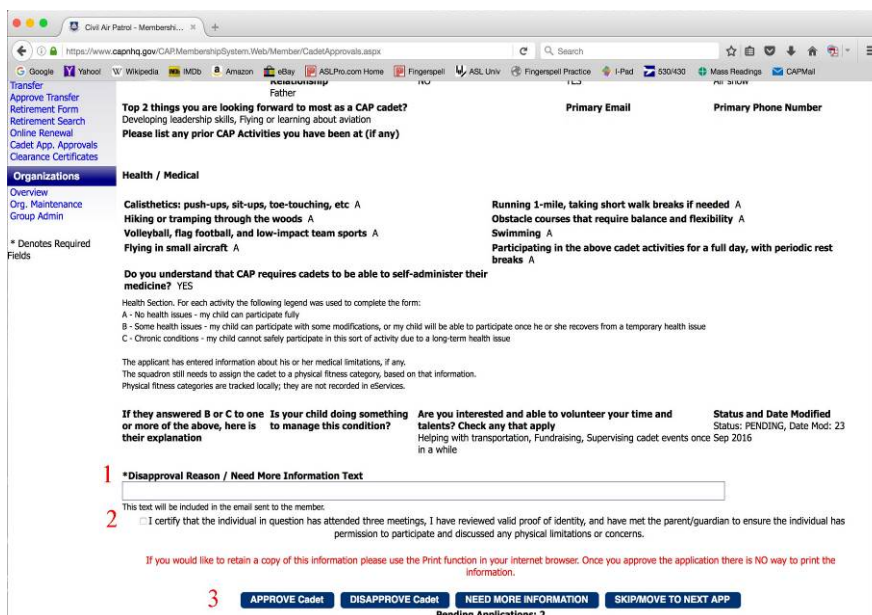
#### Approvals

As the commander, you will automatically receive notification for approvals on your home page. Click on it (Cadet Online Application Approvals was chosen for this example).

If you need to deny, be sure you have one or more valid reasons: enter that/those reason(s) as it is a required action when denying a request.



Certify, then Approve, Disapprove, Ask for more information, or move to the next applicant.



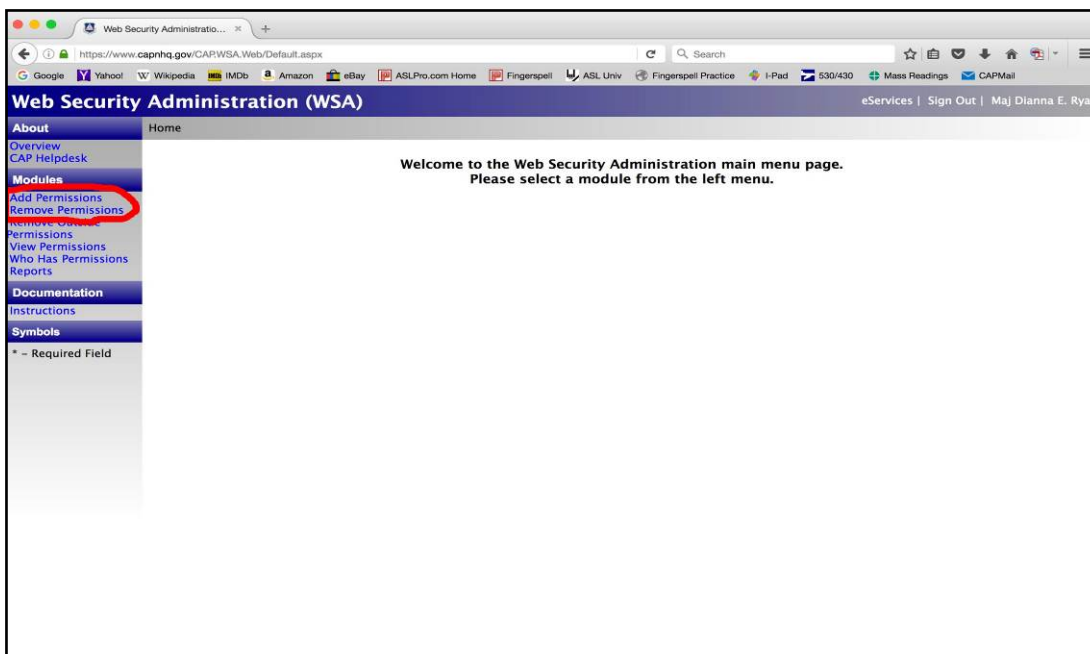
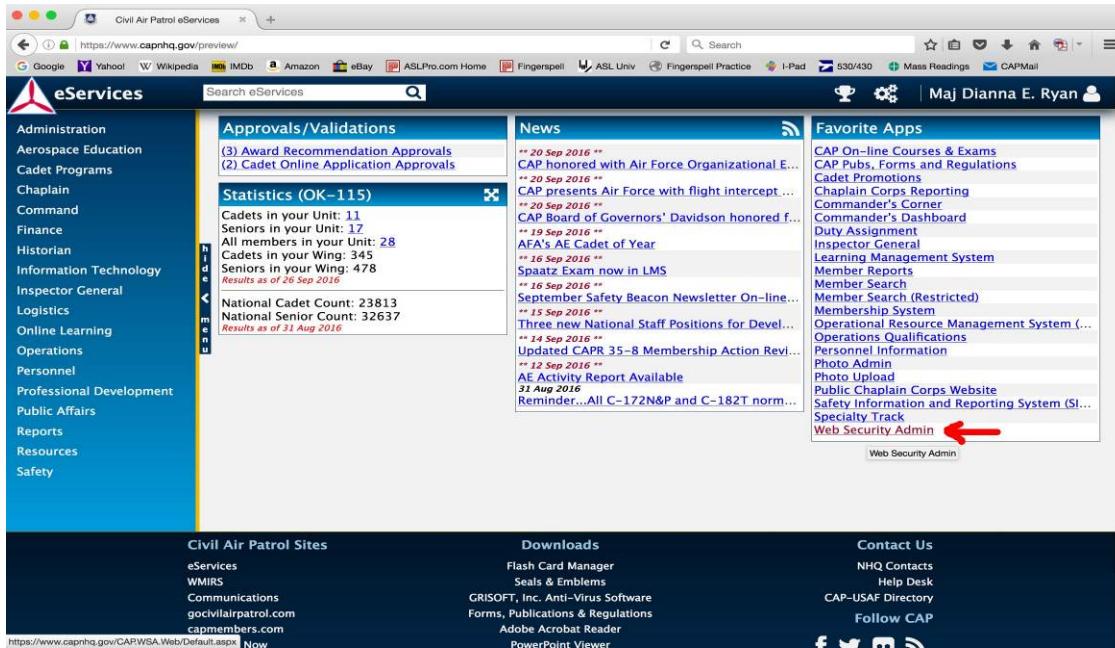


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## Navigating eServices

### Permissions

Sometimes you need to give a staff member permissions that are beyond his/her duty positions. The way to give only one or two permissions instead of everything that goes along with another duty position is to use the Web Security Administration function (found in **Administration**). You simply go to the WSA, choose the staff member, and choose the permissions to add or remove, then save the permissions you gave/removed.



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Below is a listing of the permissions that can be given. This capability does work across the board and there are some approvals that only the commander is allowed to approve.

Select	Application	Module	Functional Area	Process
<input type="checkbox"/>	Operations Qualifications	Pilot	OPS-CAPPilot	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Reports	Cadet_Programs	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-ARCHER	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-CAPPilot	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-CISM	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-CounterDrug	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-DriversLicense	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-Emergency_Services	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-OPSEC	Read-Only
<input type="checkbox"/>	Operations Qualifications	Suspension	Communications	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Suspension	OPS-CAPPilot	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Suspension	OPS-DriversLicense	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Suspension	OPS-Emergency_Services	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Validations	OPS-CAPPilot	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Validations	OPS-Emergency_Services	Data-Entry
<input type="checkbox"/>	Personnel Information	Personnel Information	Personnel	Data-Entry
<input type="checkbox"/>	Personnel Information	Personnel Information	Personnel	Read-Only
<input type="checkbox"/>	Photo Admin	Comm Photo Upload	Personnel	Data-Entry
<input type="checkbox"/>	Photo Admin	Validate CAP Photo	Personnel	Data-Entry
<input type="checkbox"/>	Safety Information and Reporting System (SIRS)	Safety Education Input	Personnel	Data-Entry
<input type="checkbox"/>	Specialty Track	Approval Admin	ET-Senior	Data-Entry
<input type="checkbox"/>	Web Security Admin	Add	Mission Support	Data-Entry
<input type="checkbox"/>	Web Security Admin	Duplicate	Mission Support	Data-Entry
<input type="checkbox"/>	Web Security Admin	Remove	Mission Support	Data-Entry
<input type="checkbox"/>	Web Security Admin	Reports	Mission Support	Reports
<input type="checkbox"/>	Web Security Admin	View	Mission Support	Read-Only

1

2

Save Permissions Clear Selected Applications Clear Page

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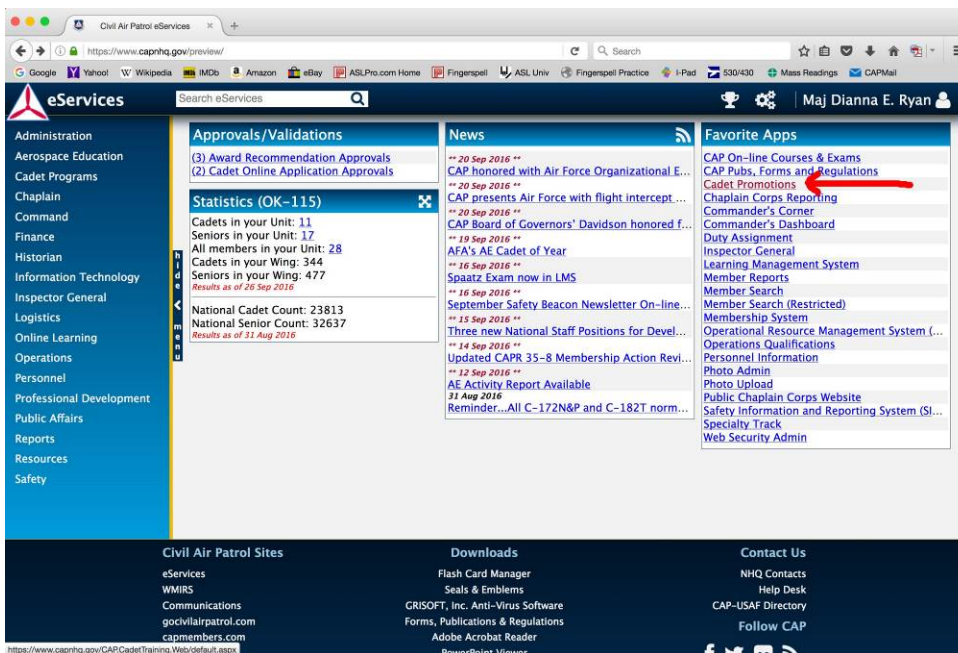
## Navigating eServices

### 3. Finding and inputting data for promotions, SUIs, and ordering supplies.

If you are not in the primary duty position for evaluating and promoting cadets (i.e. you have designated a DCC), ordering supplies (i.e. you have designated an AO/PAO), or ordering STEM Kits (i.e. you have designated an AEO), you probably won't have chosen those areas as a favorite. As the squadron commander, you still need to know how to direct your staff to those locations. Even if you are not part of the wing IG team as an Inspection Team Augmentee or Team Leader (highly advised), you **will** need to know where to upload your SUI information.

#### Cadet Promotions

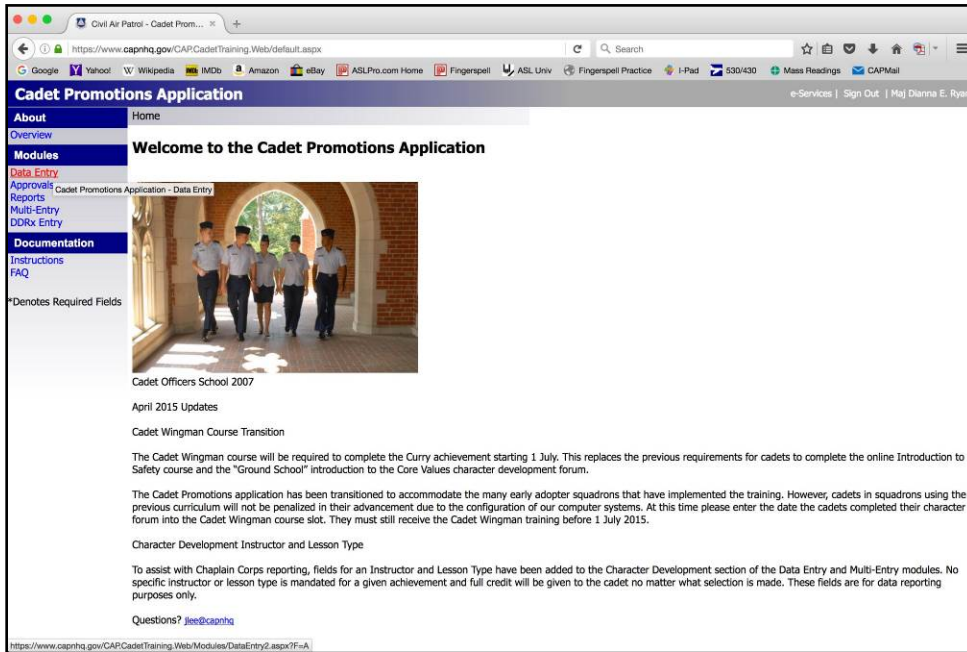
If you haven't chosen Cadet Promotions as a favorite app, it is located in....Cadet Programs (intuitive!). If you have it as a favorite app, simply click on the link.



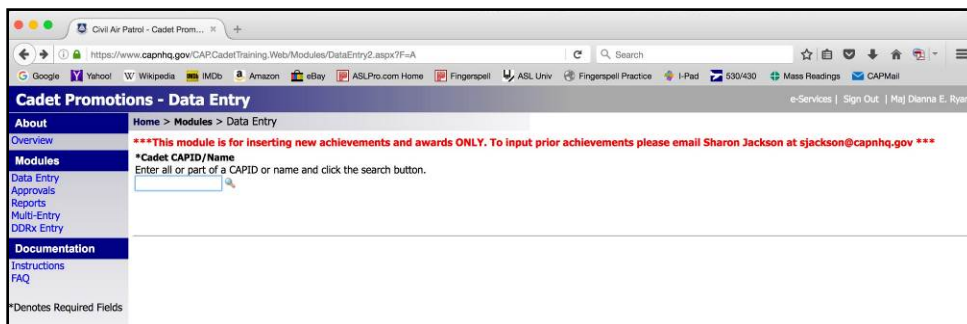
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Click on Data Entry if you are entering the data or on Approvals if you are approving your DCC's recommendations.



Enter the cadet's name or CAPID.





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Enter the data. (This cadet's identifying data were removed.) Entering the data, should be done as each item is completed: you do not need to wait until everything is ready for the promotion. Then click submit when ready. If you (as the commander) enter the data, then as the commander, it is automatically approved!

The screenshot shows a web browser window with the URL <https://www.caphq.gov/CAPCadetTraining/Web/Modules/DataEntry2.aspx?F=A>. The browser's address bar and tabs are visible at the top. Below the browser, there is a table titled "Denotes Required Fields" with columns for Name, Status, Approver, Date, and Score. The table lists several cadets and their promotion details. Below this table is a section titled "Full Cadet Promotions Report for C/1st Lt".

The main part of the screenshot is a form titled "Data Entry for Cadet Achievements and Awards". The form is divided into several sections:

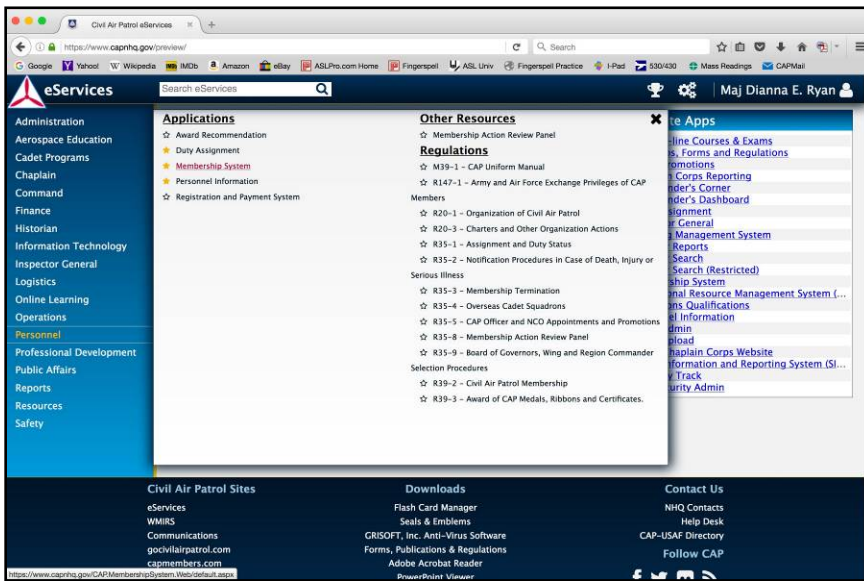
- Achievement or Award:** A dropdown menu showing "Public Affairs Officer".
- Physical Fitness Test:** Includes fields for "Date Passed" and "Score". There is a checkbox for "Cat. II-IV Waiver?".
- Physical Fitness Tasks (OPTIONAL):** Includes fields for "Sit and Reach", "Curl Ups", "Push Ups", and "Mile Run: (MM:SS)".
- Leadership:** Includes fields for "Date Passed" and "Score". There are checkboxes for "Cadet is in the Leadership in the 21st Century Curriculum" and "Cadet is in the Learn to Lead Curriculum".
- Character Development:** Includes a "Date Participated" field (25 Jul 2016), an "Instructor" dropdown (Dianna E Ryan CDI (OK)), and a "Lesson Type" dropdown (FLIGHT TIME - Values for Living).
- Did this Cadet Mentor?:** A checkbox.
- Did this Cadet complete SDA Report?:** A checkbox.
- Aerospace Education:** Includes fields for "Date Passed" and "Score".
- Test Number:** A dropdown menu.
- Submit:** A button.
- JROTC Waiver (28 Days between Achievements):** A checkbox.

On the left side of the form, there are numbered red markers: 1, 2, and 3, pointing to the "Achievement or Award", "Aerospace Education", and "Submit" sections respectively.

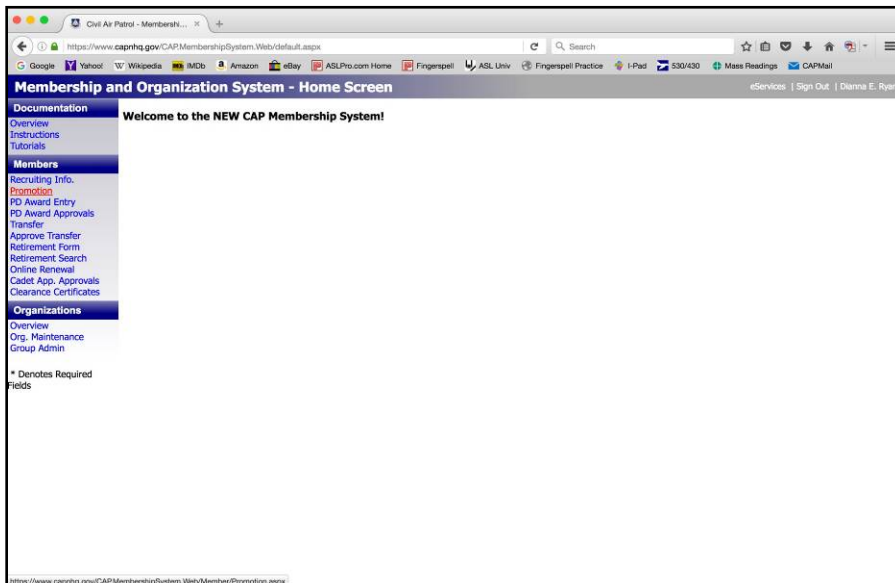
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## Navigating eServices

### Senior Promotions



The Senior promotion link is located in a slightly less intuitive location: it is found in Personnel.



After you click on the Personnel link in the left menu, click on Membership System.

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## Navigating eServices

Enter the CAPID or name where prompted, and several areas will auto-populate. This member's and the commander's identifying data were removed. Ensure all the required information is entered and then request the promotion.

The screenshot shows the 'Promotions' page in the CAP eServices system. The page is titled 'Promotions' and includes a search bar for CAPID or name. The main content area is divided into several sections:

- Documentation:** Overview, Instructions, Tutorials.
- Members:** Recruiting Info, Promotion, PD Award Entry, PD Award Approvals, Transfer, Approve Transfer, Retirement Form, Retirement Search, Online Renewal, Cadet App. Approvals, Clearance Certificates.
- Organizations:** Overview, Org. Maintenance, Group Admin.

The main content area displays the following information:

**Membership Information**

Current Rank: Maj  
 Charter: SWR-OK-115  
 Date Joined: 06 Oct 2011  
 Expiration: 31 Oct 2017

**Duty Positions**

Aerospace Education Officer  
 Commander  
 Drug Demand Reduction Officer  
 Health Services Officer  
 Inspector General  
 Personnel Officer

Character Development Instructor  
 Communications Officer  
 Emergency Services Officer  
 Health Services Officer  
 Internal Aerospace Education Officer  
 Personnel Officer

**Prior Promotions**

Rank	Rank Date	Date Received	Criteria	Waived	Months In Rank
Maj	09 Dec 2012	09 Dec 2012	PROFESSIONAL	NO	45
Capt	28 Oct 2011	28 Oct 2011	PROFESSIONAL	NO	58
SM	06 Oct 2011	06 Oct 2011	None		59

**Requirements: Lt Col, Duty Performance**

- At least 21 years of age
- Time in Grade: 48 months as a Maj
- LV4 skill level

**Approval(s): Lt Col**

GROUP (SWR-OK-099):  
 WING (SWR-OK-001):  
 REGION (SWR-SWR-001):

\*Scratched levels have been approved

**Rank Data**

\*New Rank: Lt Col  
 \*Promotion Date: 26 Sep 2016  
 \*Criteria: DUTY PERFORMANCE

**Remarks**

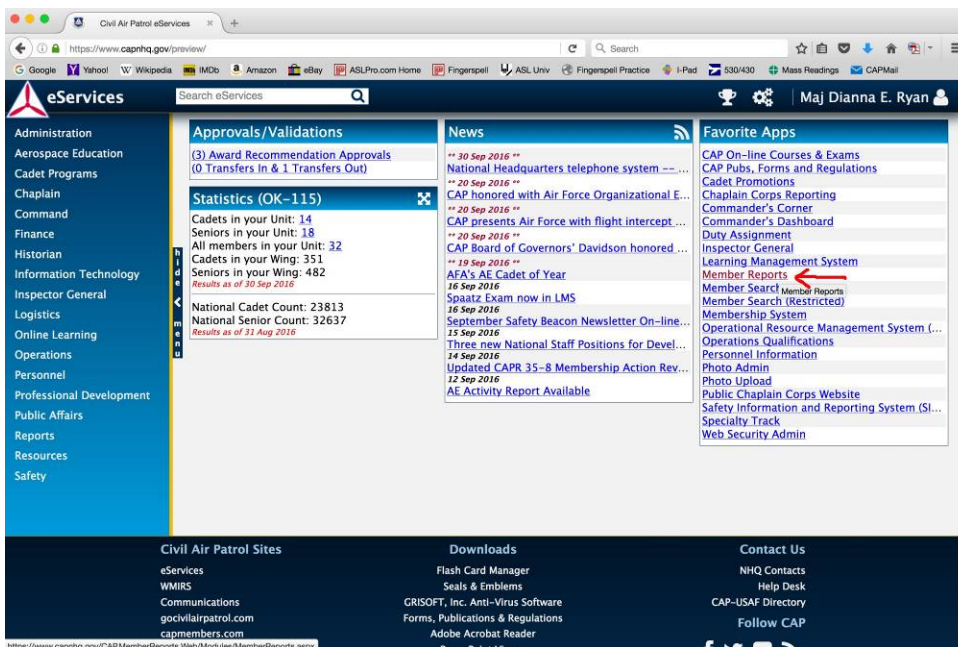
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## Navigating eServices

### SUI

You will have an SUI every 2 years. To make the process easier for everyone involved, and because you are required to, you need to upload all supporting documentation for the SUI team. When all of this is done properly, an SUI team can review all of your documents and almost complete the inspection before they arrive. If the SUI team only needs 15-30 minutes to finish up, everyone's experience is greatly improved, and everyone's stress level is greatly diminished.

Knowing where to find the data you need will make your job gathering it very easy. Most of



what you need is found in Member Reports.

You will be offered several choices of what reports you need. The title may not be obvious, but for the most part the titles are very closely named to what you need.

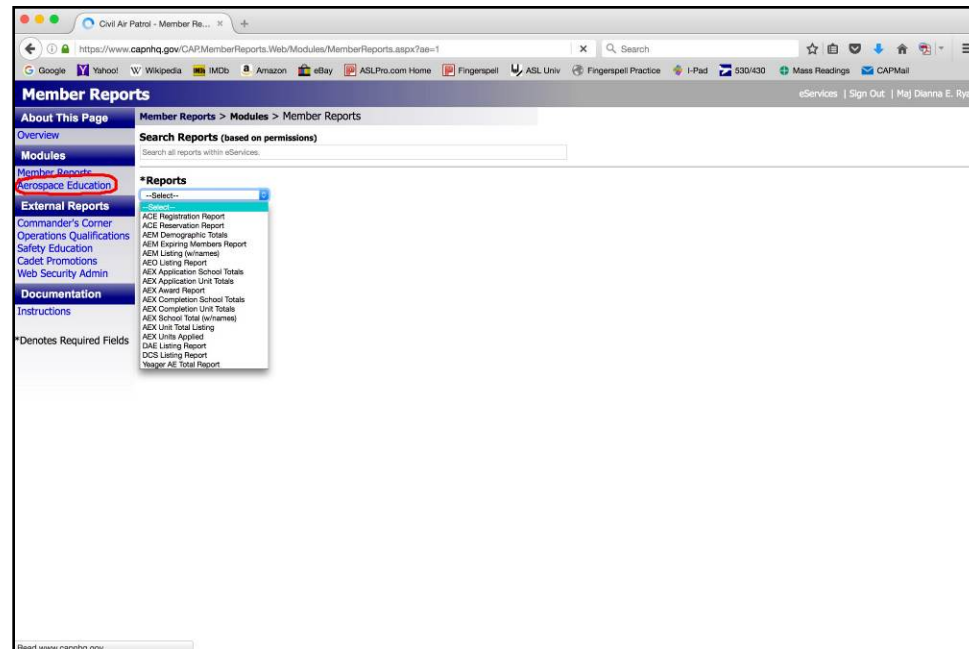
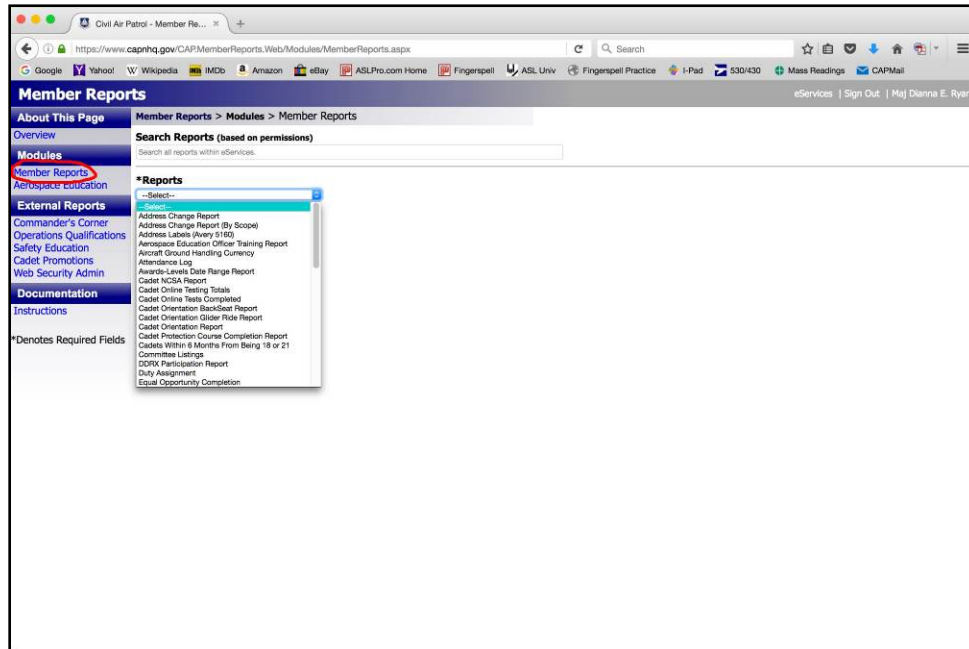
You can choose Member Reports or Aerospace Education Reports from this screen.

Member Reports will be automatically chosen as the default, but if you bounce back and forth, you can always come back to Member Reports.

(See next page.)

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## Navigating eServices





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## Navigating eServices

You will also need to get various safety reports from time to time (not only for the SUI).

The screenshot shows the Civil Air Patrol eServices interface. The left sidebar contains various service categories like Administration, Aerospace Education, and Finance. The main content area is divided into three columns: Approvals/Validations (showing award recommendations), Statistics (OK-115) (showing unit and wing statistics), and News (with recent headlines). The right sidebar, titled 'Favorite Apps', lists various tools and systems, with a red arrow pointing to the 'Safety Information and Reporting System (SIRS)' link.

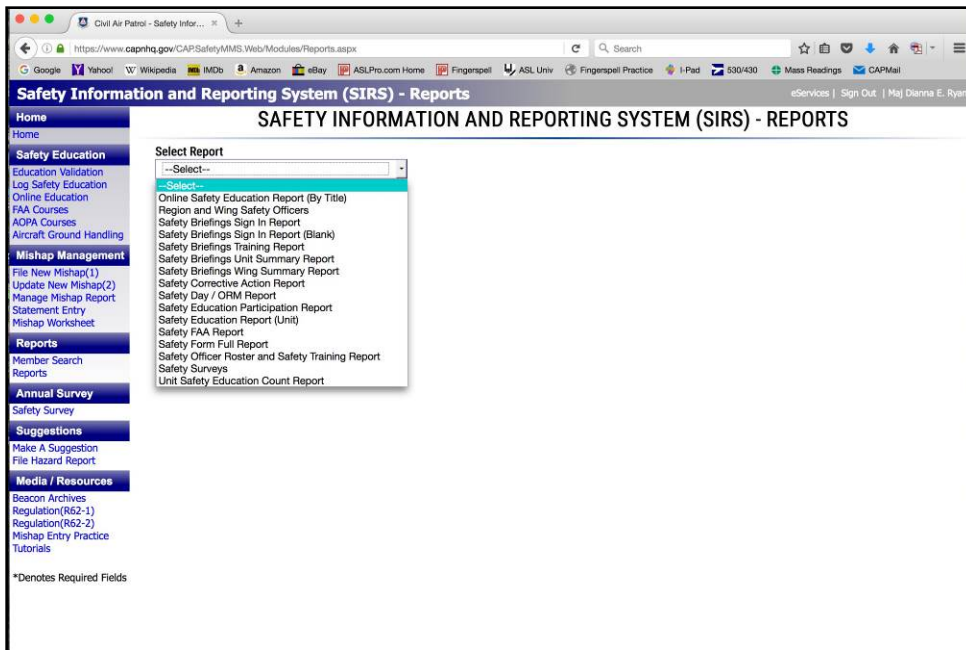
The screenshot displays the redesigned eService Safety homepage. It includes a 'SAFETY' header and a 'SAFETY INFORMATION AND REPORTING SYSTEM (SIRS)' title. A text block welcomes users to the redesigned site. Below this is a 'Contact Us' button and a 'Safety Metrics' section with a dropdown menu for selecting a squadron (currently set to 'SWR-OK-115 - COMANCHE-EAGLES COMPOSITE SQUADRON'). A table shows participation metrics for various months from 2015 to 2016. A red arrow points to the 'Choose Your Squadron' dropdown, and another red arrow points to the 'Safety Reports' link in the 'REPORTS' navigation section.

September 2016	August 2016	July 2016	June 2016	May 2016	April 2016
8 / 32 (25%)	13 / 30 (43.33%)	15 / 29 (51.72%)	11 / 28 (39.29%)	16 / 27 (59.26%)	14 / 39 (35.9%)
March 2016	February 2016	January 2016	December 2015	November 2015	October 2015
14 / 39 (35.9%)	11 / 37 (29.73%)	15 / 33 (45.45%)	12 / 32 (37.5%)	12 / 29 (41.38%)	12 / 28 (42.86%)

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## Navigating eServices

Next, choose the report you need.



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## Navigating eServices

To upload Inspector General data, you will start at Inspector General and select Documentation.

The screenshot shows the CAP eServices portal. The left sidebar contains a navigation menu with categories like Administration, Aerospace Education, and Inspector General. The main content area is divided into three columns: Approvals/Validations (showing award recommendations), Statistics (OK-115) (showing unit statistics), and News (showing recent updates). The right column, 'Favorite Apps', lists various tools, with 'Inspector General' highlighted by a red arrow.

The screenshot shows the CAP Inspector General interface. On the left is a navigation menu with 'Documentation' highlighted by a red arrow. In the center is the 'INSPECTOR GENERAL CIVIL AIR PATROL' logo. On the right, there are three tables listing schedules:

CI Schedule	
File	
View File	2017_CI_schedule_28_Aug_16_CAP_CAP-USAF.xlsx
View File	ALL_CI_Team_Info_9.22.16.xlsx
View File	CI_schedule_12_Sept_16_CAP_CAP-USAF-3.xlsx
View File	Cycle_4_s_v3_09.12.16.pdf
View File	IG_Billeting_Info_20160912.xlsx

WFA Audit Schedule	
File	
View File	WFA_Contact_Information_20150623.xls

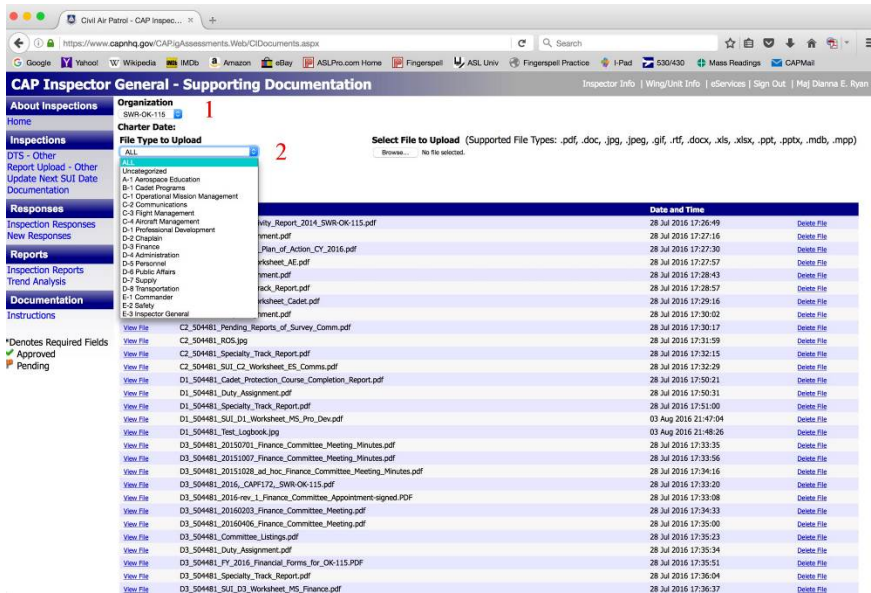
LR Survey Audit Schedule	
File	
View File	2016_PLR_Logistics_Audit_Schedule.pdf
View File	2016_RMLR_SA_Schedule.pdf
View File	GLLR_FY16_Survey_Audit_Schedule.doc
View File	MLER_2016_Tentative_Logistics_Audit_Schedule-signed.pdf
View File	MSgt_Johnson_2015_Survey_Audit_Tentative_Schedule.pdf
View File	NCLR_Audit_Schedule_FY16.doc
View File	NELR_2016_Tentative_Logistic_Audit_Schedule.pdf
View File	SELR_Logistic_Audit_CY2016_Signed.pdf
View File	SWR_2016_Tentative_Logistics_Audit_Schedule.doc

LR SAV Schedule	
File	
View File	GLLR_SAV_Dates_2016.xlsx
View File	MLER_SAV_Dates_2016.xlsx
View File	NCLR_SAV_Dates_2016.xlsx
View File	NELR_SAV_Dates_2016.xlsx
View File	PLR_SAV_Dates_2016.xlsx
View File	RMLR_SAV_Dates_2016.xlsx
View File	SER_SAV_Dates_2016.xlsx
View File	SWR_SAV_Dates_2016.xlsx

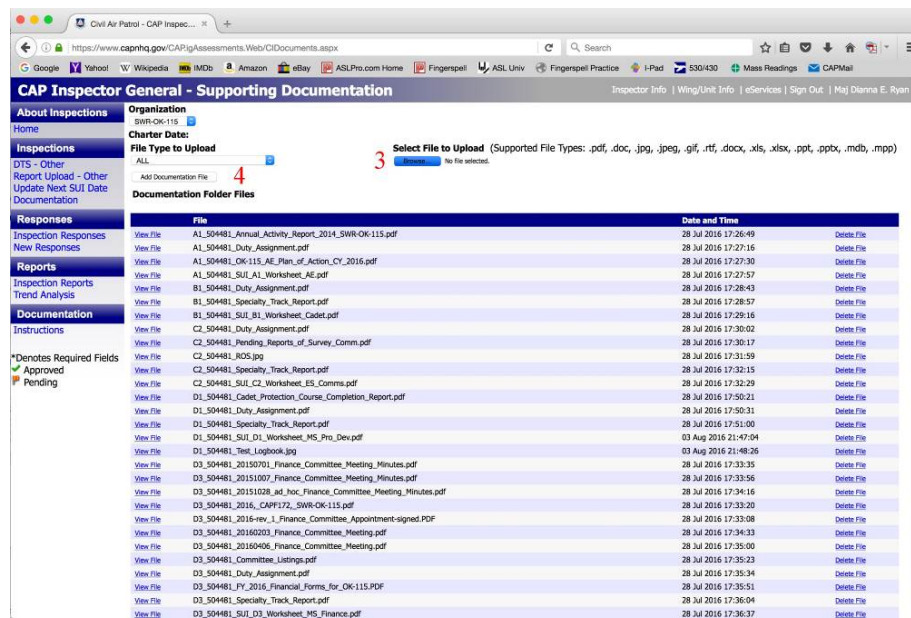
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Then choose your unit (if not already defaulted to it) and then choose where the file you are



uploading goes.

Next, browse the location of the file from your computer and finally you upload it via the Add Documentation File button. You can only upload only one file at a time. It helps if you keep your files in digital format all year round.

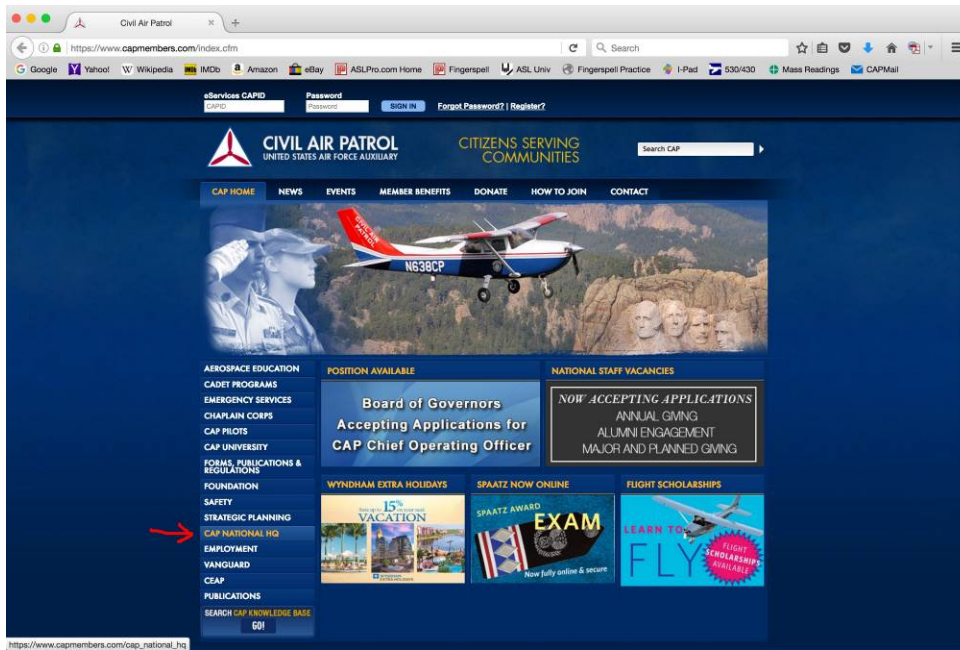




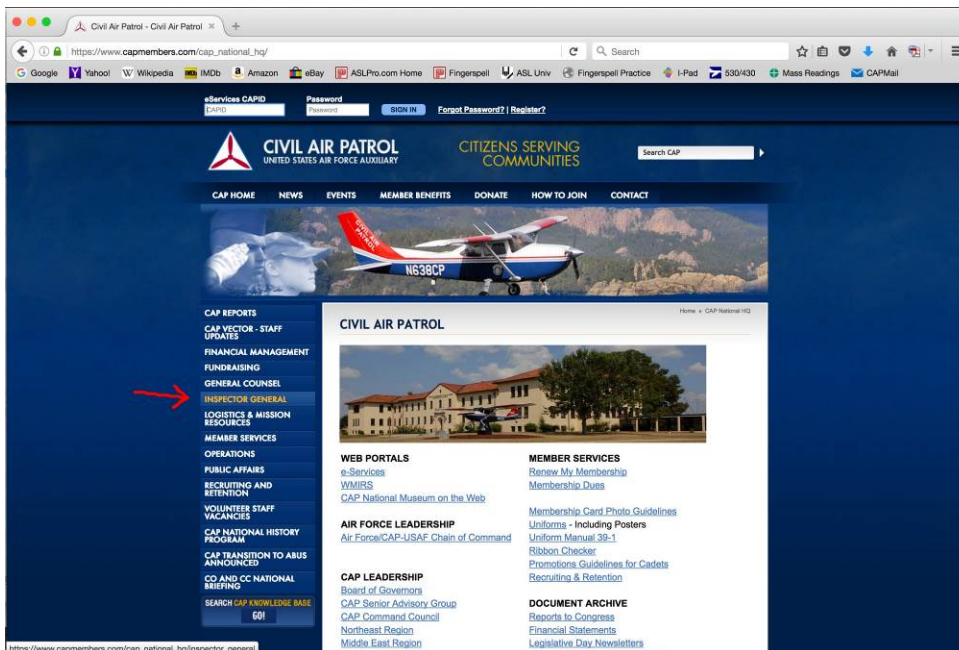
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## Navigating eServices

Getting the SUI Sheets is easy. The information is available to the public. The sheets are located on CAPMembers.com.



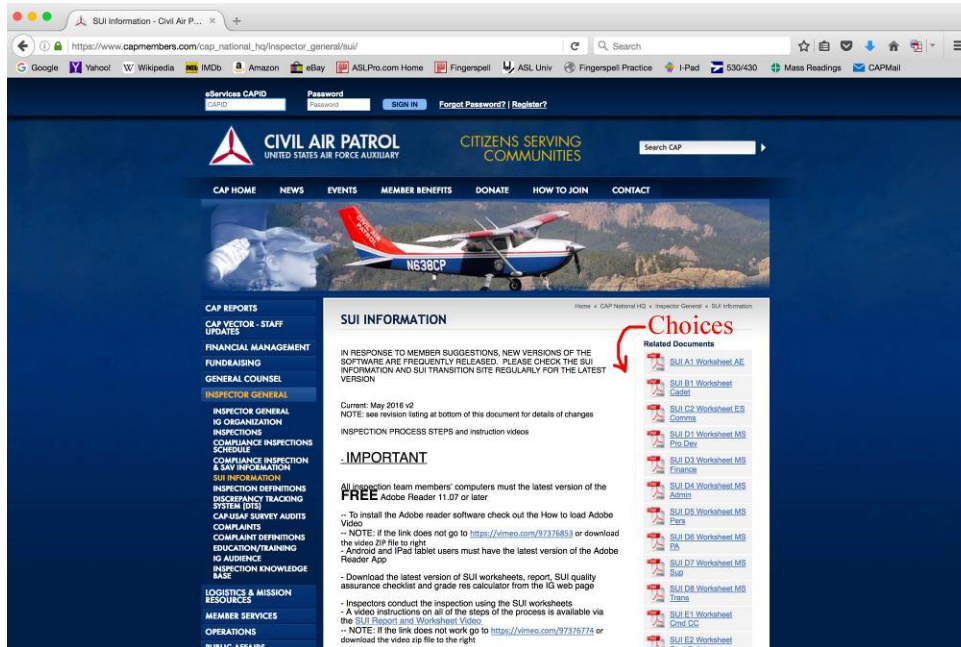
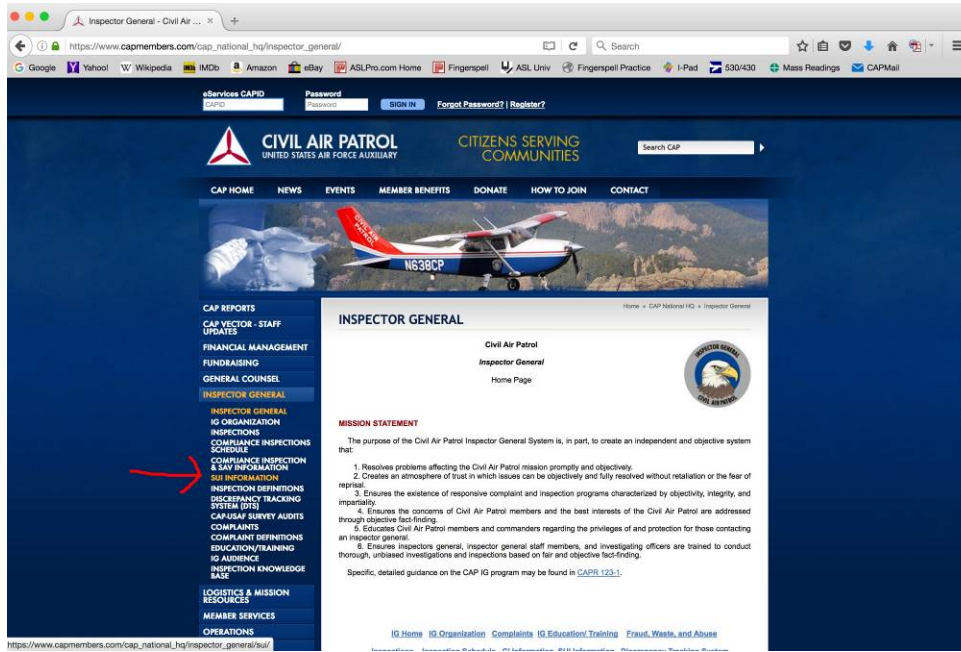
When you go to the capmembers.com website, <https://www.capmembers.com/> ->CAP National HQ->Inspector General->SUI Information->choose one or more...





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## Navigating eServices

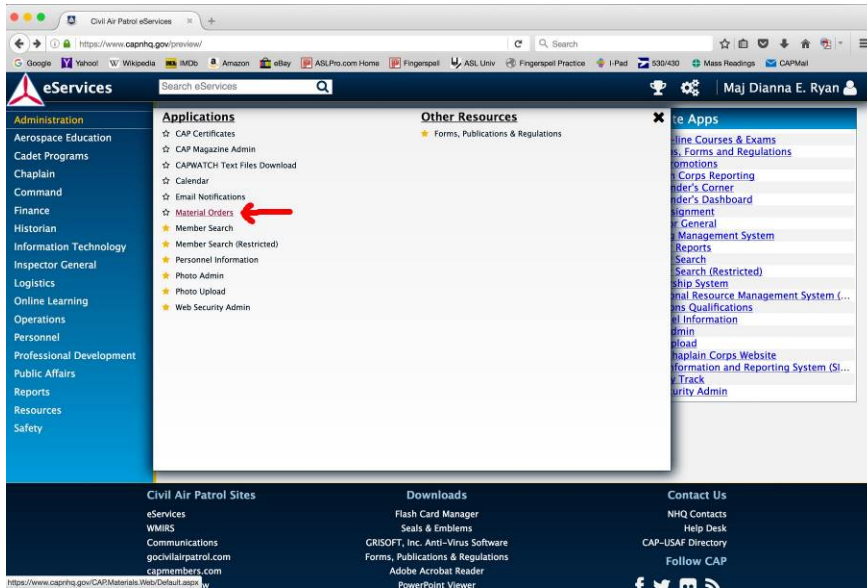


Your choices for the download are for individual areas or the entire SUI package in a zip file. You can download the grade calculator as well.

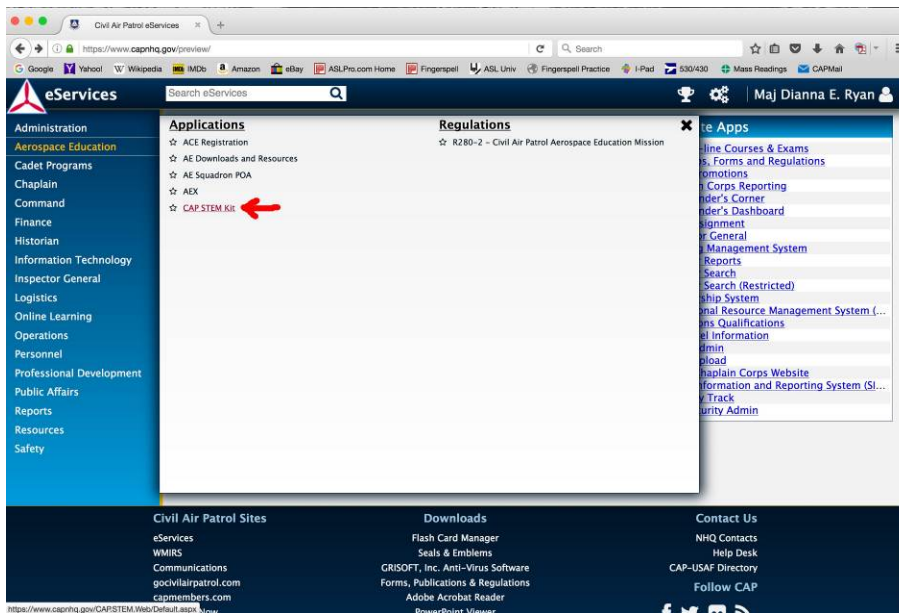
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## Ordering Supplies

NHQ will give you some supplies for free (forms, pamphlets, recruiting materials, and some AE resources). Go to Administration and then Material Orders. Make your choices and submit.



Getting your STEM kit is very similar: simply look under Aerospace Education.

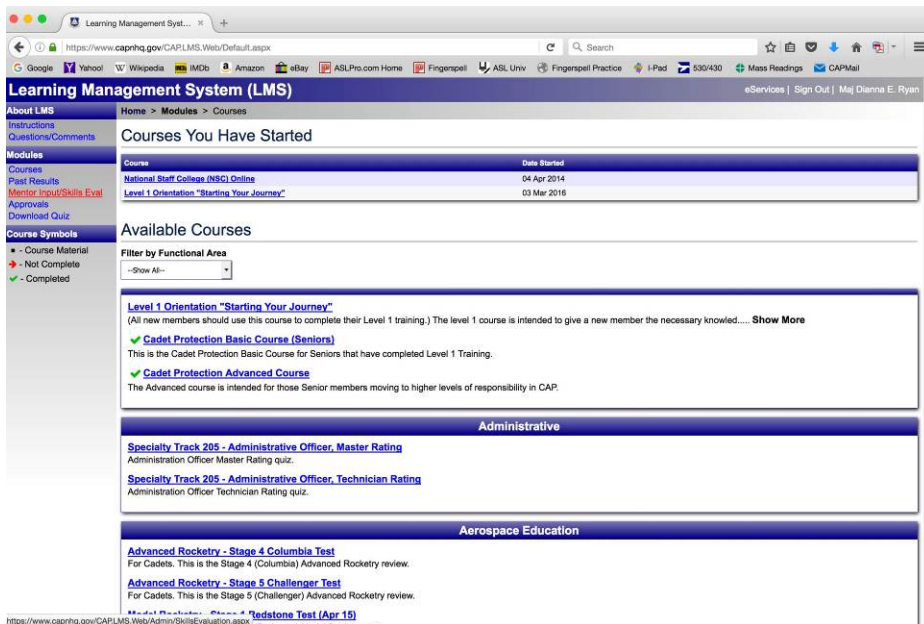
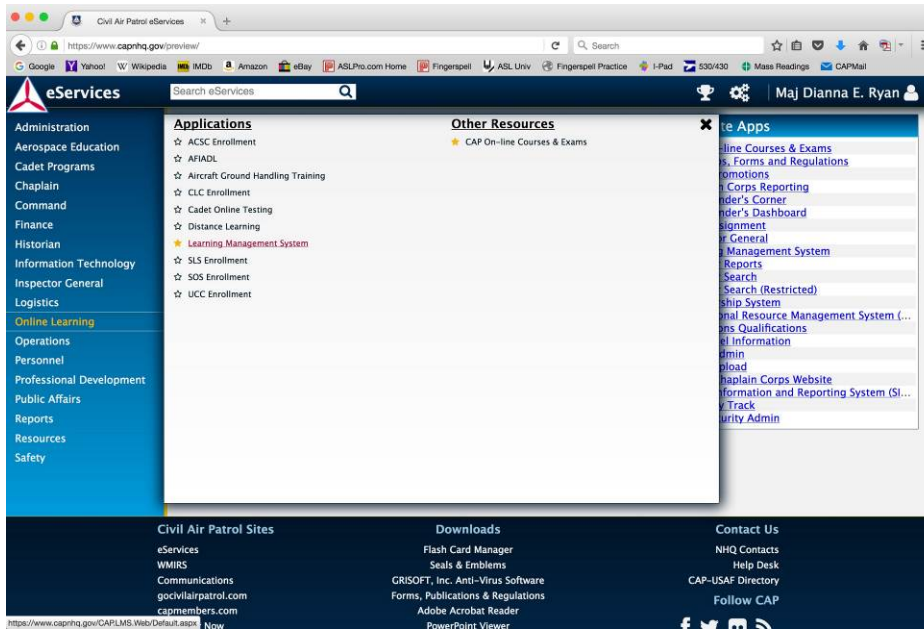


## 4. Giving credit for Mentor Inputs/Skills Evaluations in the Learning Management System.

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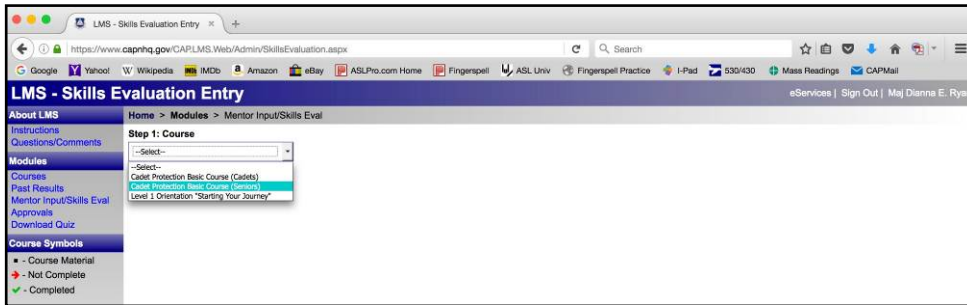
## Navigating eServices

When you have a new senior member you must ensure s/he has taken cadet protection and is given credit for it. Cadet protection is included in the new members "Level 1 Orientation course". Once the member has taken the level 1 orientation course, the member is required to have a discussion with the commander (or your designee). One of the more important topics you should discuss is cadet protection. If the discussion is acceptable, give the member credit for the level 1 orientation in the same way cadet protection is provided for the cadets in the screens below.



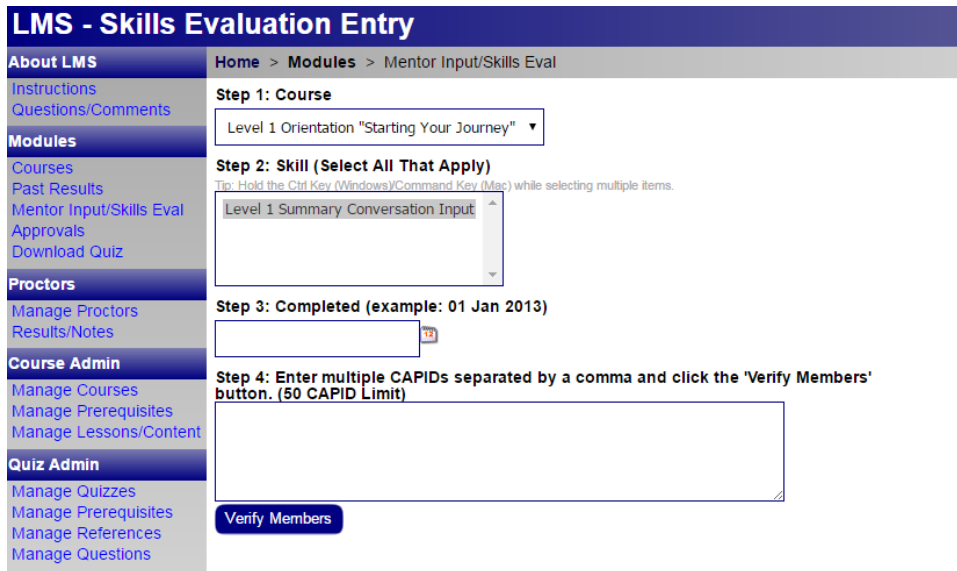
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## Choose Mentor Input/Skills Eval



For your Senior members, choose “Level 1 Orientation.” For cadets, choose “Cadet Protection Basic Course”.

This will be the same procedure for all tasks requiring a mentor to enter credit. **NOTE:** To ensure the appropriate credit is given, make sure the correct task is selected (highlighted) in Step 2. (see below)



**Notice:** To ensure the Cadet Protection course is complete when the cadet turns 18 years old, cadets who are 17 years old are allowed to complete the Cadet Protection Basic Course. Cadets who are 18 years old are required to have the Cadet Protection Basic Course complete before they can be around other cadets. In other words, when a cadet turns 17 they may take the cadet protection basic course and the course must be complete before the cadet turns 18 years old.

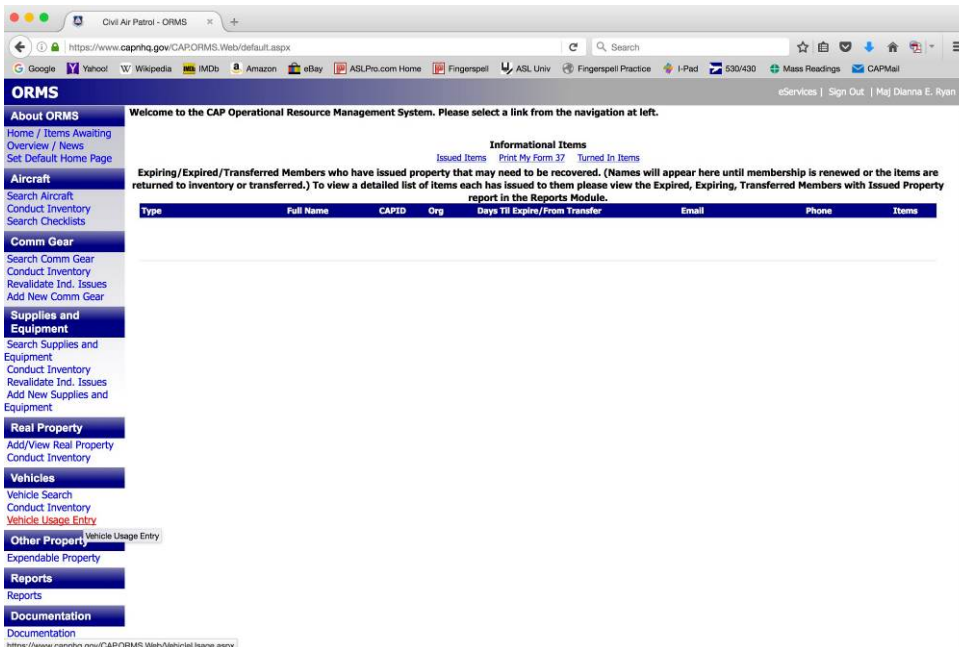
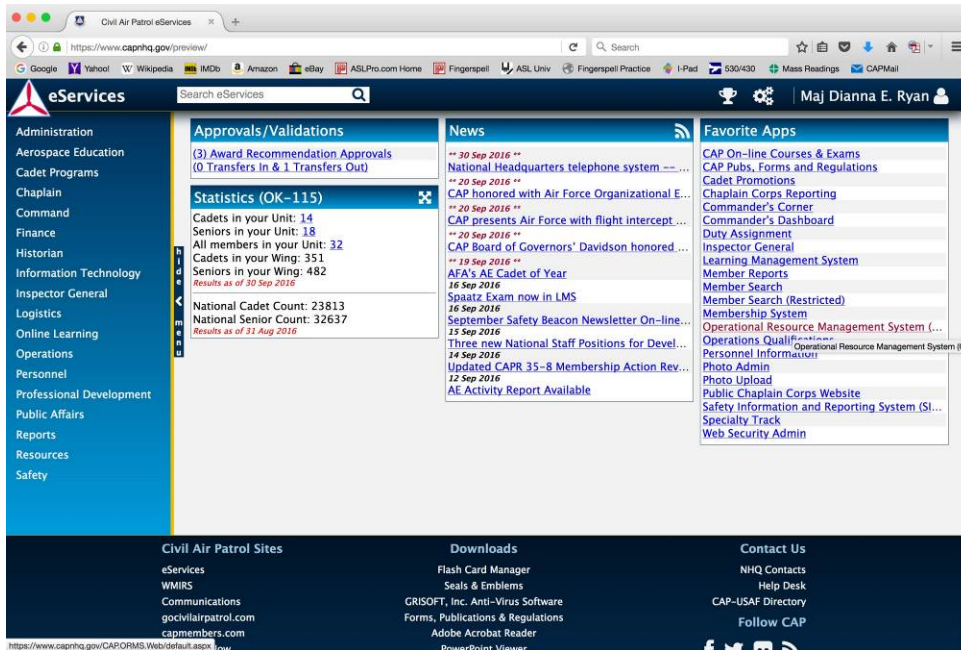


# CAP Unit Commanders Course

## Navigating eServices

### 5. How to upload the monthly Vehicle Data.

Keeping your paperwork straight every month is easier if you scan your documentation and upload it to eServices. If you have a CAP vehicle, you will have to enter the data for the vehicle usage every month. Start at ORMS and click on Vehicle Usage Entry:





# CAP Unit Commanders Course

## Navigating eServices

**ORMS - Vehicles - Usage Entry**

Please select an organization. Then, select the Field ID of the vehicle you are wanting to update. The current usage entry month is selected. If an update is required for a month other than the current month, please select a Date from the list.

\*Reg-Wing-Unit: SWR-OK-115

\*Field ID: 35017

\*Date: 09/2016

Field ID: 35017 Year: 2003  
 Owner: SWR-OK-115 Make: Chevrolet  
 VIN: 1GNDX03E03D155057 Model: Venture  
 Occupants: 7 Type: 7 Pass Van

Note: Enter Number of Hours (rounded up)  
 There was no data found for the vehicle 35017 on 09/2016.

	Admin	Cadet	Mission	Support	Other	Grand Total
No. Times Used:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No. Hours Used:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Odometer Reading:

Description:

Form 73 Upload (PDF or Word):  
 Browse... No file selected.  
 Submit

**Form 73 Uploaded for the selected vehicle (One Year)**

File	Date Added
Form73_2015-11-01.pdf	09 Dec 2015 22:50:43

After you enter the data for the monthly usage, you should upload your scanned copy of the CAPF 73. You are already in the system, and this makes it easy for you, your director of transportation, and the SUI team when they need to find your documents. Click on the Vehicle Search.

That leads you to:

**ORMS - Vehicles - Search**

Search Criteria

\*Organization: OK-691 View Unit Only

Noun (Vehicle Type): --Select--

Source: --Select--

Acquisition Cost (>=):

Stock Class: --Select--

NSN:

Remarks:

Status: --Select--

CAP Veh ID: 35017

Driven: --Select--

Serial Number (VIN):

Make: --Select--

Location:

Acquisition Date:

Condition: --Select--

Green Flag?:

Year Manufactured (>=):

Drive Train: --Select--

PCN:

Model:

Description:

Property Tag:

Search In:  Active  Retired

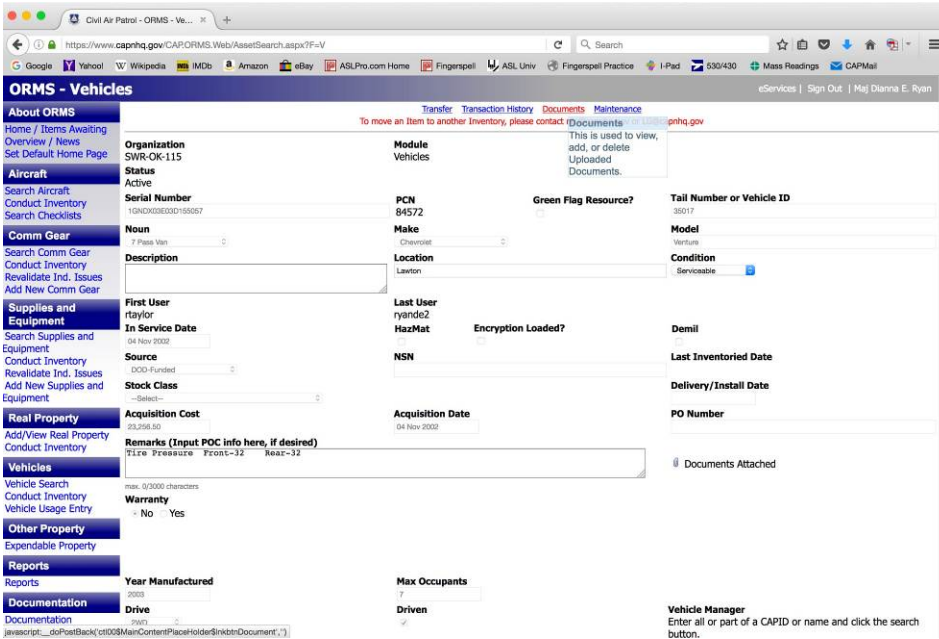
Max Occupants (>=):

Search Reset

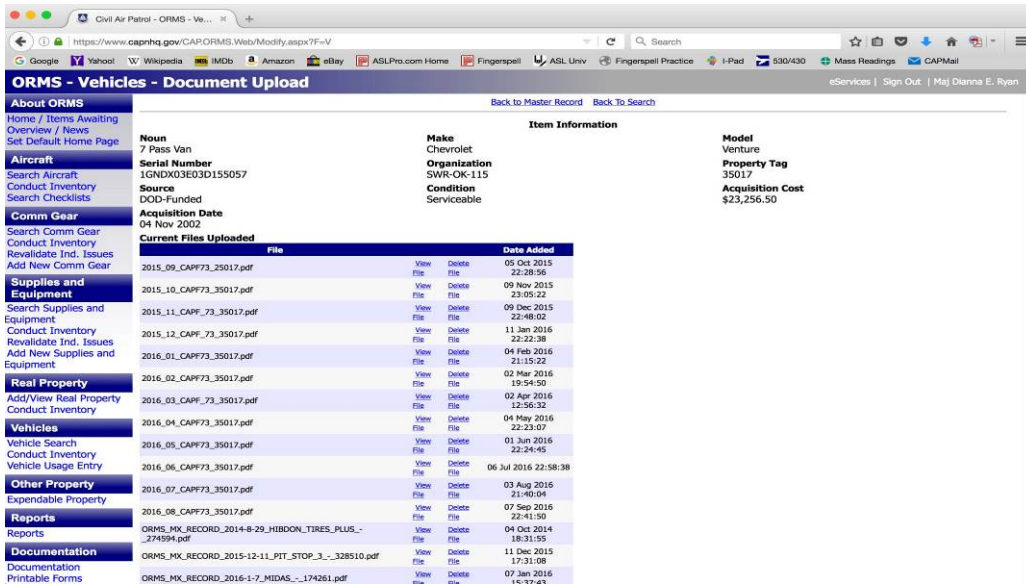
# CAP Unit Commanders Course

## Navigating eServices

Enter the vehicle number of the vehicle and you will get to:



When you click on documents, it will lead you to:



# CAP Unit Commanders Course

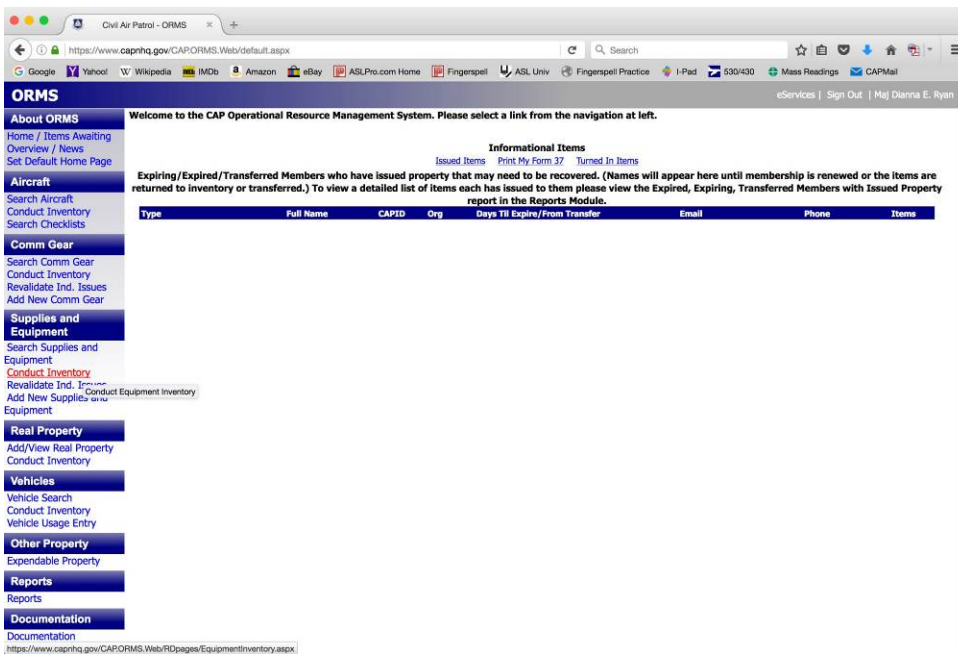
## Navigating eServices

You browse your scanned file in and submit it. If you notice the file name for this vehicle's CAPF 73, it contains the date (YYYY\_MM) the form (\_CAPF\_73) and the vehicle number (\_35017) in it. This makes finding anything missing very easy for you. This location is also where you upload the rest of the vehicle's records & paperwork.



## 6. How to start your inventories.

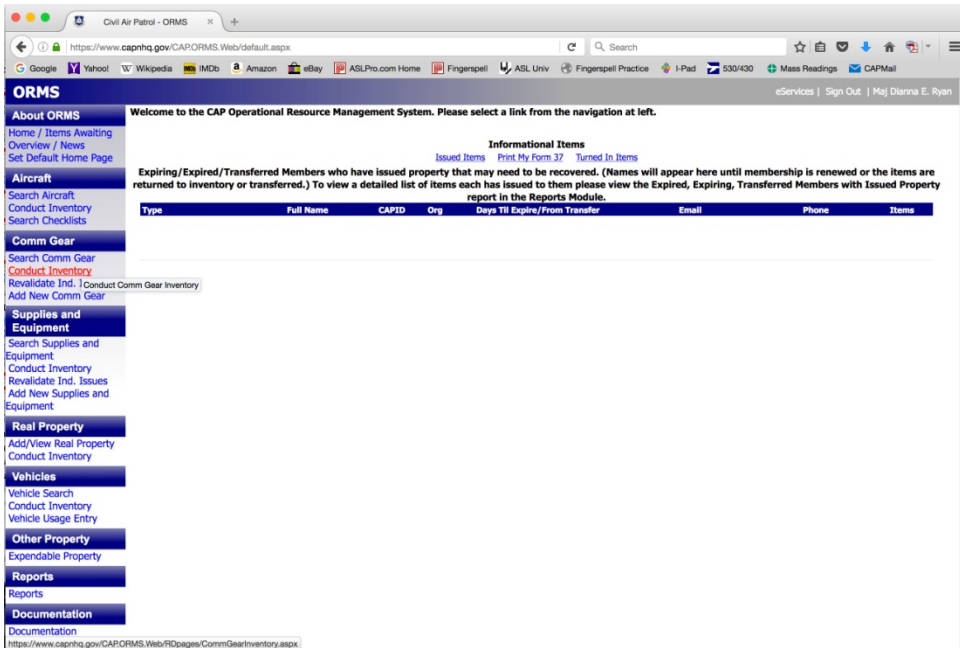
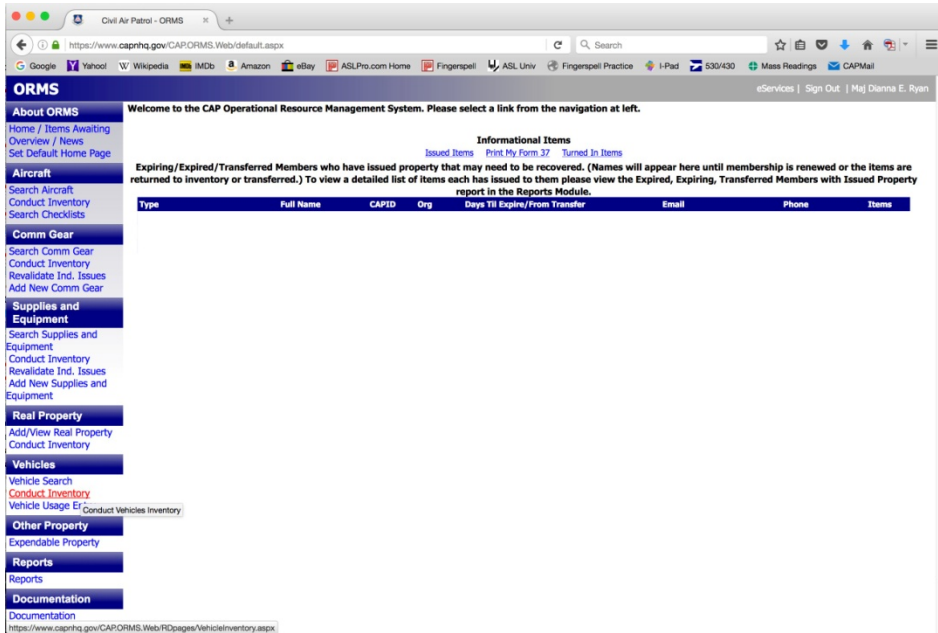
As a new commander, one of the first things you will do is conduct an “eyes-on/hands-on” inventory of everything in the squadron. You will also do this inventory every year. You have the right to do it any time you need to confirm the location of the assets you signed and accepted responsibility for.



# CAP Unit Commanders Course

## Navigating eServices

This is easy: you were just there a moment ago! (Home page -> ORMS) Now choose the inventory (inventories) you need to conduct:



# CAP Unit Commanders Course

## Navigating eServices

### Real Properties

You must account for any properties you have annually. It is smarter and safer to put any properties you use frequently in the system so that CAP insurance can cover accidents that may happen. Once you are in ORMS, click Add/View Real Property, then enter the data:

The screenshot shows the 'ORMS - Real Property Add/View' web form. The left sidebar contains a navigation menu with the following items: About ORMS, Home / Items Awaiting Overview / News, Set Default Home Page, Aircraft (Search Aircraft, Conduct Inventory, Search Checklists), Comm Gear (Search Comm Gear, Conduct Inventory, Revalidate Ind. Issues, Add New Comm Gear), Supplies and Equipment (Search Supplies and Equipment, Conduct Inventory, Revalidate Ind. Issues, Add New Supplies and Equipment), Real Property (Add/View Real Property, Conduct Inventory), Vehicles (Vehicle Search, Conduct Inventory, Vehicle Usage Entry), Other Property (Expendable Property), Reports, and Documentation (Documentation, Printable Forms, Real Property Documents, Table of Allowances, Feedback). The main content area is titled 'Organization to Add/View Real Property' and includes a table of 'Real Property Items' with columns: Year, Type of Facility, Status, Address 1, City, State, Facility Owner, Frequency of Use, Lease?, Pay Rent?, and Aircraft Tie Down Donated?. Below the table are several sections for data entry: 'Add New Real Property' with an 'Exclusive Use of the Facility' checkbox and explanatory text; 'Location' with fields for Address 1, Address 2, City, State, and Zip Code; 'Real Property Documentation (Lease, rental agreement, Memorandum for Record, etc...)' with a 'Yes/No' radio button; and 'Donated Aircraft Tie-Down' with a 'Yes/No' radio button. There are also fields for 'Facility Owner', 'Facility Owner Address 1', 'Facility Owner Address 2', 'Facility Owner City', 'Facility Owner State', 'Facility Owner Zip Code', 'Pay Rent?' (Yes/No), 'Square Footage', and 'Date First Occupied'. A 'Linknow' checkbox is present for those unsure about lease and rent questions. A 'Do you know the annual estimated cost per square foot' checkbox is also included with explanatory text. An 'Add Real Property' button is at the bottom.

### Lesson Summary and Closure

eServices can be intimidating at first glance, but what you just learned should have you feeling confident that you can easily and quickly enter, complete, and approve awards and promotions. You can modify an individual member's eServices permissions to allow them the authority to do the job you have tasked them to do. You now know where and how to find reports for and upload the documents related to your SUI; you can conduct your inventory and upload your monthly vehicle usage report (CAPF 73); you know where you can order certain supplies for your unit; you can add property to the insurance system to protect the landowner in case of an accident. This list is far from exhaustive and many things were specifically not covered. The ones that were covered are the most commonly used or are the hardest to remember where to find them. While you will need many more resources, this lesson is meant to be saved as a quick guide/resource for eServices during your time as a commander.