Scheduling Pilot Select Cadets/Top 60 Alternates in WINGS

1. Indentify if cadet had Corneal Refractive Surgery (CRS); if yes ,in WINGS, go to:

    2. Personnel Actions – Processes- Corneal Refractive Surgery

    3. Under Detachment field enter the Det number

    4. Select "CAT   02/07/2014" for this year's board results

    5. All your cadets identified with CRS will be listed

    6. Select what type of surgery they had (LASIK or PRK). If a cadet had LASIK on one eye and PRK on the second, select LASIK. If a cadet had PRK, LASEK or Epi-LASEK select PRK

    7. Once completed , click "Save"

    8. For scheduling a cadet in WINGS, go to:

        a. Training- Assign- IFC Assignments

        b. FY Commission = 2015

        c. Training Type click magnifying glass and select accordingly:

            i. For CRS cadets choose LASIK or PRK

            ii. For others choose IFC

        d. Select your cadets from the left and add on the schedule on the right

        e. Once completed , click "Save"

# Accomplishing Invitational Travel Orders for IFC1/MFC in WINGS

1. In WINGS, go to:

        a. Training- Travel – Travel Orders

        b. Organization - click magnifying glass and select Surgeon General

        c. Choose current fiscal year or if appointment after 1 Oct enter 2016

        d. Type the EmplID for your cadet and hit enter

        e. Fill in all required info (self explanatory)

        f. Once completed , click "Save"

        g. To print orders click "Run"

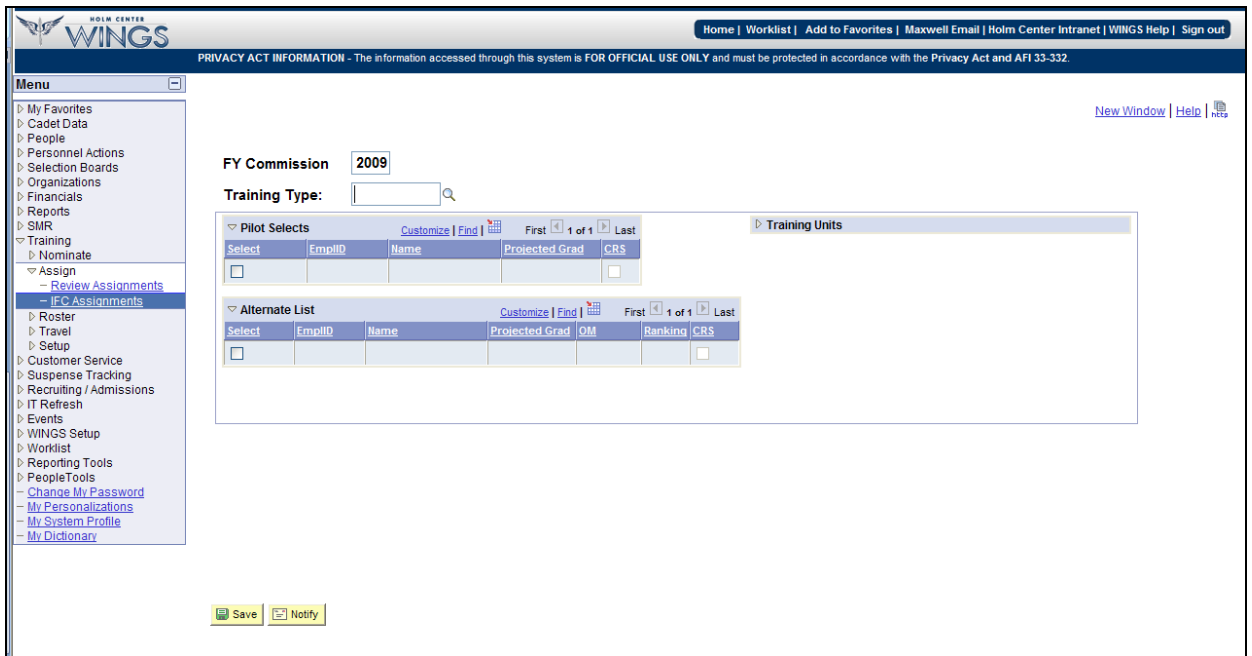h. If "Run" button is grayed out = required info was not entered

2. No assignments can be scheduled or cancelled within 45 days of the Training Begin Date. Only HQ RRU can make changes within 45 days of the begin date.

3. For issues with WINGS, please open a Trouble Ticket under Customer Svs button

IFC Assignments

Training – Assign – IFC Assignments
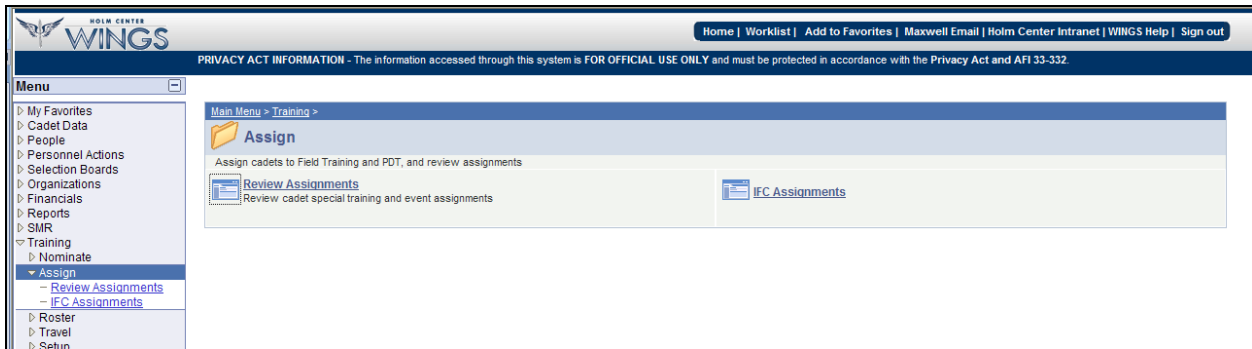
IFC Assignments

FY Commission: Enter the FY of Commissioning for the cadets you are scheduling.

Training Type: Click the Magnifying Glass icon and select the Training Type from the list (shown below)

Look Up Training Type

Click the training type that you want to schedule your cadets for. If the cadet has had Corneal Refractive Surgery, you must identify which type and schedule them for that type of physical.

Assign to Training Unit

The cadets are listed down the left column of the screen. To the right, you will see all of the sessions available for the cadets to attend.

Click in the box to the left of the Cadet's EMPLID; then, locate the training unit you wish to send them to. Click the "→" button corresponding with the unit you want to send them to.

Training Type - View Roster

Click the triangle to the left of "Roster". A list of your cadets that you assigned should appear. If the correct, cadets are assigned, click "Save".

If the cadets on your list are grayed out, they have been identified the cadet as having Corneial Refractive Surgery. These cadets can only be scheduled for IFC-Lasic or IFC-PRK. You must identify the type before you will be able to schedule.**CANCEL ASSIGNMENT**

Click the "Cancel Assignment" link. Once saved, the cadet will be removed from the list.

When you click the "Cancel Assignment" link, you will see the following message:

Windows Internet Explorer

Delete current/selected rows from this page? The delete will occur when the transaction is saved.
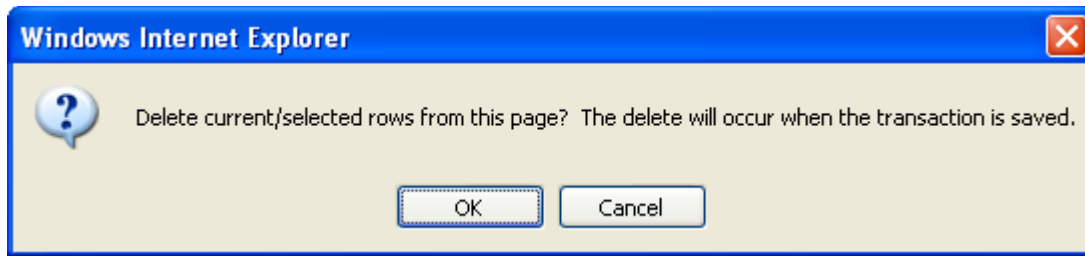
OK   Cancel

Click "OK" then click the "Save" button to save the cancellation.

NOTE: No assignments can be scheduled or Cancelled within 45 days of the Training Begin Date. Only HQ RRU can make changes within 45 days of the begin date.