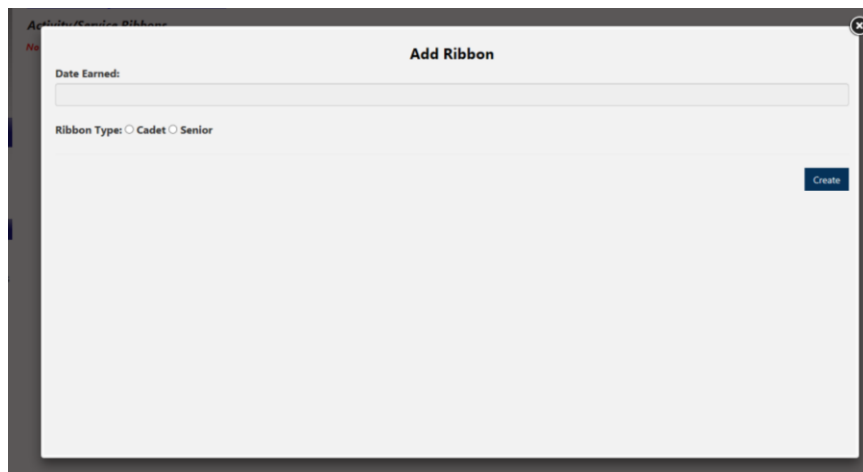
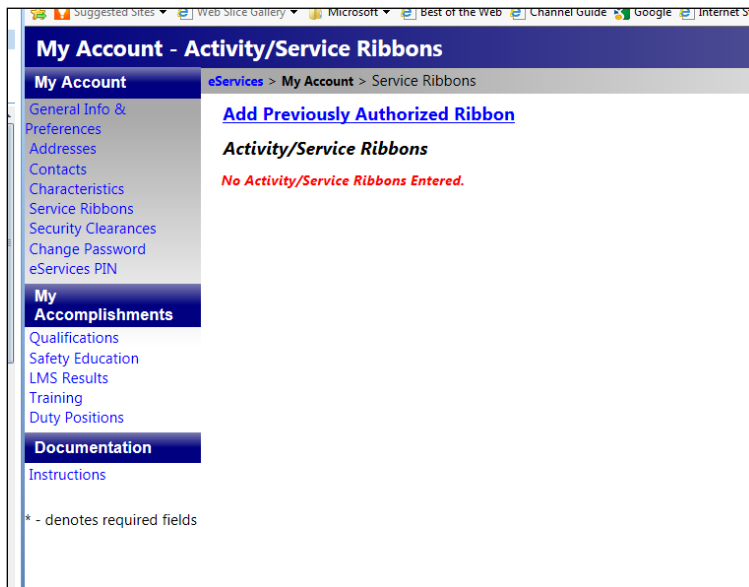


CAP is constantly striving to ease the recordkeeping burden for squadrons and members in the field. We are now one step closer to a fully automated personnel record with the launch of two new applications that allow previously earned Activity and Service Ribbons as well as local training to be uploaded into an individual's eServices record.

Members may now upload previously approved activity and service ribbons through the "My Account" section of eServices. Simply click on the "Service Ribbons" tab on the left side of the screen to add previously authorized ribbons. The member can then enter the date and the ribbon earned. Ribbon submissions will be sent to the unit commander for validation prior to displaying in the individual's member record. Validation authority is also available to the Deputy Commander and Chief of Staff. The ability to award new activity and service ribbons is not a part of this module but is in the plan for future development.



Unit personnel and administrative officers may now add previously completed local training to a member's record. Using the Personnel Information application, simply select "Historical Activities" from the menu on the left side of the page. Enter the member's CAPID number and click the search button. You will then enter the activity information. Multiple activities can be added at one time by clicking on the plus sign at the right of the screen after entering each activity. Once all activities have been entered, select "Save Activities" and these items will then appear in the member's record.

The screenshot displays the 'Historical Activities' interface. At the top, there is a navigation bar with a 'Menu' icon and a search bar labeled 'Search eServices'. Below this, the breadcrumb trail reads 'eServices > Home > Modules > Historical Activities'. A search instruction states: 'Enter CAPID or Name and click the Tab button on your keyboard.' Below the instruction is a search input field with a magnifying glass icon. A message below the search field reads: 'No person was found for this search, or you do not have access to them.' The main content area features a table with the following columns: 'Activity Name', 'Start Date', 'End Date', and 'Notes'. Each column has a corresponding empty input field. A green plus sign is located at the right end of the table row. At the bottom of the table area, there are two buttons: 'Save Activities' and 'Reset Activities'.

Any local activities entered using the new Attendance Module will now display in each individual's member record.

To review a member's record use the newly redesigned Member Search application. The new member search application consolidates all module levels like Member Search – Interactive Personnel and National Interactive Personnel, into a sole module to streamline access. Once an individual's CAPID has been entered, you'll see the basic member information with tabs that contain additional qualifications/information. Two new tabs have been added. The first is for Awards/Decorations, which will now show activity and service ribbons and CAP decorations. The second new tab is "Local Activities" and will now show any local training entered through the Historical Activities module or the Attendance Module.