

Cadet Programs eServices Quick Reference List - Data Entry Modules

Name	Description	eServices Location
Accomplishments	Basic Cadet Data Entry for promotions	Cadet Programs > Cadet Promotions > Data Entry/Accomplishments
Approvals	Promotions Approvals (clicking the green checkmark will allow you to select a date)	Cadet Programs > Cadet Promotions > Approvals
Attendance Log Online Module	Give attendance credit for participation	Use Reg Zone Or Personnel > Attendance Log > New Meeting
Attendance Printable for Meeting	Print the Sign-in Sheet	Reports > Member Reports > Attendance Sign-in Sheet (Blank)
Bulk Cadet Curriculum Tests Entry	Bulk hardcopy test entry for a CAPID or Unit for Leadership 1 – 16 and Aerospace Dimensions 1 – 7.	Cadet Programs > Cadet Promotions > Data Entry/Accomplishments > Accomplishments > Cadet Curriculum Tests Entry Or Education and Training > Professional Levels > Cadet Curriculum Tests Entry
Cadet Application Approvals	Approve pending new cadet applications (recommend printing to a .pdf for a cadet's personnel record)	Personnel > Membership System > Cadet App. Approvals
Cadet Duty Assignment Entry	Provide duty assignments to cadet staff	Personnel > Duty Assignment > Assign Cadet Duties
Fitness Category Entry	Enter fitness categories for cadets	CAP Health > Search for User > Request Fitness Category
Healthy Fitness Zone (HFZ) Entry Edit	Edit PT records for HFZ	Cadet Programs > Healthy Fitness Zone > Select Unit/Date > Select Edit All Entries
HFZ Entry New	Enter new PT records for HFZ	Cadet Programs > Healthy Fitness Zone > New Entry
HFZ Printable for PT Night	Print and fill sheet for PT data	Cadet Programs > Cadet Promotions > Reports > Cadet Physical Fitness Training Report
Move to Approvals	Bulk submission to the Approvals module for cadet records with all paths completed	Cadet Programs > Cadet Promotions > Move to Approvals
Multi-Entry	Bulk entry for a CAPID or Unit for Active Participation, Cadet Welcome Course, Cadet Oath, Character Development, Leadership Expectations, Uniform	Cadet Programs > Cadet Promotions > Multi-Entry Or Cadet Programs > Cadet Promotions > Data Entry/Accomplishments > Accomplishments > Bulk Entry Cadet Promotions
Service Ribbons	Add already approved ribbons to an eServices record (member only)	Click on name > Service Ribbons

Cadet Programs eServices Quick Reference List - Reports

Name	Description	eServices Location
Achievements by Date	Check achievements earned between two dates (includes achievements that do not have pins)	Cadet Programs > Cadet Promotions > Reports > Achievements by Date
Cadets Expiring Soon	Check cadets that expiring in the next 90 days	Cadet Programs > Cadet Promotions > Reports > Cadets Membership Lapse 90 Days
Cadets that Expired	Check contacts for those recently expired	Reports > Member Reports > Membership > Select “View Inactive Members Within Past 90 Days ONLY”
Cadet Orientation Flight Report	Check who needs a first flight and review cadet flight engagement	Reports > Member Reports > Cadet Orientation Report
Cadet Promotions Track Report (for cadets to check progress)	Check progression to promotion for a cadet	Cadet Programs > Cadet Promotions Track Report
Cadet Promotions Track Report (for adults to monitor)	Check progression to promotion for a CAPID or unit	Cadet Programs > Cadet Promotions > Data Entry/Accomplishments > Accomplishments > Cadet Promotions Track Report Or Education and Training > Professional Levels > Cadet Promotions Track Report
Cadet Protection Report	Check who shows Cadet Protection and Level 1 (for Seniors)	Reports > Member Reports > Cadet Protection Course Completion Report
Cadet Testing Report	Check cadet curriculum completions between two dates	Cadet Programs > Cadet Promotions > Reports > Cadet Testing Report
Comprehensive HFZ Report	Check PT progression over a cadet’s membership	Cadet Programs > Cadet Promotions > Reports > Comprehensive HFZ Report
Curry Uniform Voucher Amounts	Check amounts that cadets received in their voucher	Cadet Programs > Cadet Promotions > Reports > Curry Uniform Voucher Report (also included in Welcome Email and in the new cadet application that needs unit approval)
Cadets within 6 Months of being 18 or 21	Check cadets nearing 18 (when cadet protection is needed) or 21 (when they need to move to Senior Member)	Reports > Member Reports > Cadets Within 6 Months From Being 18 or 21

Cadet Programs eServices Quick Reference List - Reports Continued

Name	Description	eServices Location
Fitness Category Report	Check and enter fitness category assignments for cadets in the unit or attending an event	Registration Zone > Fitness Category Assignment
Honor Credit Awarded by Date	Check honor credit earned between two dates	Education and Training > Professional Levels > Honor Credit Awarded by Date
Model Rocketry Test Report	Check who has completed tests online for model rocketry	Online Learning > Learning Management System > Past Results > Unit > Select Quiz (old LMS), Select Absorb Course (new LMS)
Recruiting Report	Check who has recruiting credit	Reports > Member Reports > Member Reports > Recruiting
Quality Cadet Unit Award (QCUA) Report	Monitor QCUA progress	Reports > Member Reports > Quality Cadet Unit Report
QCUA Details Report	Check the data that feeds the QCUA Report	Cadet Programs > Cadet Promotions > QCUA Details
Squadron of Merit Report	Check comprehensive data for the prior year of all members (even those expired) for milestone count, etc	Reports > Member Reports > Squadron of Merit Listing
Training Leaders of Cadets (TLC) Progression Report	Check dates for who has Training Leaders of Cadets credit to see if they are nearing expiration	Reports > Member Reports > TLC Progression Report
View Unit Registrations in Registration Zone	Check who in your unit registered for events in Reg Zone	Registration Zone > Attendance By Unit

Cadet Programs eServices Quick Reference List - Updates and Requests

Action	eServices Location
Change (Member) -Address -Email, Parent Email -Shirt Size -Weight	Click on name > Choose Category
Change (Supporting Member) -Address -Email, Parent Email -Shirt Size -Weight	Personnel > Personnel Information > Choose Category
Collect emails for Unit Cadets & Cadet Parents	Click on the cadet count in the eServices Statistics widget on the main page
Order Fingerprint Cards	Administration > Material Orders > Order Request > Forms and Pamphlets
Order Recruiting Brochures	Administration > Material Orders > Order Request > Recruiting Materials
Order Replacement Membership Card	Click on name > General Info
Print a Curry or Wright Brothers Certificate	Administration > CAP Certificates > Print Certificates
Print a Hardcopy Test or Milestone	Online Learning > Learning Management System > Download Quiz
Reset CAP Email Password	CAP email accounts are maintained by your Wing. Please ask your unit leadership for help.
Reset eServices Password	capnhq.gov > "Click here for Password Assistance"
Update Health Profile (Member)	Administration > CAP Health > Update My Health Profile
Update Emergency Contact	Click on name > Characteristics > Emergency Contact
Update Two-Factor Authentication	Click on name > Two-Factor Authentication