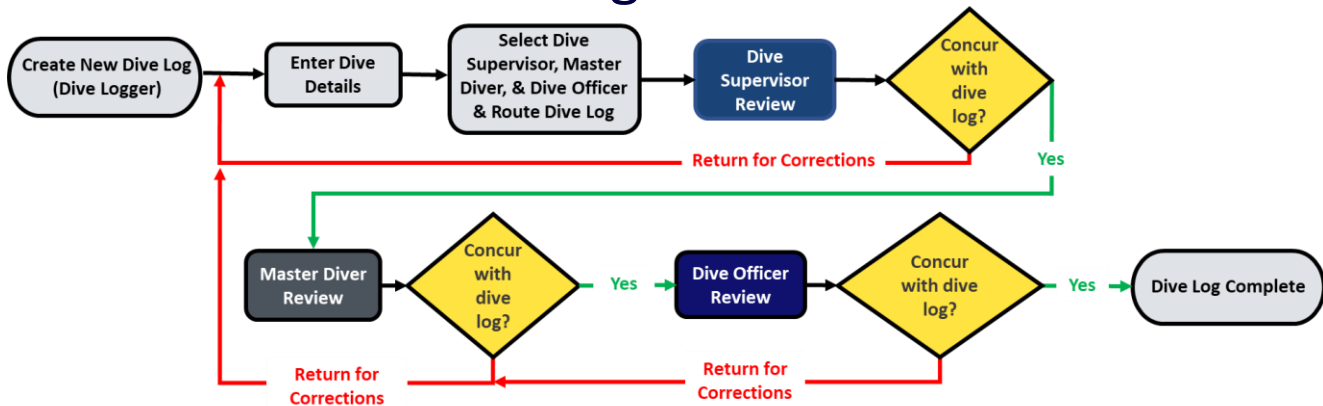# Dive Log Smart Sheet

Required Roles to Create Dive Logs

This smart sheet provides guidance on how to create and review dive logs in the RMI DJRS module for the DJRS community.
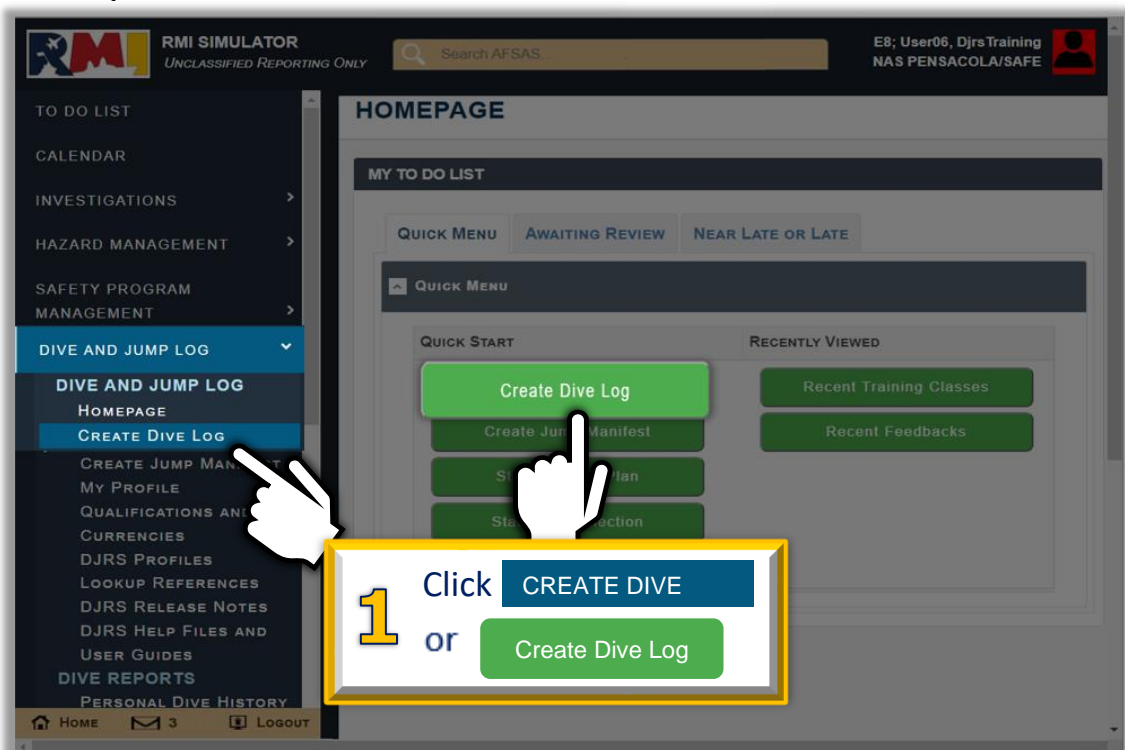
- **Creating Dive Logs**: At a minimum, you must have **DJRS: Dive Logger** or **DJRS: Dive Unit Manager** roles assigned to your RMI account to create a dive log.

Dive Log Workflow

Creating Dive Logs

Step 1: Select **DIVE AND JUMP LOG → CREATE DIVE LOG** on the left-hand menu or click on the Quick Start Menu

Dive Log Smart Sheet
Creating Dive Logs Continued

Step 2: Complete all fields On the **DJRS NEW DIVE LOG** screen. (Even fields without a red asterisk * are mandatory to complete!)

NOTES: Dive Logger and Controlling Unit are based on your DJRS Profile information. The options available depend on your selections when creating a new dive log. Participants in the dive can be from your unit or another dive unit. As you fill in information, some additional fields populate and require information. Additional information for filling out the dive log can be found in the <u>DJRS User Guide</u>.

Dive Log Smart Sheet

Submitting a Dive Log for Review

NOTES: Dive Comments are optional to enter. Clicking **Save** on each page ensures your data won't be lost.

Step 3: Make your selections in the Reviewing Diving Supervisor field (mandatory) and in at least one of the Master Diver or Diving Officer fields in the "Routing" section.

Step 4: Click **Route**

Dive Comments

Comments — Enter dive description with maximum 260 char

Dive Comments are optional to enter

3 Select a Reviewing Diving Supervisor and at least one Master Diver or Diving Officer

Routing

Reviewing Diving Supervisor *	DjrsTraining User05 (N08943)
Master Diver *	DjrsTraining User05 (N08943)
Diving Officer *	DjrsTraining User06 (N08943)

Save

4 Click **Route** → **Route**

Dive Log Smart Sheet
Reviewing Dive Logs

Reviewing DJRS Dive Logs: At a minimum, you must have **DJRS: Dive Logger** or **Dive Unit Manager** roles assigned to your RMI account and have at least one of the following dive qualifications: **Dive Supervisor, Master Diver,** or **Dive Officer** to review a dive log.

There are two options for locating a dive log awaiting your review:
- **Option 1**
  Step 1: Click the **TO DO LIST** on the left-hand menu
  Step 2: Click the numerical hyperlink for Dive Logs Awaiting my Review

Step 3: Click [icon] to review

Dive Log Smart Sheet
Reviewing Dive Logs Continued

- **Option 2:**
  Step 1: Click **DIVE JUMP LOG → HOMEPAGE** on the left-hand menu
  Step 2: Click ✏ to review the dive log

Note: Both options used above take you to the DJRS Dive Log Edit page. Scroll down to the bottom of the page to see the workflow and the routing buttons. Completing either option above takes you to **STEP 1** below.

Step 1: Review and click [Concur] to route the dive log forward or reject the dive log by clicking [Return to Dive Logger]

Dive Log Smart Sheet
Help Files and Help Desk

For more information, access RMI User Guides and Videos located in:

Getting Help – provides information about RMI
Help Files and User Guides – provides User guides, help information, & videos
DoD, AFSAS & Naval Policies – Provides a link to the list of DoD, Air Force, and Naval Policies

Help Files have expandable headers for easier navigation

2 Click the icon for the file you wish to view:
- PDF
- Word Doc
- Video

1 Expand **HELP** and select **HELP FILES AND USER GUIDES**

NEED LIVE ASSISTANCE? Contact the NESD Help Desk at:

Global Support
Service
Help
Solutions

HOURS
- 24 HOURS A DAY/ 7 DAYS A WEEK/ 365 DAYS A YEAR

CONTACT INFORMATION
- PHONE: 833- NESD-NOW
  6 3 7 3 - 6 6 9
- EMAIL: nesd.rmi.fct@navy.mil
- WEBSITE: https://www.nesdnow.navy.mil