

APPROVE TRAINING	Select to approve IDT Training.
------------------	---------------------------------

DISAPPROVE TRAINING	Select to disapprove IDT Training.
---------------------	------------------------------------

VALIDATE TRAINING	Select to validate (pay) IDT Training.
-------------------	--



APPROVE TRAINING

MAIN PAGE

NEXT PAGE

Step 1:	Navigate to the UTAPS site.	Step 1a.	CLICK HERE TO ACCESS UTAPS				
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs				
Step 3:	First time users, enter the system generated login ID on the email notification you received.	Step 3a.					
Step 4:	Select IMA/PIRR Supervisor Calendar Tab.	Step 4a.	IMA/PIRR Supervisor Calendar				
Step 5:	Select the name of IMA you are supervising. Note: IMA/PIRR Supervisor Calendar will appear for the IMA selected.	Step 5a.	IMA/PIRR Supervisor Calendar (1 Record Found) Click on a wember below to view their calendar SSAN Name Pending 123456789 SMITH, JOE Y				
Step 6:	Pending IDT dates, should appear in yellow.	Step 6a.	October 2019 Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 31				



APPROVE TRAINING

MAIN PAGE

PREVIOUS PAGE

Step 7:	Select the date you wish to approve and right click to select View Schedule.	Step 7a.	October 2019Sun MonTueWedThuFriSat1234 5 67 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 13 14 1 4 12 20 21 2 4 19 20 21 2 4 26 27 28 29 30 31
Step 8:	Check box the periods you wish to approve.	Step 8a.	Period Start Date Start Time End Date End Time Image: Start Date Start Date Start Date Image: Start Date End Time Image: Start Date Start Date Start Date Image: Start Date Image: Start Date End Time Image: Start Date 10/01/2019 0800 10/01/2019 1200 Image: Start Date 10/01/2019 1300 10/01/2019 1700
Step 9:	Select the Approve button.	Step 9a.	Approve
Step 10:	Approved IDT dates, should appear in green.	Step 10a.	Sun Mon Tue Wed Thu Fri Sat 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31



DISAPPROVE TRAINING

MAIN PAGE

NEXT PAGE

Step 1:	Navigate to the UTAPS site.	Step 1a.	CLICK HERE TO ACCESS UTAPS					
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs					
Step 3:	Select Roles: IMA/PIRR Supervisor on left side of page.	Step 3a.	Roles: IMA/PIRR Supervisor V					
Step 4:	Select IMA/PIRR Supervisor Calendar Tab.	Step 4a.	IMA/PIRR Supervisor Calendar					
	Select the name of IMA you are supervising.		IMA/PIRR Supervisor Calendar (1 Record Found) Click on a member below to view their calendar					
Step 5:	Calendar will appear for the IMA selected.	Step 5a.	SSAN Na 123456789 SMIT	ame ^T H, JOE	Pending Y			
	Pending IDT dates, should appear		October 2019 Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26					
Step 6:	in yellow.	Step 6a.	27 28 29 30 31					



DISAPPROVE TRAINING

MAIN PAGE

PREVIOUS PAGE

Step 7:	Select the date you wish to approve and right click to select View Schedule.	Step 7a.	October 2019Sun Mon Tue Wed Thu Fri Sat1234 5 7 8 View Schedule 6 7 8 Build an IDT 13 14 12 19 20 21 22 4 27 28 29 30 27 28 29 30				
Step 8:	Check box the periods you wish to disapprove.	Step 8a.	Period Start Date Start Time End Date End Time Image: Start Date 10/01/2019 0800 10/01/2019 1200 Image: Start Date 10/01/2019 1300 10/01/2019 1700				
Step 9:	Select the Deny button.	Step 9a.	Deny				
Step 10:	Approved IDT dates, should appear in red.	Step 10a.	October 2019 Sun Mon Tue Wed Thu Fri Sat 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				



VALIDATE TRAINING

MAIN PAGE

NEXT PAGE

Step 1:	Navigate to the UTAPS site.	Step 1a.	CLICK HERE TO ACCESS UTAPS				
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs				
Step 3:	Select Roles: IMA/PIRR Supervisor on left side of page.	Step 3a.	Roles: IMA/PIRR Supervisor V				
Step 4:	Select IMA/PIRR Supervisor Calendar Tab.	Step 4a.	IMA/PIRR Supervisor Calendar				
	Select the name of IMA you are supervising.		IMA/PIRR Supervisor Calendar (1 Record Found) Click on a member below to view their calendar				
	Calendar will appear for the IMA		SSAN	Name	Pending		
Step 5:	selected.	Step 5a.	123456789	SMITH, JOE	Y		
			Jut Sun Mon Tue 2 3 4 9 10 11 16 17 13	ne 2019 Wed Thu Fri Sat <u>5 6 7 8</u> 12 13 14 15 19 20 21 22			
	Worked IDT dates, should appear in		<u>23 24 25</u>	<u>26 27 28 29</u>			
Step 6:	gray.	Step 6a.	<u>30</u>				



VALIDATE TRAINING

			MAIN PAGE	► NEXT PAGE	PREVIOUS PAGE
Step 7:	Select the Validate Work Tab at the top of the page.	Step 7a.	Validate Work		
Step 8:	Select Export.	Step 8a.	Mask SSN on Form 40? Preview Form40 Export *		
Step 9:	Select the Send To Pay Tab at the top of the page.	Step 9a.	Send To Pay		
Step 10:	Select Send to Pay.	Step 10a.	6/21/2019 3:23:42 PM Send to Pay		
			Viddring Duty – Wrtppge Duty × I certify the export for Reservist(s) participation/pay status for inactive duty training (IDT) including any resource management period(s) (RMP)s is correct as indicated. The penalty for willfully making a false charge is a maximum fee of \$10,000 or maximum imprisonment of 5 years (U.S. Code Title 18, Section 287). If transmitted via standard Department of Defense communications or AFRC EMAIL, an original signed source document of this export transmittal, is on file and being retained within this organization, in accordance with current documentation retention requirements.		
Step 11:	Select Yes to certify pay for IDT.	Step 11a.	Yes] No		



VALIDATE TRAINING

 PREVIOUS PAGE MAIN PAGE June 2019 Sun Mon Tue Wed Thu Fri Sat 8 2 3 <u>9</u> <u>10</u> <u>11</u> <u>12</u> <u>15</u> 13 <u>22</u> 21 16 25 26 27 <u>28</u> <u>29</u> <u>23</u> <u>24</u> Paid IDT dates, should appear in <u>30</u> **Step 12:** black. Step 12a.