

Line 1: Controlled by: AHRC/PSP/JI
Line 2: Controlled by: iPERMS
Line 3: CUI Category: CTI / OPSEC
Line 4: Distribution / Dissemination Controls: FEDCON
Line 5: POC: Thomas Leto, (502) 613-7319

iPERMS


User Guide

U.S. ARMY

**Scan Operator
Role**

How to Use This Guide

The Table of Contents guides the user on where to find specific information. The page numbers are linked to the pages and the user may skip to specific pages by clicking on the number

Click the question mark icon () in the user guide for more information.

Click the Pro Tips icon () for helpful tips.

There are a few instances in which the National Guard may have information specific to their system. Click on the ARNG symbol () to view this information.

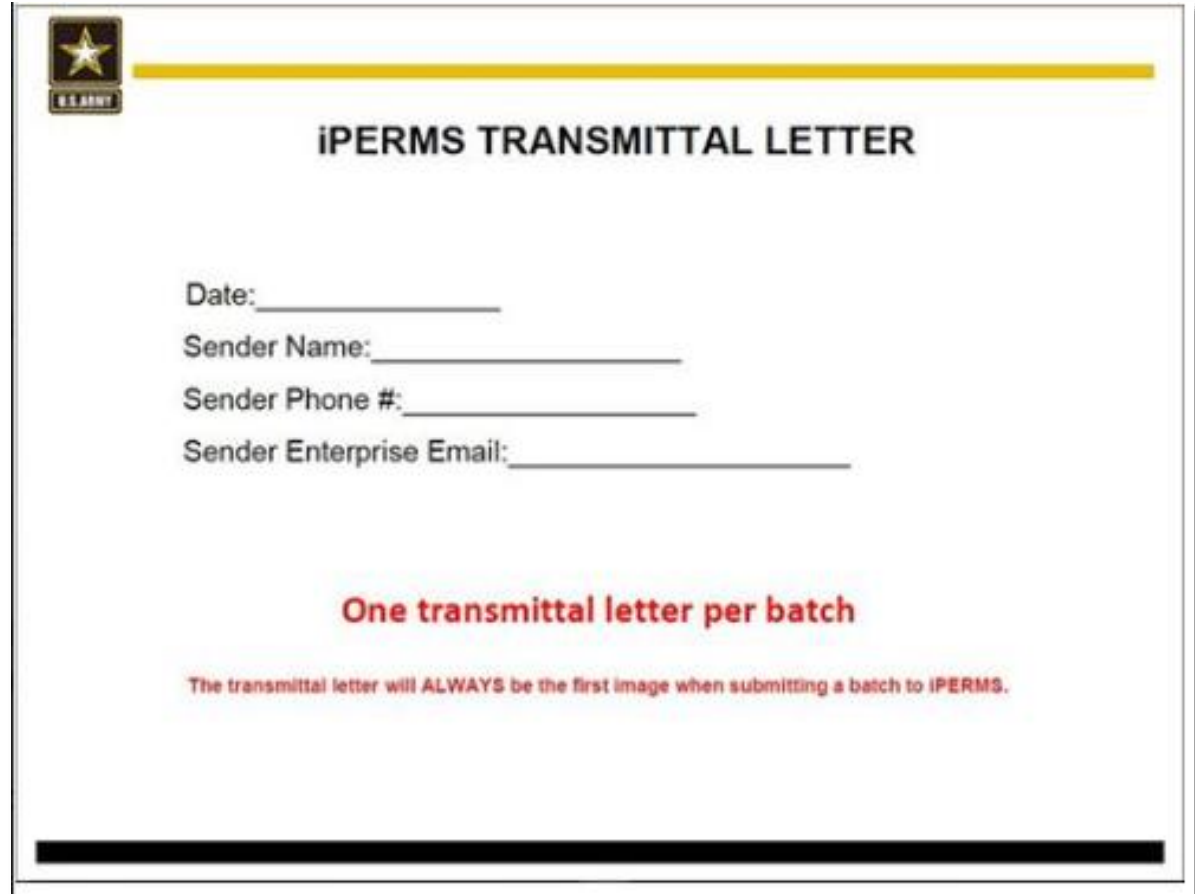
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iPERMS Batch Transmittal Form

<https://www.hrc.army.mil/asset/14282>

The iPERMS Batch Transmittal form is required if you are not going to index the batch. Using the iPERMS Batch Transmittal Form as the first page of a batch will provide the technician processing the batch quick access to your contact information should there be any questions related to the documents in the batch.



The form is titled "iPERMS TRANSMITTAL LETTER" and features a yellow header bar. In the top left corner, there is a small U.S. Army logo consisting of a gold star above the text "U.S. ARMY". Below the title, there are four fields for contact information, each with a horizontal line for input: "Date:", "Sender Name:", "Sender Phone #:", and "Sender Enterprise Email:". A red text box in the center contains the instruction "One transmittal letter per batch". Below this, a smaller red text box states "The transmittal letter will ALWAYS be the first image when submitting a batch to iPERMS." The form is enclosed in a black border.

File Types and Document Requirements



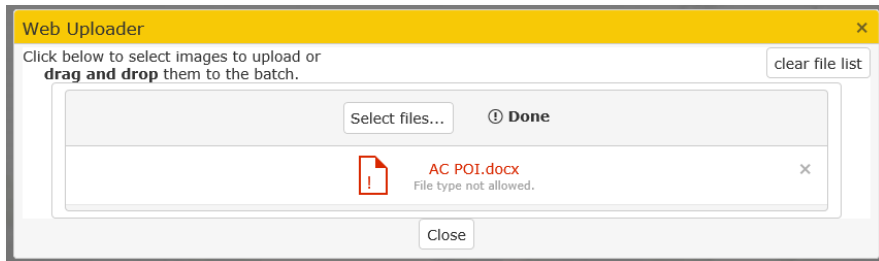
iPERMS supports Web Uploading of TIFF and PDF files. Each document should conform to the following standards.

TIFF Standards

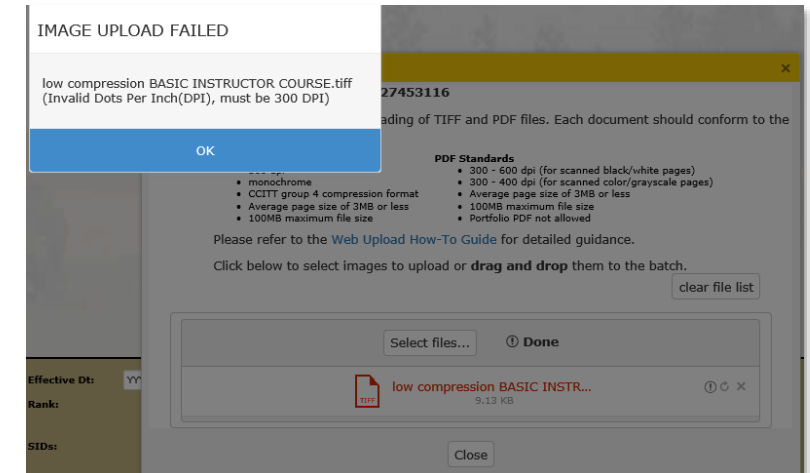
- 300 dpi
- monochrome
- CCITT group 4 compression format
- Average page size of 3MB or less
- 100MB maximum file size

PDF Standards

- 300 - 600 dpi (for scanned black/white pages)
- 300 - 400 dpi (for scanned color/grayscale pages)
- Average page size of 3MB or less
- 100MB maximum file size
- Portfolio PDF not allowed



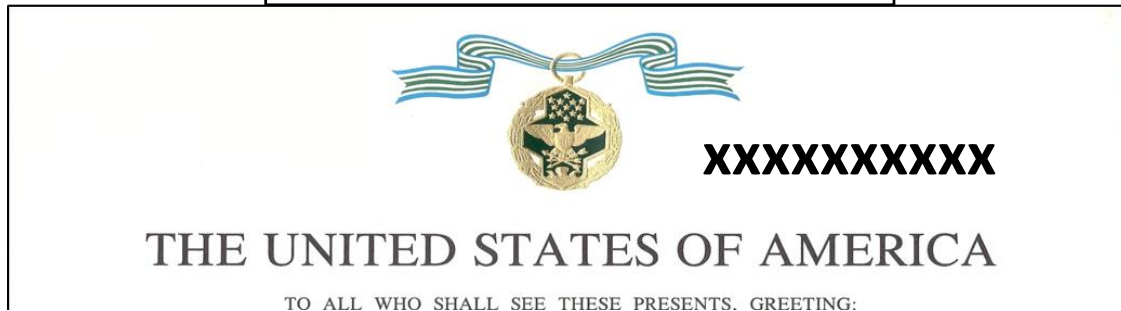
If a file does not meet the above criteria, the file name will appear in red font with a message indicating why the file cannot be uploaded.



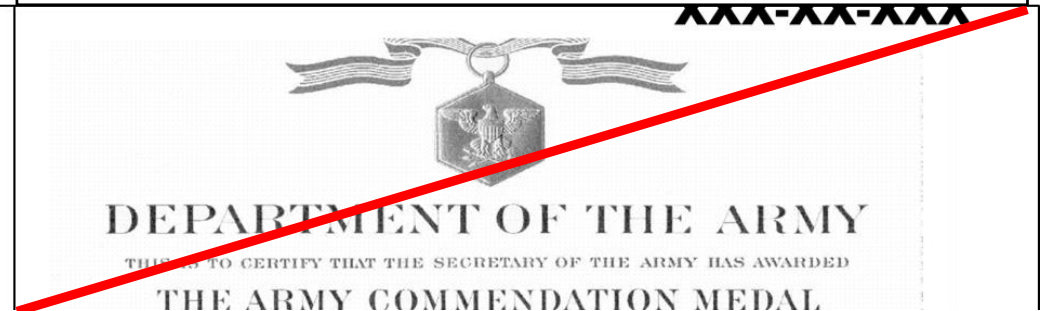
File Types and Document Requirements

In iPERMS, documents must be clearly marked with the Soldiers DOD ID in the upper right hand section of the document. Ensure that the DOD ID is not so close to the top that it gets cut off. The SSN can be used if the DOD ID is not available. If the ID number is embedded in the document, there is no need to write in the upper right corner.

Correct ID number placement



ID number placed too high and not visible



DS and CAC Log In



Primary Records Center

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential for the purposes of the Privacy Act and the Freedom of Information Act (FOIA) unless the sender has authorized disclosure. See the Privacy Act and the Agreement for details.

I ACCEPT

Use the CAC log in to complete work as a Scan Operator. The DS Logon option is only for the user to view their own service/retiree record.

Primary Records Center

Authorized Users of iPERMS must log into iPERMS with DoD certificate using the EAMS-A login.

For assistance with EAMS-A login, contact the Army Enterprise Service Desk:

<https://aesd-w.army.mil>
1-866-335-ARMY

To request, activate, or upgrade a DS Logon account, click the DS LOGON button.

For help with DS Logon click here:
[DSLOGON Help](#)

Problems accessing iPERMS?
Please contact support at 502-608-0217

[AMHRR Required Documents List](#)

2.7.0.6
feature/integration / e211512
2022-05-06 @ 09:58 EDT
RMA_02-1

Information regarding the "Privacy Act of 1974 as amended" is available at the following link for your reference:
[Privacy Act of 1974 \(PDF\)](#)

Your clicking on the "I Accept" button signifies your understanding of the Privacy Act of 1974 as amended and your responsibility to safeguard personal information, to properly dispose of any physical copies obtained from iPERMS Online, and to prevent unauthorized use, access, disclosure, alteration, or destruction of records in iPERMS.

EAMS-A LOGIN

DS LOGON

I ACCEPT **LOGOUT**

iPERMS

Select Role:

- SCAN OPERATOR IN AA**
- RECORD MANAGER IN AA
- AUTHORIZED OFFICIAL
- SOLDIER

LOGOUT

Click **I ACCEPT** to denote acknowledgement of use of government systems and personally identifiable information warning. Click on Scan Operator role to upload documents.

Announcements Page



Upon logging in, you will see general information and announcements as seen in the image below.

The screenshot shows the iPERMS interface. At the top is a green header with the text "UNCLASSIFIED//FOR OFFICIAL USE ONLY". Below this is a dark navigation bar with the iPERMS logo on the left and several menu items: "Batch Manager", "Batch -", "REPORTS -", a notification icon with the number "3153", and a user profile icon with the number "50". The main content area is titled "Announcements for Scan Operator in AA". It features a yellow highlighted section titled "Scan Operators can now use DOD ID number on documents" with the text: "It is mandatory to ensure that either the DOD ID or SSN of the Soldier is on every document in the upper right hand section. Please make sure that the number is not so close to the edge that it is cutoff in the viewer." Below this is a section titled "General Announcements" with a sub-section "Generic Announcement" containing the text "Test 123."

From the Announcements Page the operator may:

See announcements pertinent to the domain

Run a Batch Originator Report

Create a new batch

Access the Batch Manager page



Creating a Batch



Option 1 (This can also be done from the Announcements page)

1. Click “Batch”.
2. Click “Create Batch” to open the Batch Processing queue.

UNCLASSIFIED//FOR OFFICIAL USE ONLY

iPERMS Batch Manager Batch REPORTS AA SO

Batch Stage
Scan/Rescan (8)


Search: CLEAR Selected Assigned Unassigned REFRESH HOT KEYS

« FIRST « PREVIOUS 1 Batches per Page: 25

Create Batch
Repeat Batch Information

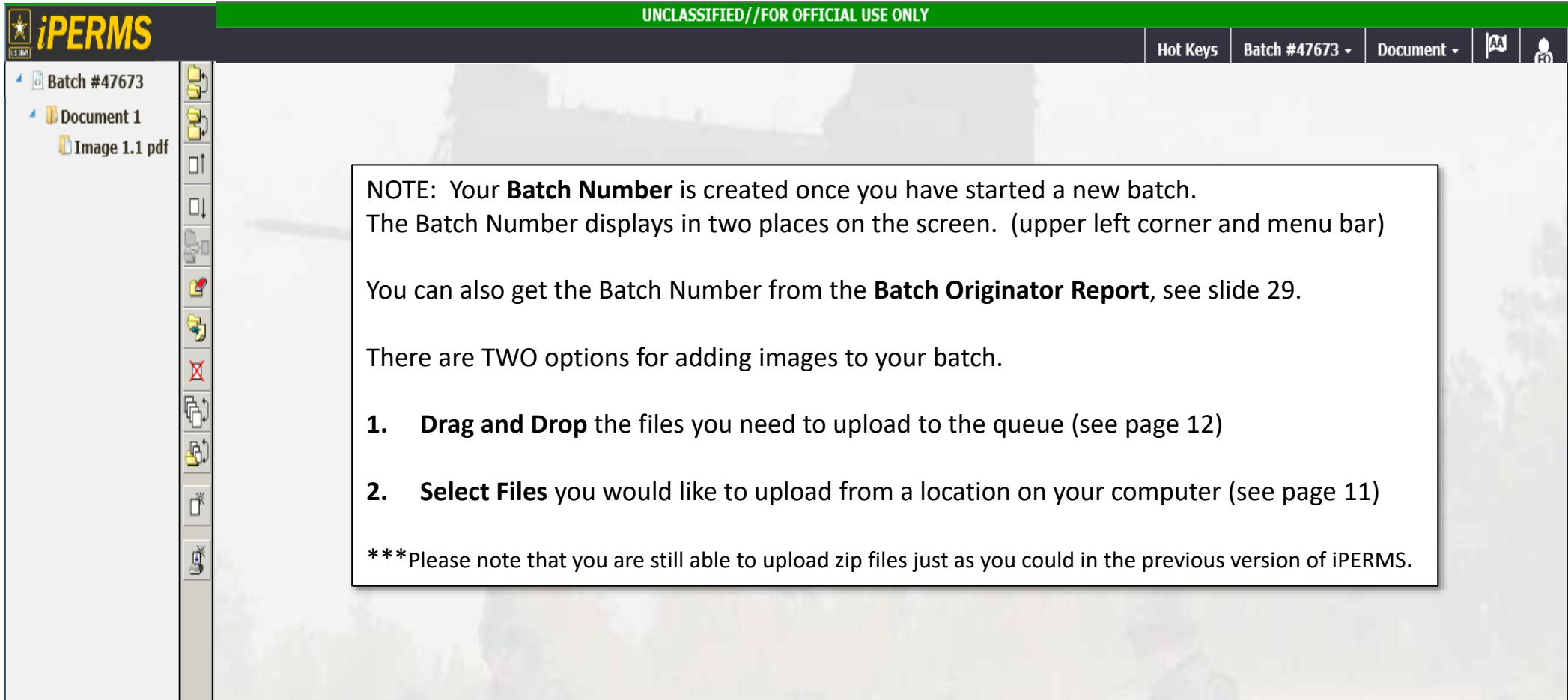
Select	Batch Id	Check Out	Unit	Batch Name	Created	Stage	Assigned	Docs	Errors	Container	Comment
<input type="checkbox"/>	27450980	CHECK OUT	- / -	New Batch 2018-10-30 16:31	2018-10-30 08:09:25	S		6 / 6			
<input type="checkbox"/>	27452959	CHECK OUT	- / -	06/25/2019 11:04:49	2019-06-25 11:05:12	S		9 / 9			

Option 2

1. Click on Batch Manager in the menu bar
2. Users can create a new batch by clicking on the  icon.



Batch Number Identification



The screenshot shows the iPERMS software interface. At the top, there is a green bar with the text "UNCLASSIFIED//FOR OFFICIAL USE ONLY". Below this, the iPERMS logo is visible on the left. The main menu bar includes "Hot Keys", "Batch #47673", and "Document". The left sidebar shows a tree view with "Batch #47673", "Document 1", and "Image 1.1 pdf". A central white box contains the following text:

NOTE: Your **Batch Number** is created once you have started a new batch.
The Batch Number displays in two places on the screen. (upper left corner and menu bar)

You can also get the Batch Number from the **Batch Originator Report**, see slide 29.

There are TWO options for adding images to your batch.

1. **Drag and Drop** the files you need to upload to the queue (see page 12)
2. **Select Files** you would like to upload from a location on your computer (see page 11)

***Please note that you are still able to upload zip files just as you could in the previous version of iPERMS.



Uploading Documents to the Queue

Select Files



iPERMS Check Hot Keys Batch #30937637 Document AA SO

Batch #30937637

Click on document icon with starburst or Document tab>upload document

Click on the Select Files... button

Click and highlight the files the files for upload.

***Users can upload multiple files at one time by holding the CTRL key and selecting each document

If all documents meet the criteria outlined to the right, the document will upload and ready for indexing.

Web Uploader

Upload images to batch 30937637

iPERMS supports Web Uploading of TIFF and PDF files. Each document should conform to the following standards.

TIFF Standards	PDF Standards
<ul style="list-style-type: none">• 300 dpi• monochrome• CCITT group 4 compression format• Average page size of 3MB or less• 100MB maximum file size	<ul style="list-style-type: none">• 300 - 600 dpi (for scanned black/white pages)• 300 - 400 dpi (for scanned color/grayscale pages)• Average page size of 3MB or less• 100MB maximum file size• Portfolio PDF not allowed

Please refer to the [Web Upload How-To Guide](#) for detailed guidance.

Click below to select images to upload or **drag and drop** them to the batch.

BATCH FIELDS

Batch Name:

Container:

Comment:

DOCUMENT FIELDS

SSN/DoD ID:

Soldier Name:

Rank:

Doc Name:

SIDs:

Effective Dt:



Uploading Documents to the Queue

Drag and Drop



Highlight the documents identified for upload (using the CTRL or Shift key to select multiple documents) Click and drag those documents to the iPERMS window. Let go of the mouse to drop the documents into the queue. If all documents meet the criteria outlined below, all of the documents will be in the queue.

The screenshot shows the iPERMS interface. On the left, a file explorer window displays a list of files:

Name	Date modified	Type	Size
150_2_DA 67-9-R	2/28/2019 3:49 PM	Adobe Acrobat D...	496 KB
150_2_DA 67-9-R	8/27/2019 10:06 AM	Compressed (zip...	1,748 KB
629c3474	2/28/2019 3:49 PM	PNG File	644 KB
700087135	2/28/2019 3:49 PM	TIF File	20 KB
700087147	2/28/2019 3:49 PM	TIF File	266 KB
DA 67-9-R	2/28/2019 3:49 PM	Adobe Acrobat D...	30 KB
DA 2166-8-R	2/28/2019 3:49 PM	TIFF File	140 KB
iPERMS Batches (All Stages) 2019-03-01 1...	3/1/2019 10:00 AM	Microsoft Excel C...	19 KB
iPERMS Batches (Index+Validation) 2019-...	3/1/2019 9:34 AM	Microsoft Excel C...	15 KB
LES	9/17/2019 4:20 PM	Adobe Acrobat D...	138 KB
Soldier test IDs	11/6/2018 3:43 PM	Microsoft Word D...	12 KB
SRB	9/17/2019 4:21 PM	Adobe Acrobat D...	138 KB

The 'Web Uploader' dialog box is open, displaying the following information:

Web Uploader

Upload images to batch 56804

iPERMS supports Web Uploading of TIFF and PDF files. Each document should conform to the following standards.

TIFF Standards

- 300 dpi
- monochrome
- CCITT group 4 compression format
- Average page size of 3MB or less
- 100MB maximum file size

PDF Standards

- 300 - 600 dpi (for scanned black/white pages)
- 300 - 400 dpi (for scanned color/grayscale pages)
- Average page size of 3MB or less
- 100MB maximum file size
- Portfolio PDF not allowed

Please refer to the [Web Upload How-To Guide](#) for detailed guidance.

Click below to select images to upload or **drag and drop** them to the batch.

Buttons: clear file list, Select files..., Close, Move

The main iPERMS interface shows the following fields:

BATCH FIELDS

Batch Name: 10/01/2020 14:02:21

Container: [Empty]

Comment: [Empty]

DOCUMENT FIELDS

SSN/DoD ID: [Empty]

Soldier Name: [Empty]

Rank: [Empty]

Doc Name: [Empty]

SIDs: [Empty]

Effective Dt: YYYY-MM-DD [Empty]

Buttons: NEXT DOCUMENT, NEXT IMAGE

Uploading Documents to the Queue

The documents will upload and this screen will open with all the documents from the batch. Now, the operator may organize the documents or add more documents to this batch.

The screenshot displays the iPERMS software interface. On the left, a sidebar shows a tree view of a batch named #30937637, containing 10 documents and their corresponding images. The main area shows a document viewer displaying a 'Family History' form. The form includes fields for 'Sex of Child', 'Weight at Birth', 'Official registration at', 'Father's Full Name', 'Birthplace', 'Date', 'Mother's Maiden Name', 'Birthplace', 'Date', and 'Place of Marriage'. The right sidebar contains 'BATCH FIELDS' and 'DOCUMENT FIELDS' sections with various input fields and buttons like 'NEXT DOCUMENT', 'NEXT IMAGE', and 'DOWNLOAD ALL IMAGES'.

iPERMS Batch #30937637

Document 1
Image 1.1 pdf

Document 2
Image 2.1 pdf

Document 3
Image 3.1 pdf

Document 4
Image 4.1 pdf

Document 5
Image 5.1 pdf

Document 6
Image 6.1 pdf

Document 7
Image 7.1 pdf

Document 8
Image 8.1 pdf

Document 9
Image 9.1 pdf

Document 10
Image 10.1 pdf

Sex of Child: _____ Weight at Birth: 8 lbs. 9 ozs.

This Certificate of Birth should be carefully preserved as a record of value for future use:

1. To establish age for school admission.
2. To establish age when applying for working papers.
3. To establish legal age for right of legal title.
4. For pay or military service.
5. To prove citizenship.
6. To obtain passports for travel in foreign countries.
7. To prove right to inheritance of property.

Official registration at: Registrar of Vital Statistics, Glendale, California

Family History

Father's Full Name: TEST, 02581 AKO

Birthplace: Los Angeles, California Date: 19811111

Mother's Maiden Name: _____

Birthplace: Los Angeles, California Date: _____

Place of Marriage: Las Vegas, Nevada

BATCH FIELDS

Batch Name: 10/01/2020 14:02:21

Container: _____

Comment: _____

DOCUMENT FIELDS

SSN/DoD ID: _____

Soldier Name: _____

Rank: _____

Doc Name: _____

SIDs: _____

Effective Dt: YYYY-MM-DD

NEXT DOCUMENT

NEXT IMAGE

AA

DOWNLOAD ALL IMAGES













Batch Processing Queue

Option 1

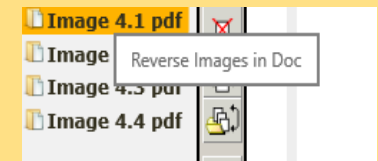


There are two options for organizing documents in a batch.

Option 1: ***Quickest Way*** - Vertical Toolbar Buttons

-  **Join with Previous Doc** – joins a document with the document above it.
-  **Join with Next Doc** – joins a document with the next document.
-  **Move Image Up** – Moves an image up within a document or into the preceding document.
-  **Move Image Down** – moves an image down or into the next document.
-  **Split** – Separates images into two separate documents.
-  **Clear Index Values** – Clears index values for this document.
-  **Rejection Flag** – marks a document for rejection
-  **Delete Selected Document and all of its images** – Deletes a document from the batch and all of its images.
-  **Reverse document/image order for the Entire batch** – Reverses order of documents and images.
-  **Reverse Image Order in selected Document** – Reverse order of images for the selected document.
-  **Upload Images**– Allows the user to add images to a batch.
-  **Scan Images** – provides access to the Web-Based scanning functions and allows the user to scan images to a batch using a locally connected scanner.

Hovering the mouse over an icon in the vertical toolbar will display a text description of what that button does when selected.



Batch Processing Queue

Option 2



Check **Hot Keys** Batch #47983 Document

- Add Document
- Upload Image(s)
- Split Document
- Join with Previous Doc
- Join with Next Doc
- Move Image Up
- Move Image Down
- Delete Selected Doc/Image
- Clear Index Values for this Document
- Toggle Document/Image Rejection Flag
- Scan Images
- Sort Images in Doc
- Reverse Document/Image Order for Entire Batch
- Reverse Images in Doc

Repeat index data in new docs:

- Document Name
- Effective Date

Option 2: Menu Bar Document Tab Dropdown Selections

Click on the Document tab in the Menu Bar. Select the appropriate action from the dropdown list. These options function exactly like the toolbar described on the previous page.



Batch Processing Queue



iPERMS Check Hot Keys Batch #58329 Document AA SO

Batch #58329
Document 1
Image 1.1 p
Document 2
Image 2.1 p
Docu
Ima
Docu
Ima

Batch Viewer Tools

Saves manipulated image
Export Document
Print Document
Document zoom in/out
Zoom in on a specific spot
Mobile magnifying glass

Fit to page, fit to height, fit to width
Forward/backward image
Skip to page
Rotate Page
Document properties
Thumbnail view of each page


Eagle Rock High School
The Eagle Rock High School District
1175 North 11th Street
TEST.05948 AKO
in and been found according to District and CP ownership and has
not and is complete a Record of Being with a flag. Request for
Secure
generated by the Board of Directors
www.erp.com

BATCH FIELDS
Batch Name: 10/05/2020 16:16:53
Container:
Comment:

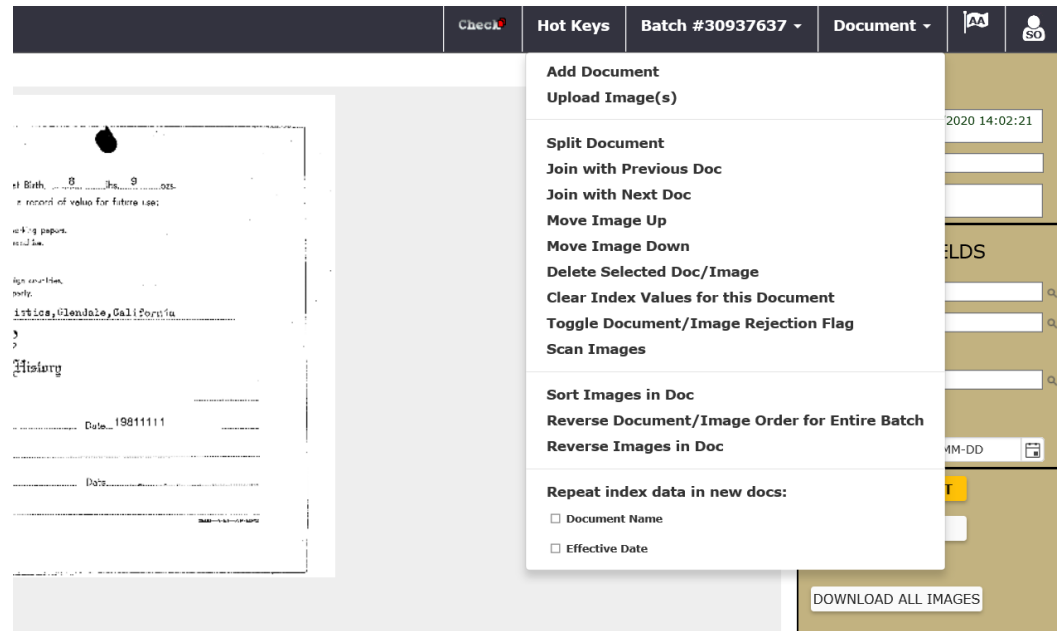
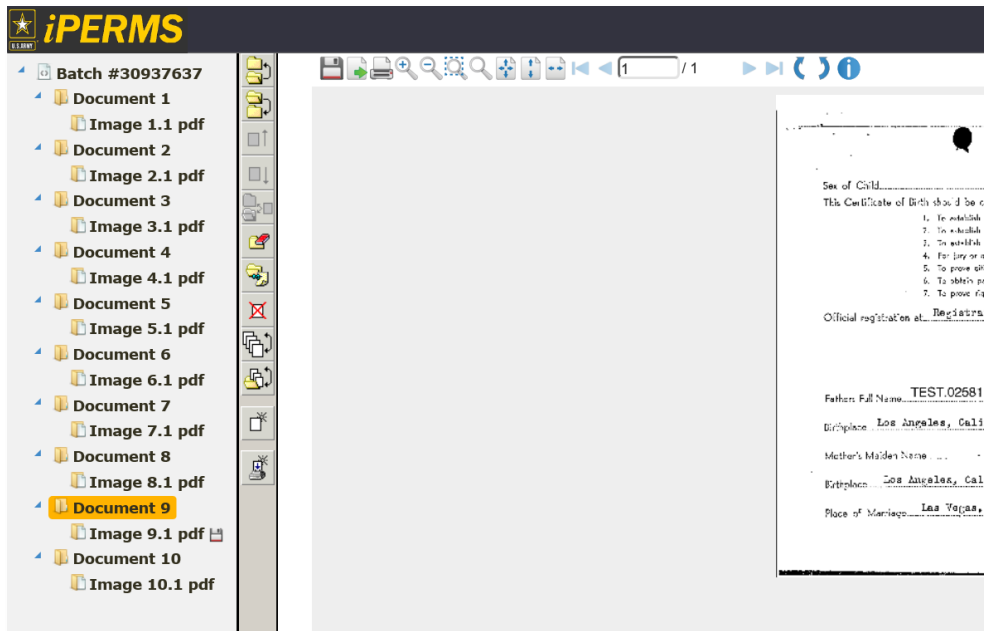
DOCUMENT FIELDS
SSN/DoD ID:

These tools will magnify or decrease the viewing size of the document, or rotate the orientation of the document. The magnifying glass tools are especially helpful to see older, or pixelated documents.

Deleting Documents or Images



Method 1- Vertical toolbar, highlight the document or image on the left that you want to delete then click the delete icon. 

Method 2- Dropdown menu, highlight the document or image on the left that you want to delete then click the **Delete Selected Doc/Image** option.

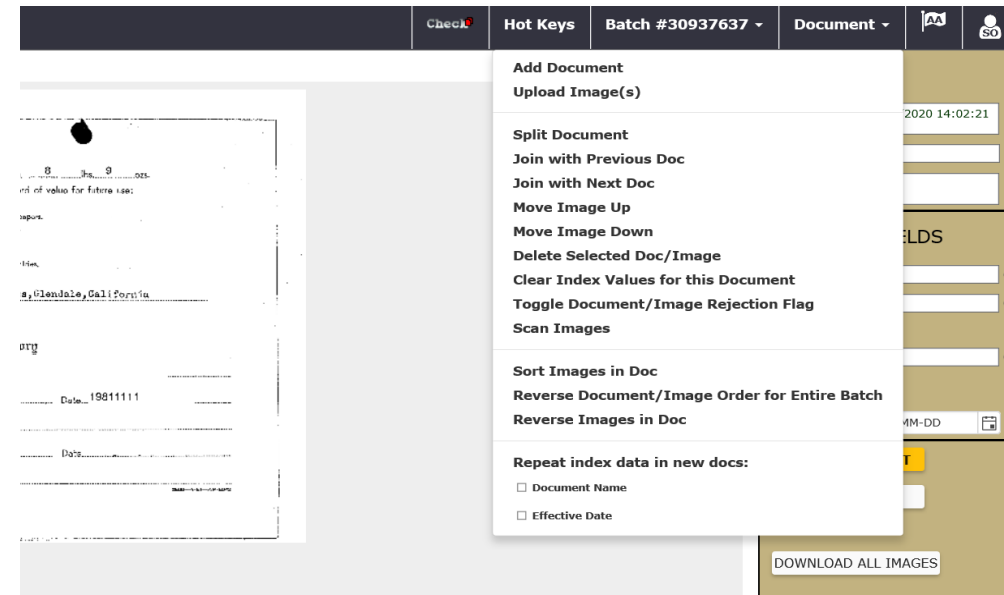
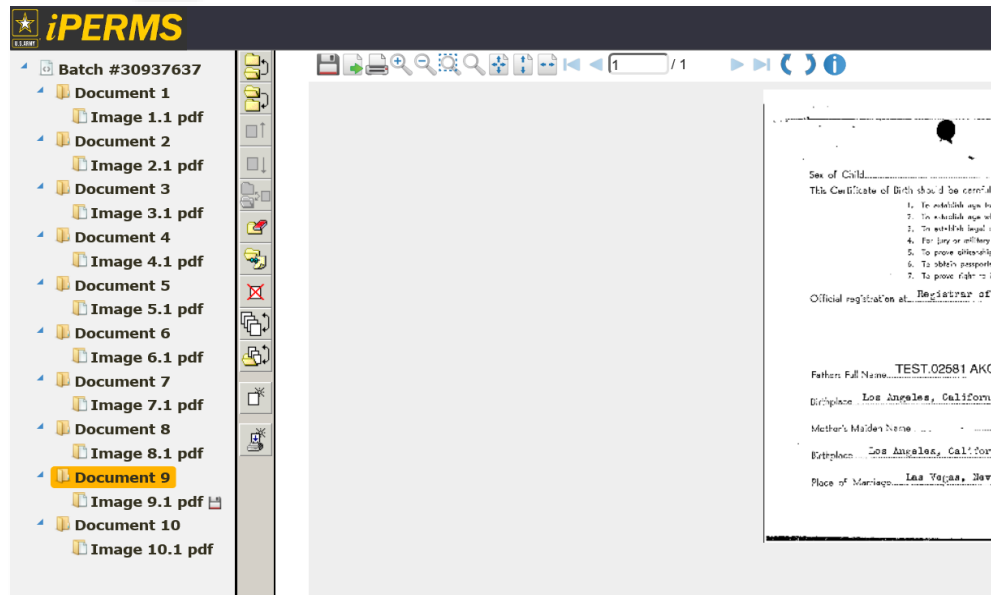


Join Documents



Method 1- Vertical Toolbar, highlight the image you want to join with another and then choose the join up  icon, or join down  icon.

Method 2- Dropdown Menu, highlight the image you want to join with another and then choose the **Join with Previous Doc**, or **Join with Next Doc** option.



Images must end in the same file type in order to be joined. For example, PDF and PDF images can be joined. A PDF and TIFF cannot be combined. Also, the operator cannot join documents if one has been digitally signed.

Join Documents


UNCLASSIFIED//FOR OFFICIAL USE ONLY

iPERMS


Batch #47970

- Document 1
 - Image 1.1 pdf
 - Image 1.2 pdf
 - Image 1.3 pdf
 - Image 1.4 pdf
 - Image 1.5 pdf
 - Image 1.6 pdf
 - Image 1.7 pdf
 - Image 1.8 pdf
 - Image 1.9 pdf
 - Image 1.10 pdf
- Document 2
 - Image 2.1 pdf

PO 51-12, 1 April 2008
Commander, 1st Brigade
Fort Lewis, WA 28433



Strom Hudson
STROM HUDSON
COL, EN
Brigade Commander




Thumbnail images on the right side of the viewer.

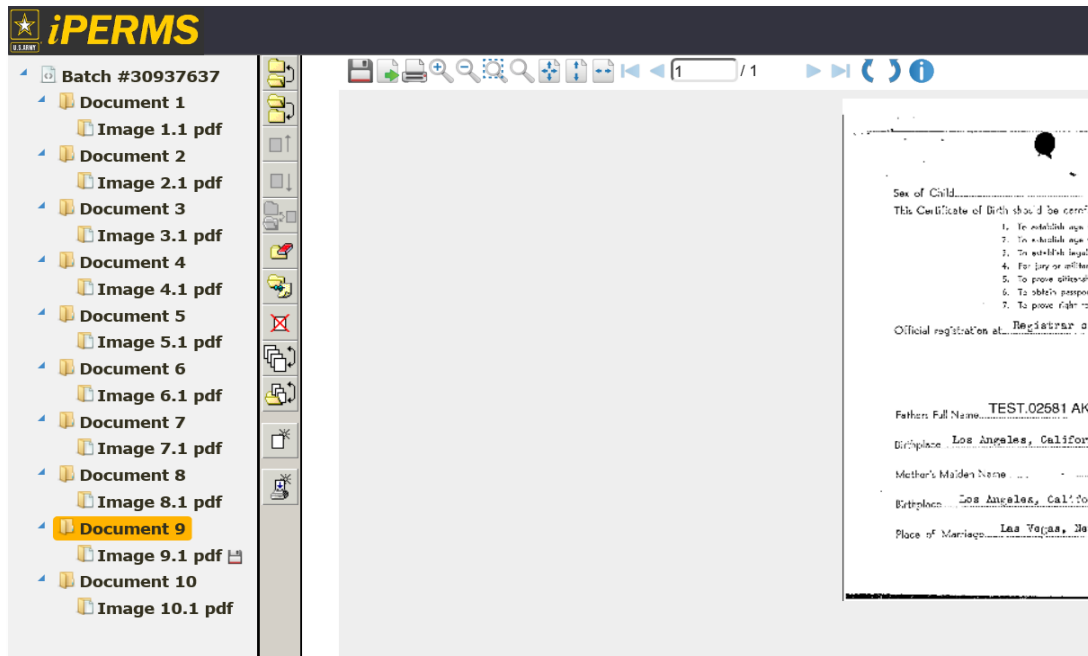
Please note: You cannot combine PDF images into one file using third party software. This will create a multi-image file that cannot be properly split into separate documents. When a combined file is uploaded, it will look like this in the iPERMS viewer. As shown, the highlighted image has one icon, but the thumbnail to the right shows both images. You may use the thumbnail on the right to scroll through the images.

Split Documents

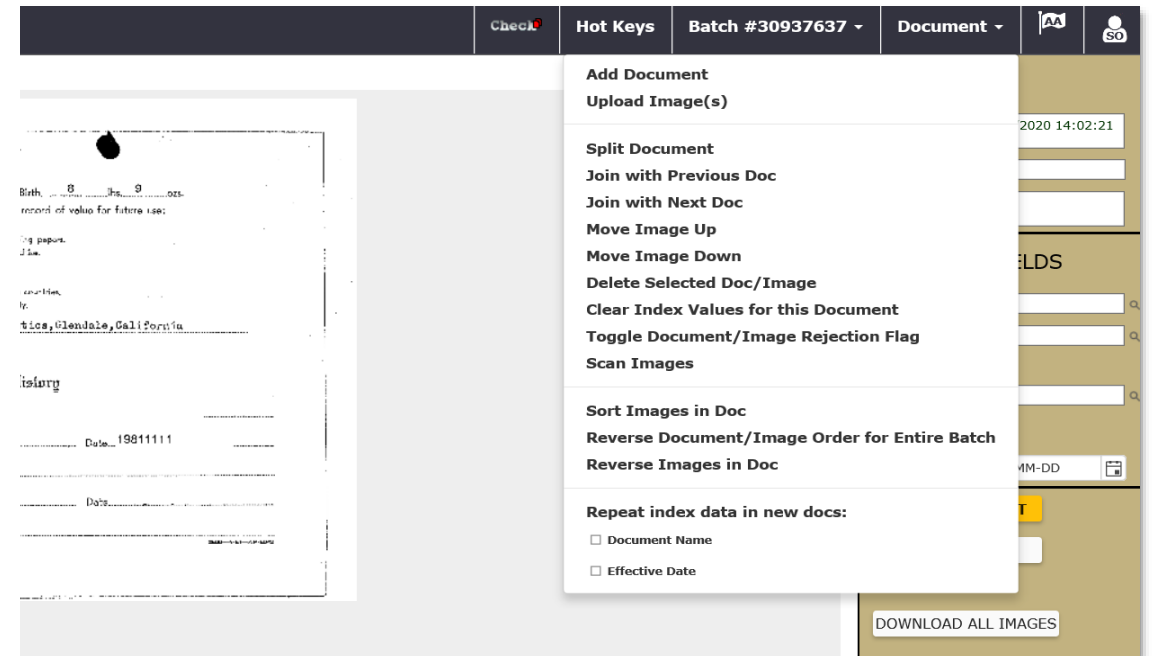


Method 1- Vertical Toolbar, highlight the image you want to split from another and then choose the split icon 

Method 2- Vertical Toolbar, highlight the image you want to split from another and then choose **Split Document** from drop down menu.



The screenshot shows the iPERMS interface. On the left is a sidebar with a tree view of documents under 'Batch #30937637'. 'Document 9' is selected and highlighted in yellow. The main area displays a document page with text fields. The text includes: 'Sex of Child', 'This Certificate of Birth should be certified', a list of reasons (1-7), 'Official registration at Registrar of', 'Father Full Name TEST,02681 AKC', 'Birthplace Los Angeles, California', 'Date 19811111', 'Mother's Maiden Name', 'Birthplace Los Angeles, California', and 'Place of Marriage Las Vegas, Nevada'.



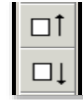
The screenshot shows the iPERMS interface with a dropdown menu open over the document viewer. The menu contains the following options: 'Add Document', 'Upload Image(s)', 'Split Document', 'Join with Previous Doc', 'Join with Next Doc', 'Move Image Up', 'Move Image Down', 'Delete Selected Doc/Image', 'Clear Index Values for this Document', 'Toggle Document/Image Rejection Flag', 'Scan Images', 'Sort Images in Doc', 'Reverse Document/Image Order for Entire Batch', 'Reverse Images in Doc', and 'Repeat index data in new docs:'. Under the last option, there are two checkboxes: 'Document Name' and 'Effective Date', both of which are currently unchecked. A 'DOWNLOAD ALL IMAGES' button is visible at the bottom right of the interface.

This will split a document with several images, into two documents. The highlighted image and every image after, will split into another document.

Move Images Up and Down



Method 1- Vertical Toolbar, this moves an image one position up or down.



this moves an image

Method 2- Use this dropdown to move the image from its present position into another document before it or after it

Images must end in the same file type in order to be joined. For example, PDF and PDF images can be joined. A PDF and TIFF cannot be combined.

Indexing Metadata



Batch Name: Automatically populates with date and time stamp batch, but can be customized, if the operator chooses.

Container: Add text to this field to identify batch content.

Comment: Additional information can be included in the comment field. This field can be modified after saving.

BATCH FIELDS

Batch Name:

Container:

Comment:

DOCUMENT FIELDS

SSN/DoD ID:

Soldier Name:

Rank:

Doc Name:

SIDs:

Effective Dt:

NEXT DOCUMENT

AA



Indexing Metadata



SSN/DoD ID: Either the SSN or DoD ID can be entered. ****Note: When you enter the SSN, if the Soldier already has an iPERMS record, the field will switch to the Soldier's DoD ID.*

Soldier Name: Last Name First Name. This will populate if the ID number is entered first.

Doc Name: Type the document name and select the entry from the list. The Required Documents List can be found at: <https://www.hrc.army.mil/asset/14900>

Reject Doc: This field is not utilized by the Scan Operator role.

Effective Date: Either Select the date by clicking on the next to the date field or type the date in the YYYY-MM-DD field. Note: the date must be entered in the exact order.

SIDs: The SID for each document is automatically populated and cannot be modified.

BATCH FIELDS	
Batch Name:	<input type="text" value="10/01/2020 14:02:21"/>
Container:	<input type="text"/>
Comment:	<input type="text" value="Board Docs"/>

DOCUMENT FIELDS	
SSN/DoD ID:	<input type="text"/>
Soldier Name:	<input type="text"/>
Rank:	<input type="text"/>
Doc Name:	<input type="text"/>
SIDs:	<input type="text"/>
Effective Dt:	<input type="text" value="YYYY-MM-DD"/> <input type="button" value="📅"/>

<input type="button" value="NEXT DOCUMENT"/>
<input type="button" value="NEXT IMAGE"/>
AA
<input type="button" value="DOWNLOAD ALL IMAGES"/>



Filling these fields may be optional or required. The operator will receive an error message upon completion of the batch if fields are left blank and they are required by the domain manager. If these fields are not visible, you will not need to index the batch.

Duplicate Document Check



Batch #86827
DA 1059
Image 1.1 pdf

PERMED DOCUMENT-- 776762837

Duplicate Document Check
Potential Duplicate Document(s) found.
OK

SERVICE SCHOOL ACADEMIC EVALUATION REPORT
For use of this form, see AR 623-1; the proponent agency is MILPERCEN.

DATE: 05/25/2003

1. LAST NAME - FIRST NAME - MIDDLE INITIAL: TEST:0545 AKO
2. SSN: 999005373
3. GRADE: A
4. BR: A
5. SPECIALTY/MOSC: 31K

6. COURSE TITLE: Tactical Wire Operator
7. NAME OF SCHOOL: Tactical Communications
8. COMP: []

9. TYPE OF REPORT: [] RESIDENT [x] NON-RESIDENT
10. PERIOD OF REPORT (Year, month, day): From: 20030301 Thru: 20030501
11. DURATION OF COURSE (Year, month, day): From: 20030301 Thru: 20030501

12. EXPLANATION OF NONRATED PERIODS

13. PERFORMANCE SUMMARY
*a. [x] EXCEEDED COURSE STANDARDS (Limited to 20% of class enrollment)
b. [] ACHIEVED COURSE STANDARDS
*c. [] MARGINALLY ACHIEVED COURSE STANDARDS
*d. [] FAILED TO ACHIEVE COURSE STANDARDS
*Rating must be supported by comments in ITEM 16.

14. DEMONSTRATED ABILITIES
a. WRITTEN COMMUNICATION [] NOT EVALUATED [] UNSAT
b. ORAL COMMUNICATION [] NOT EVALUATED [] UNSAT
c. LEADERSHIP SKILLS [] NOT EVALUATED [] UNSAT
d. CONTRIBUTION TO GROUP WORK [] NOT EVALUATED [] UNSAT
e. EVALUATION OF STUDENT'S RES [] NOT EVALUATED [] UNSAT
(SUPERIOR/UNSAT) rating must be supported by comments in ITEM 16.

15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING?
[x] YES [] NO [] N/A (A "NO" response must be supported by comments in ITEM 16)

16. COMMENTS (This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for improving academic or personal affairs)

BATCH FIELDS
Batch Name: 10/01/2020 15:50:44
Container:
Comment:

DOCUMENT FIELDS
SSN/DoD ID: 999005373
Soldier Name: TEST.05373 IPERMS
Rank: SFC
Doc Name: DA 1059
SIDs: B
Effective Dt: 2004-06-05

NEXT DOCUMENT
NEXT IMAGE
AA /
DOWNLOAD ALL IMAGES

If you run the duplicate check on your batch and receive a Duplicate Document Check message as displayed left, you must examine both documents to ensure you are not uploading a duplicate document into a record. Click **OK** to open the Duplicate Document (aka Dup Doc) Tool.

Duplicate Document Check



iPERMS

Batch #86827

DA 1059

Image 1.1 pdf

New Document in Batch

PERMED DOCUMENT-- 776762837

SERVICE SCHOOL ACADEMIC EVALUATION REPORT					DATE
For use of this form, see AR 623-1; the proponent agency is MILPERCEN.					05/25/2003
1. ART NAME - FIRST NAME - MIDDLE INITIAL TEST 05948 AHC	2. SSN 88888888	3. GRADE BS	4. BR A	5. SPECIALTY/MOSC 31K	
6. COURSE TITLE Tactical Wire Operator	7. NAME OF SCHOOL Tactical Communications		8. COMP		
9. TYPE OF REPORT <input type="checkbox"/> RESIDENT <input checked="" type="checkbox"/> NONRESIDENT	10. PERIOD OF REPORT (Year, month, day) From: 20030901 Thru: 20030501		11. DURATION OF COURSE (Year, month, day) From: 20030301 Thru: 20030501		
12. EXPLANATION OF NONRATED PERIODS					
13. PERFORMANCE SUMMARY			14. DEMONSTRATED ABILITIES		
*a. <input checked="" type="checkbox"/> EXCEEDED COURSE STANDARDS (Limited to 20% of class enrollment)			a. WRITTEN COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input checked="" type="checkbox"/> SUPERIOR		
b. <input type="checkbox"/> ACHIEVED COURSE STANDARDS			b. ORAL COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input checked="" type="checkbox"/> SUPERIOR		
*c. <input type="checkbox"/> MARGINALLY ACHIEVED COURSE STANDARDS			c. LEADERSHIP SKILLS <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input checked="" type="checkbox"/> SUPERIOR		
*d. <input type="checkbox"/> FAILED TO ACHIEVE COURSE STANDARDS			d. CONTRIBUTION TO GROUP WORK <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input checked="" type="checkbox"/> SUPERIOR		
*Rating must be supported by comments in ITEM 16.			e. EVALUATION OF STUDENT'S RESEARCH ABILITY <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input checked="" type="checkbox"/> SUPERIOR (SUPERIOR/UNSAT rating must be supported by comments in ITEM 16)		
15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (A "NO" response must be supported by comments in ITEM 16)					
16. COMMENTS (This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for improving academic or personal affairs)					

Permed Document in Record

PERMED DOCUMENT-- 776762837

SERVICE SCHOOL ACADEMIC EVALUATION REPORT					DATE
For use of this form, see AR 623-1; the proponent agency is MILPERCEN.					05/25/2003
1. ART NAME - FIRST NAME - MIDDLE INITIAL TEST 05948 AHC	2. SSN 88888888	3. GRADE BS	4. BR A	5. SPECIALTY/MOSC 31K	
6. COURSE TITLE Tactical Wire Operator	7. NAME OF SCHOOL Tactical Communications		8. COMP		
9. TYPE OF REPORT <input type="checkbox"/> RESIDENT <input checked="" type="checkbox"/> NONRESIDENT	10. PERIOD OF REPORT (Year, month, day) From: 20030901 Thru: 20030501		11. DURATION OF COURSE (Year, month, day) From: 20030301 Thru: 20030501		
12. EXPLANATION OF NONRATED PERIODS					
13. PERFORMANCE SUMMARY			14. DEMONSTRATED ABILITIES		
*a. <input checked="" type="checkbox"/> EXCEEDED COURSE STANDARDS (Limited to 20% of class enrollment)			a. WRITTEN COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input checked="" type="checkbox"/> SUPERIOR		
b. <input type="checkbox"/> ACHIEVED COURSE STANDARDS			b. ORAL COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input checked="" type="checkbox"/> SUPERIOR		
*c. <input type="checkbox"/> MARGINALLY ACHIEVED COURSE STANDARDS			c. LEADERSHIP SKILLS <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input checked="" type="checkbox"/> SUPERIOR		
*d. <input type="checkbox"/> FAILED TO ACHIEVE COURSE STANDARDS			d. CONTRIBUTION TO GROUP WORK <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input checked="" type="checkbox"/> SUPERIOR		
*Rating must be supported by comments in ITEM 16.			e. EVALUATION OF STUDENT'S RESEARCH ABILITY <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input checked="" type="checkbox"/> SUPERIOR (SUPERIOR/UNSAT rating must be supported by comments in ITEM 16)		
15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (A "NO" response must be supported by comments in ITEM 16)					
16. COMMENTS (This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for improving academic or personal affairs)					

Document

BATCH FIELDS

Batch Name: 10/01/2020 15:50:44

Container:

Comment:

DOCUMENT FIELDS

SSN/DoD ID: 999005373

Soldier Name: TEST.05373 IPERMS

Rank: SFC

Doc Name: DA 1059

SIDs: B

Effective Dt: 2004-06-05

NEXT DOCUMENT

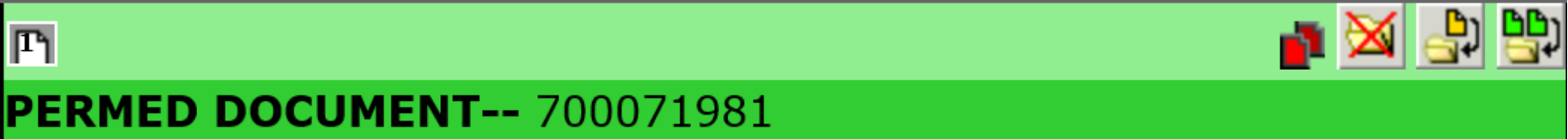
NEXT IMAGE

AA /

DOWNLOAD ALL IMAGES

From the Scan Operator role, the user can only delete the document in the batch. Documents cannot be deleted from the record in the Scan Operator role. If the document is not identical (AWD DOC is a common example) select the green tab icon to keep the doc and not create a problem case.

Duplicate Document Check



This icon will close the Dup Doc Tool



This icon will delete the new document, it is a duplicate of a permed record



This icon will keep the new document and create a problem case



This icon will keep the new document and will not create a problem case

Finishing the Batch

SERVICE SCHOOL ACADEMIC EVALUATION REPORT
For use of this form

DATE: 05/25/2020

1. LAST NAME - FIRST NAME - MII: TEST.05948 AKO
Indexing Complete

3. GRADE: E8 | 4. BR: A | 5. SPECI: A

6. COURSE TITLE: Tactical Wire Operator
This batch is completely indexed. Finish the batch and send it to the next workflow stage?

9. TYPE OF REPORT: RESIDENT NONRESIDENT
10. PERIOD OF COURSE (Year, month, day): From: 20030301 Thru: 20030501

12. EXPLANATION: [Empty]

13. PERFORMANCE SUMMARY:
*a. EXCEEDED COURSE STANDARDS (Limited to 20% of class enrollment)
b. ACHIEVED COURSE STANDARDS

14. DEMONSTRATED ABILITIES:
a. WRITTEN COMMUNICATION: NOT EVALUATED UNSAT SAT SUPERIOR
b. ORAL COMMUNICATION: NOT EVALUATED UNSAT SAT SUPERIOR
c. LEADERSHIP SKILLS

Buttons: FINISH, CANCEL

Drop-down menu options: Finish Batch, Save Batch, Cancel, Validate Batch, Check for Duplicates, Delete Batch, Repeat Batch Information

The Scan Operator may finish the batch by clicking “Finish Batch “ in the drop down menu. If all fields are filled in appropriately, this batch will proceed to the Index/Validation queue. The Scan Operator may also click “Next Image” on the final document. Again, if all fields are filled appropriately, the SO will receive the “Indexing Complete” dialogue box. Click “Finish” in the dialogue box to send to the next stage of the workflow. After this, The operator can run a Batch Originator Report to see which queue of the workflow it is in.



Batch Processing Hot Keys

Hot Keys:

Scan Operators can use shortcuts on the keyboard for functions available in the vertical toolbar and batch processing drop down menus.

SERVICE SCHOOL ACADEMIC EVALUATION REPORT		
For use of this form, see AR 623-1; the proponent agency is MILPERCEN.		
1. LAST NAME - FIRST NAME - MIDDLE INITIAL TEST.05948 AKO	2. SSN 666005948	3. []
6. COURSE TITLE Tactical Wire Operator	7. NAME OF SCHOOL Tactical Communications	
9. TYPE OF REPORT <input type="checkbox"/> RESIDENT <input checked="" type="checkbox"/> NONRESIDENT	10. PERIOD OF REPORT (Year, month, day) From: 20030301 Thru: 20030501	11. DURATION From: 20030301 Thru: 20030501
13. PERFORMANCE SUMMARY		14. DEMONSTRATED ABILITIES
*a. <input checked="" type="checkbox"/> EXCEEDED COURSE STANDARDS <i>(Limited to 20% of class enrollment)</i> b. <input type="checkbox"/> ACHIEVED COURSE STANDARDS *c. <input type="checkbox"/> MARGINALLY ACHIEVED COURSE STANDARDS *d. <input type="checkbox"/> FAILED TO ACHIEVE COURSE STANDARDS		a. WRITTEN COMMUNICATIONS <input type="checkbox"/> NOT EVALUATED b. ORAL COMMUNICATIONS <input type="checkbox"/> NOT EVALUATED c. LEADERSHIP SKILLS <input type="checkbox"/> NOT EVALUATED d. CONTRIBUTION TO THE BATTAL <input type="checkbox"/> NOT EVALUATED e. EVALUATION OF STAFF <input type="checkbox"/> NOT EVALUATED
*Rating must be supported by comments in ITEM 16.		(SUPERIOR/UNSAT rating must be supported by comments in ITEM 16)

SO Indexing Hot Key Legend	
Document Navigation	
Key	Function
Up Arrow	Previous Image
Escape + Left Arrow	Previous Document
down Arrow	Next Image
Escape + Right Arrow	Next Document
Indexing	
Key	Function
ENTER	Go To Next Index Field/Finish Batch <i>Performs automatic lookups and validations</i>
Escape + Z	Finish Document
Ctrl + Left Arrow	Rotate Image Left
Ctrl + Right Arrow	Rotate Image Right
Ctrl + Up Arrow	Move Selected Image Up/Move Selected Image Into Previous Document
Ctrl + Down Arrow	Move Selected Image Down/Move Selected Image Into Next Document
Ctrl + Page Up	Zoom Image Out
Ctrl + Page Down	Zoom Image In
Escape + E	Expand/Collapse All Documents in navigation window
Escape + J	Join selected document with next document
Escape + K	Join selected document with previous document
Insert	Split document starting with selected image
Escape + Insert	Validate/Check Entire Batch
Escape + Delete	Delete selected document/image
Escape + R	Toggle Document/Image Status
Escape + B	Reverse Document/Image Order for Entire Batch
Escape + W	Reverse Image Order in Selected Document
Escape + Y	Clear Indexing Fields for Current Document
Escape + Home	Previous page of multiple page image
Escape + End	Next page of multiple page image

BATCH FIELDS	
Batch Name:	10/01/2020 15:50:44
Container:	
Comment:	
DOCUMENT FIELDS	
SSN/DoD ID:	999005373
Soldier Name:	TEST.05373 IPERMS
Rank:	SFC
Doc Name:	DA 1059
SIDs:	B
Effective Dt:	2004-06-05
NEXT DOCUMENT	
NEXT IMAGE	
AA /	
DOWNLOAD ALL IMAGES	

Batch Originator Report



The Batch Originator Report allows the user to see the status of their submitted Batches. Select "Reports" and then "Batch Originator Report" in the menu bar

iPERMS Batch Manager Batch - REPORTS - [AA] [FO]

General Announcements

iPERMS 2.0 Integration Environment

iPERMS 2.0 Integration Environment

- Batch Originator Report
- Batch Document Report
- Batch/Case Productivity

Batch Originator Status Report [RESET FORM]

Domain: AA

Status: Select Batch Status(s)...
note: select one or more items from dropdown list

Creator: angela.c.simmons2

Sort Order: Batch #

[SAVE QUERY] [LOAD QUERY] [RUN REPORT]

REPORT ID: 1051/US

Batch Originator Status Report

Select a status to limit the results of the report to a specific status or leave blank for all batches in all queues. Query criteria can be saved by clicking "Save Query". Recall the query by clicking "Load Query". Click "Run Report" for report results.



Batch Originator Report



Batch Originator Status Report RESET FORM

Domain: AA (AA)

Status:

Creator: AWAITING ARISS SHIP BATCH

Sort Order: DELETED

Batch Orig

- INDEX/VALIDATION
- RELEASE PENDING
- QUALITY CONTROL
- REMOTE (AT SNF)
- SCAN
- VERIFICATION
- RELEASE IN PROGRESS

REPORT ID: 1051/US

The operator may filter the report to see only those batches in a particular queue. Also, the operator can see, in this report, which batches have been labeled as priority by their container field.

iPERMS Batch Manager Batch REPORTS AA SO

Batch Originator Status Report Date of Report: April 9, 2020 8:46:34 AM

Dom...	Batch #	Create Date	Creator	Status	Status Description	Status Date	Name	Comment	UPCs	Container
AA	51290	2018-03-13 16:06:24		D	DELETED	2018-05-03 20:23:32	New Batch 2018-03-13 15:02		-/-	BOARD
AA	51569	2018-03-26 15:17:19		D	DELETED	2018-05-03 20:23:47	New Batch 2018-03-26 15:13		-/-	AUDIT
AA	51570	2018-03-26 15:55:33		D	DELETED	2018-05-03 20:23:47	New Batch 2018-03-26 15:49		-/-	AUDIT
AA	51660	2018-04-03 15:56:37		D	DELETED	2018-05-03 20:23:47	New Batch 2018-04-03 15:53		-/-	
AA	51696	2018-04-06 10:31:25		D	DELETED	2018-05-03 20:23:47	New Batch 2018-04-06 10:21		-/-	
AA	54832	2018-12-07 10:05:53		D	DELETED	2019-09-05 14:31:22	New Batch 2018-12-07 10:01	cleanup	-/-	
AA	55560	2019-05-20 22:27:52		D	DELETED	2019-09-05 14:31:22	05/20/2019 22:25:02	cleanup	-/-	
AA	55859	2019-08-27 10:25:48		D	DELETED	2019-09-05 14:31:22	08/27/2019 10:23:48	cleanup	-/-	

Batch Originator Report



The Batch Originator Report allows the user to see the status of their submitted Batches

The Report Criteria box is available by clicking the yellow box in the upper left hand corner. The box will drop down into view.

Batches are displayed oldest to newest. The user can change the sort order of the report by clicking the column heading.

Users can filter the results by clicking the funnel icon to the right of the column heading.



iPERMS										
Batch Originator Status Report										
Date of Report: 2019-4-15 9:16:13										
Dom...	Batch #	Create Date	Creator	Status	Status Description	Status Date	Name	Comment	UPCs	Container
AA	44681	2017-05-30 13:24:59		Z	INPUT COMPLETE	2017-05-30 13:32:18	New Batch 2017-05-30 13:24		-/-	
AA	44682	2017-05-30 15:31:04		Z	INPUT COMPLETE	2017-05-30 15:37:20	New Batch 2017-05-30 15:30		-/-	
AA	44686	2017-05-31 12:00:10		Z	INPUT COMPLETE	2017-05-31 12:07:15	New Batch 2017-05-31 11:54		-/-	
AA	44687	2017-05-31 14:27:19		Z	INPUT COMPLETE	2017-05-31 14:33:18	New Batch 2017-05-31 14:24		-/-	
AA	44688	2017-06-05 14:51:52		Z	INPUT COMPLETE	2017-06-05 14:58:19	New Batch 2017-06-05 14:49		-/-	
AA	44689	2017-06-05 14:57:00		Z	INPUT COMPLETE	2017-06-05 15:03:19	New Batch 2017-06-05 14:56		-/-	
AA	44690	2017-06-06 08:03:48		Z	INPUT COMPLETE	2017-06-06 08:10:12	New Batch 2017-06-06 08:00		-/-	
AA	44691	2017-06-06 10:40:16		Z	INPUT COMPLETE	2017-06-06 10:46:15	New Batch 2017-06-06 10:38		-/-	
AA	44693	2017-06-06 13:08:43		Z	INPUT COMPLETE	2017-06-06 13:16:18	New Batch 2017-06-06 13:02		-/-	
AA	44694	2017-06-06 13:37:42		Z	INPUT COMPLETE	2017-06-06 13:43:19	New Batch 2017-06-06 13:35		-/-	
AA	44698	2017-06-07 15:11:31		Z	INPUT COMPLETE	2017-06-07 15:21:20	New Batch 2017-06-07 14:45		-/-	
AA	44700	2017-06-08 08:02:54		Z	INPUT COMPLETE	2017-06-08 08:09:11	New Batch 2017-06-08 07:44		-/-	
AA	44701	2017-06-08 08:13:51		Z	INPUT COMPLETE	2017-06-08 08:20:12	New Batch 2017-06-08 08:03		-/-	
AA	44702	2017-06-08 08:24:43		Z	INPUT COMPLETE	2017-06-08 08:30:13	New Batch 2017-06-08 08:14		-/-	
AA	44703	2017-06-08 08:33:49		Z	INPUT COMPLETE	2017-06-08 08:39:13	New Batch 2017-06-08 08:25		-/-	
AA	44704	2017-06-08 08:42:30		Z	INPUT COMPLETE	2017-06-08 08:48:14	New Batch 2017-06-08 08:34		-/-	
AA	44705	2017-06-08 08:50:52		Z	INPUT COMPLETE	2017-06-08 08:56:14	New Batch 2017-06-08 08:42		-/-	

Batch Document Report



The Batch Document Report show the document information for a specific batch. The batch number is required information to run this report.

Batch Document Audit #
Fields marked with an asterisk (*) are required.

RESET FORM

*Batch Number:	<input type="text"/>
User:	<i>This report is run with your User ID</i>

SAVE QUERY LOAD QUERY RUN REPORT

REPORT ID: 3010/US

Batch Document Audit #