UTAPSWEB FOR IMAs CHEAT SHEET VERSION 110101

This is the second version of the UTAPSWEB Cheat Sheet for IMAs and their supervisors (SUPV) and tour of duty certifiers (TODC). It's been updated to include the new build functionality for IMA IDT, and to also put the tasks in a chronological order.
This short document provides all the basics required to get an IMA's schedules built, approved, signed in and paid. This document is now posted within the application under Help…UTAPS for IMAs Cheat Sheet. Also check out the known issues document under Help…UTAPS for IMAs Known Issues.
If you don't see it here or if you need more detail – please utilize the HELP PAGE in UTAPSWEB – it's really quite good. If you can't find if there, contact the UTAPSWEB HELP DESK at the email address below.

LINKS

UTAPSWEB DIRECT LINK	https://utapsweb.afrc.af.mil/utapsweb/
AROWS DIRECT LINK	https://arowsr.afrc.af.mil/arows-r/
UTAPS HELP DESK	AFRC.UTAPSweb@afrc.af.mil
AROWS HELP DESK	AFRCFM.AROWSR@AFRC.AF.MIL

CHRONOLOGICAL LIST OF IMA AND SUPV/TODC TASKS

IMA TASK 1 – Access the system.

UTAPSWEB can be accessed directly at https://utapsweb.afrc.af.mil/utapsweb/ from any .MIL location. Access from other locations (.COM/.NET/.EDU) require logging into AROWS and using 'Continue to UTAPSWEB' links in the AROWS menus.
Direct AROWS access issues to the AROWS HELP DESK.
Direct UTAPS connectivity issues to the UTAPSWEB HELP DESK.

IMA TASK 2 – Set your Supervisor and Tour of Duty Certifier (TODC)

To set your supervisor, go to **Configuration…IMA/PIRR Member Editor**
If your supervisor is listed under **Available Supervisors** – select his name and click **Save** – it's set.
If your supervisor is NOT listed under **Available Supervisors** – click **Add Supervisor**, fill in First name, last name, phone number, email address and click **Save** – it's added.

NOTE 1 - TODCs are ONLY required if another person other than your supervisor has to certify your attendance.

To set TODC, go to **Configuration…IMA/PIRR Member Editor**
If your TODC is listed under **Available TODCs** – select his name and click **Save** – it's set.
If your TODC is NOT list under **Available TODCs** – click **Add Certifier**, fill in First name, last name, phone number, email address and click **Save** – it's added.

NOTE 2 – Your supervisor can both approve schedules and certify attendance. You don't need to have your supervisor in your TODC list – he can do both tasks.

NOTE 3 - If you try to add a supervisor or TODC and receive a warning message that the person is already in the system and you can't see him – contact the UTAPSWEB HELP DESK for assistance. He's probably in the system in another role. DON'T try to add him under another name.
NOTE 4 – the UTAPWEB IMA release on 100810 made this an instant process.

IMA TASK 3 – Build your projected schedules

NOTE 1 – this task has been updated as of 111210 to allow for both a single period (half-day) build as well as contiguous day builds (you could put in 6 consecutive periods to build three IDT days at once).

Go to **IMA/PIRR Schedule** to bring up your calendar.
Click on the SECOND icon above the calendar – the pencil with black notepad is '**Build IDT'**.
Click on the date to build the IDT schedule.
This brings up the '**Build IDT Schedules**' box.
Verify the **IDT Date** – that is the date you're building for.
To the right of **Number of Consecutive Periods**, enter the number of periods you want to build – from one (half-day) to however many you want to build (up to yearly limit).
To the right of **Starting Schedule to Work Period**, enter whether you want your IDT periods to begin with the morning period (1) or the afternoon period (2).   Default is morning.
To the right of **Comment**, enter the comment that you want to appear on the Training Location/Remarks area of the Form 40A – limit is 50 characters.
To the right of **Select a Validator** click on the down arrow to select a validator, or leave it alone to default to your supervisor.
Click on **OK**.
The schedules to be built show up in the following **IMA Schedule Editor** box – verify and click on **Save and Close**. You've built the dates and you should see the dates in white.
Once you've built your yearly limit, click on the **Submit Schedules** button to submit schedules for approval.
All schedules will turn from white to yellow indicating they are submitted for approval.
You cannot proceed or sign in for a schedule until your supervisor approves your schedules and they turn to green.

 NOTE 2 – once your schedules are approved, you will be able to reschedule a date/period – see info about 'Request RES' under HELP or in the UTAPS for IMA Known Issues doc.
NOTE 3 – you can build RMPs (orange pencil), FHDs (purple), or PNTs (blue –points only) schedules and submit for approval ONLY AFTER your projected IDTS are built and approved.
NOTE 4 - The sixth icon – the pencil eraser – deletes the dates you messed up on. Deletion of dates already approved requires that your supervisor approves the deletion.
NOTE 5 – When you build schedule days as a contiguous build, keep in mind that you'll have to manage those as a group. So keep the number of days that you build together to a minimum. We recommend that you don't build more than one week at a time.
NOTE 6 – if you see a button titled 'Request Cumulative' and you don't know what that means – DON'T click it.

SUPV/TODC TASK 1 – Access the system

UTAPSWEB can be accessed directly at https://utapsweb.afrc.af.mil/utapsweb/ from any .MIL location. Access from other locations (.COM/.NET/.EDU) require logging into AROWS and using 'Continue to UTAPSWEB' links in the AROWS menus.
Direct AROWS access issues to the AROWS HELP DESK.
Direct UTAPS connectivity issues to the UTAPSWEB HELP DESK.

NOTE 1 – SUPV/TODCs who are AFRC personnel – IMAs, traditional reservist, etc. – will use their SSAN to access UTAPSWEB if queried for it. SUPV/TODCs who ARE NOT AFRC personnel should receive an email containing the UTAPSWEB DIRECT LINK and a bogus 919-XX-XXXX SSAN to use as a login ID. You'll use that for the FIRST access. After that, you'll be bound to your CAC card. If you've not received that email or if you are not accessing UTAPSWEB from a .MIL location, contact the UTAPSWEB HELP DESK.
NOTE 2 – Some IMA Supervisors have more than one role – make sure that you are in the correct role to do the task you are signed in for – see upper left hand corner of the page for the role you are currently using. Go to the UTAPS Home Page to change your role.

SUPV TASK 2 – Approve your IMAs' projected schedules

Go to the **IMA/PIRR Supervisor Calendar** and select the name of the IMA you want to approve. Once his calendar comes up, verify the dates and click on **Approve All Schedules**. You're done.

Note – if you don't see your IMA in the list of IMAs requiring approval, contact your IMA to verify that they have selected you as their supervisor and have actually submitted the schedules for approval – the schedules should be yellow on their calendar.

IMA TASK 4 – Sign into your approved schedule

Go to **IMA/PIRR Schedule** to bring up your calendar.
Click on a GREEN date to sign in.
This brings up a window showing the first and second period for that date.
Click underneath the '**Work Date'** column for Period 1`. This brings up a '**Sign Member In'** message – answer **Yes**.
Repeat the above line for Period 2 if you've worked it as well.
Click on **Save and Close** – you've signed in and should now see the date in Gray.
Repeat for all dates you need to sign in for and then click on **Submit Schedules** – your SUPV/TODC will receive an email message that he has schedules to validate.

NOTE 1 – never sign in for a future date – that's what they call fraud.
NOTE 2 – if you have contiguous dates – say Monday-Friday – you can sign into UTAPS on Friday afternoon and sign in for all ten periods over all five days at one time. Just as long as you sign in AFTER the fact. This way you only have to access the system once and your SUPV/TODC gets only one email message and can validate the entire week at one time.

SUPV/TODC TASK 3 – Validate your IMAs' worked schedules

Go to the **Validate Work** page. There are two buttons. **Preview Form 40** button allows you to verify the Form 40 that will be exported BEFORE you export it. The **Export** button is the actual action button that allows you to validate the schedules as worked and start the process where they are exported for pay and points.

So, the schedules aren't validated until you click on **Export** – you're done.

Note 1 – if you don't see your IMA in the list of IMAs requiring work to be validated, contact your IMA to verify that they have selected you as their supervisor or TODC and have actually signed themselves in for those schedules - the schedules should be gray on the IMA calendar.

Note 2 – If you receive a 'There Are No Records in Export Status At This Time' message, that means that you don't have anything to validate – you've either already validated them or the IMA hasn't signed in.

SUPV/TODC TASK 4 – Send to Pay your IMAs' validated schedules

Go to the **Send to Pay** page. You should see one or more Form 40s listed as a blue hyperlink and the **Send to Pay** button. You can click on the blue listed Form 40s if you want to view them BEFORE you send them to pay. The **Send to Pay** button actually sends the schedules forward for pay and points. Click on **Send to Pay** Button – you're done.

Note – if you don't see your IMA in the list of IMAs requiring validated work to be forwarded for pay or points, contact your IMA to verify that they have selected you as their supervisor and that the pay has been validated.

IMA TASK 5 – Accessing Form 40As
Form 40As will be available for each schedule built AFTER they are approved (green).
Go to **Reports…Automated Form 40s** to bring up the Form 40As.
Click on the **plus** sign next to your name - you'll see a Form 40A for each schedule date built.
Click on a schedule date and period to highlight it.
Tab one to update – select the **Personal Data** and select whether you require lodging or subsistence.
Tab two to update – select the **Signing Officials** tab and select an authorizing Official.
Tab three to update – you can combine periods for the date highlighted by clicking **Combine Form 40As** tab, verifying the schedules to be combined, and then clicking the **Combine/Save** button.

NOTE 1 – as of 111210 you can combine up to seven periods for IDT built as a contiguous group – the highlighted period and six others. This is a limit because only seven line items will fit on one automated Form 40A. SO – for the normal MON-FRI example, the entire week would fit on two Form 40As – Monday period 1 through Thursday period 1 on the first, and Thursday period 2 through Friday period 2 on the second.
NOTE 2 – except for setting lodging, officials and combining periods, you shouldn't do anything else to Form 40As. Changes made to Form 40As because you were just 'trying something' may not be able to be resolved without removing and rebuilding the schedule on the calendar.
NOTE 3 – the first icon in the upper left corner of the screen saves any changes you made to Form 40As, the third icon prints the highlighted Form 40A.
NOTE 4 – Form 40As are a 'document of record' and shouldn't be deleted by the member. Deleting the date on the calendar and having that approved by the supervisor will remove the Form 40A from the system.
NOTE 5 – see above – when you call us to replace your Form 40As because you deleted them all – we can't. You can only rebuild them by deleting and then rebuilding your calendar.