



DJRS Dive/Jump Unit Manager Smart Sheet

Getting Started: Required Roles and Functions

- DJRS Dive Unit Managers need, at a minimum the **DJRS: Dive Unit Manager** role assigned to their RMI account
- DJRS Jump Unit Managers need, at a minimum the **DJRS Jump Unit Manager** role assigned to their RMI account

Dive Unit Managers can view, create, and edit dive logs. As a dive unit manager, you can view and edit DJRS Profiles, Qualifications and Currencies, reopen approved dive logs, grant DJRS roles to users with RMI accounts, and you can Permanently Change Stations (PCS) for members.

Jump Unit Managers can view, create, and edit jump manifests. As jump unit manager, you can view and edit DJRS Profiles, Qualifications and Currencies, reopen approved jump manifests, grant DJRS roles to users with RMI Accounts, and you can Permanently Change Stations (PCS) for members.

Assigning Member's Roles

As a Dive or Jump Unit Manager, you can only assign DJRS roles.

Step 1: Select **ADMIN** → **SEARCH ACCOUNTS** on the left-hand menu

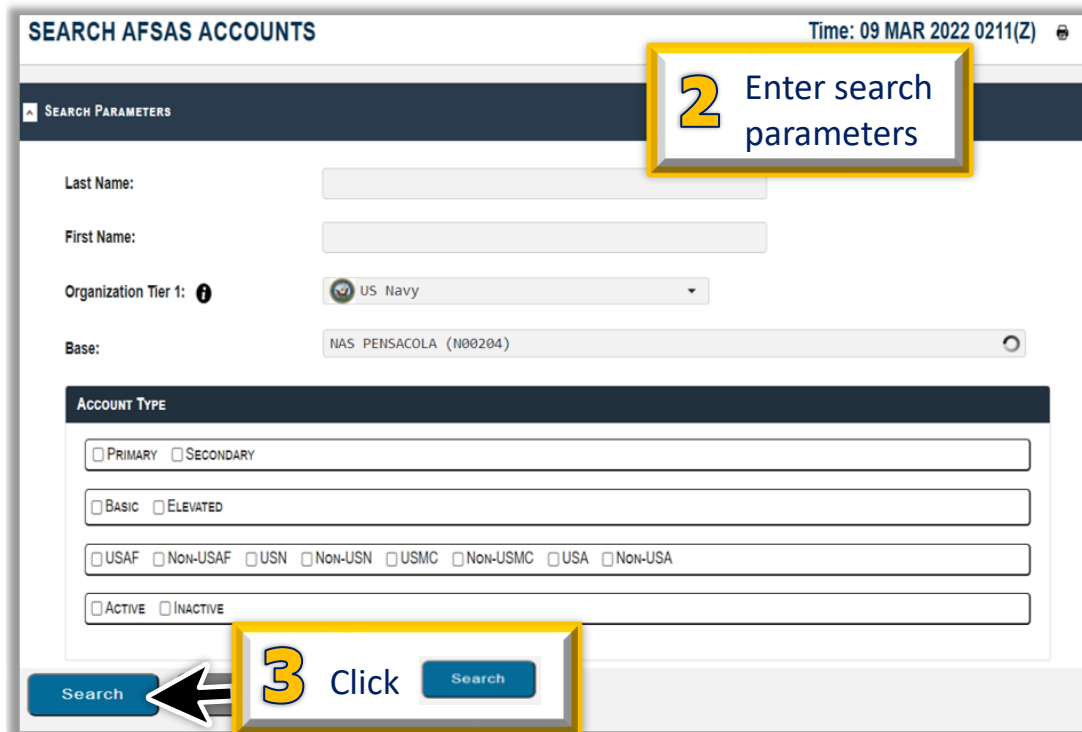
The screenshot shows the RMI Simulator interface. The top header includes the RMI logo, 'RMI SIMULATOR UNCLASSIFIED REPORTING ONLY', a search bar for AFSAS, and user information: 'CW03; UnitManager, Jump NAS PENSACOLA/SAFE'. The left-hand menu is expanded to 'ADMIN', showing options like 'ACCOUNT', 'MY ACCOUNT', 'ASSIGNED ROLES', 'PROFESSIONAL EXPERIENCE', 'FILES', 'VALIDATION', 'DATA VIEWER', 'USER ADMINISTRATORS', 'CREATE SECONDARY ACCOUNT', 'SEARCH ACCOUNTS', 'TRAINING INFORMATION', and 'REQUEST COURSE CREDIT'. The 'SEARCH ACCOUNTS' option is highlighted in blue. A callout box with a yellow border and the number '1' contains the instruction: 'Click ADMIN then SEARCH ACCOUNTS'. The main content area is titled 'HOMEPAGE' and features a 'MY TO DO LIST' section with 'QUICK MENU', 'AWAITING REVIEW', and 'NEAR LATE OR LATE' tabs. Below this is a 'QUICK START' section with buttons for 'Create Jump Manifest', 'Start Training Plan', 'Start File Collection', and 'Enter Feedback'. A 'RECENTLY VIEWED' section shows 'Recent Training Classes' and 'Recent Feedbacks'. The bottom navigation bar includes 'HOME', '195', and 'LOGOUT'.



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Step 2: Enter search parameters (e.g., Last Name, First Name, Organization Tier 1, and Base). (It is recommended to search for RMI Accounts by name or organization).

Step 3: Click 



SEARCH AFSAS ACCOUNTS Time: 09 MAR 2022 0211(Z)

SEARCH PARAMETERS

Last Name:

First Name:

Organization Tier 1:

Base:


ACCOUNT TYPE

PRIMARY SECONDARY


BASIC ELEVATED

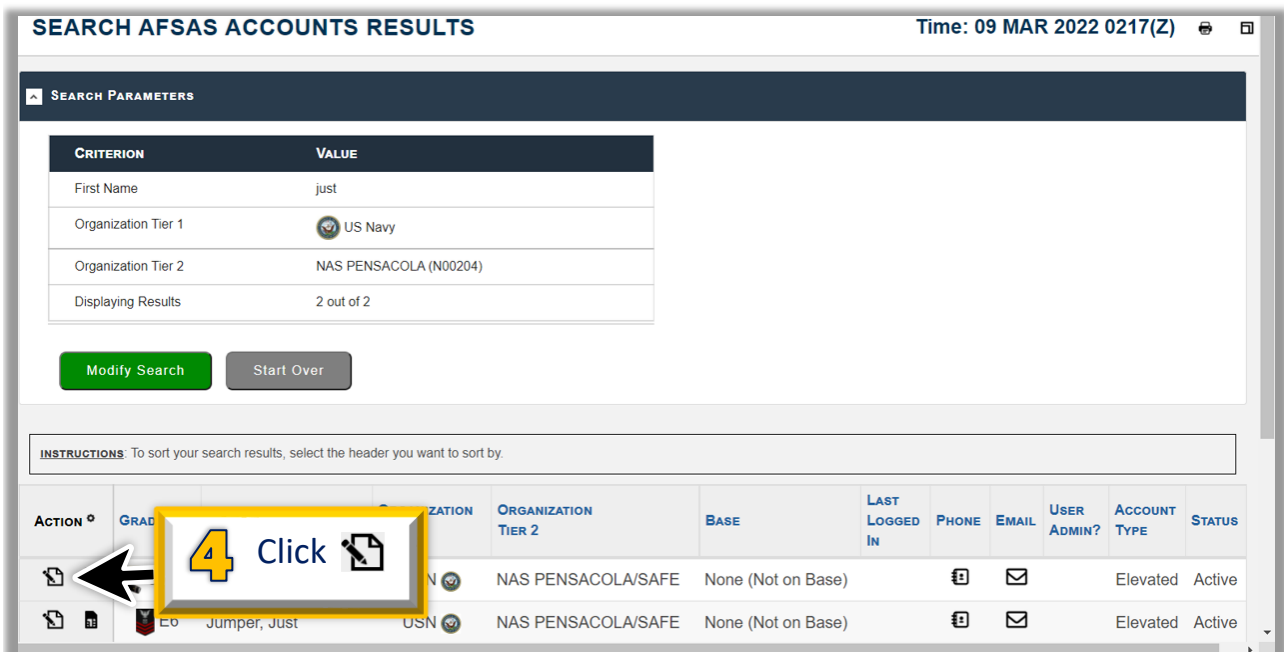
USAF Non-USAF USN Non-USN USMC Non-USMC USA Non-USA

ACTIVE INACTIVE

3 Click 

On the **SEARCH AFSAS ACCOUNTS RESULTS** page, you can only modify the users in your organization.

Step 4: To update a user's information, including RMI account roles, click 




SEARCH AFSAS ACCOUNTS RESULTS Time: 09 MAR 2022 0217(Z)

SEARCH PARAMETERS

CRITERION	VALUE
First Name	just
Organization Tier 1	US Navy
Organization Tier 2	NAS PENSACOLA (N00204)
Displaying Results	2 out of 2

INSTRUCTIONS: To sort your search results, select the header you want to sort by.

ACTION	GRAD	ORGANIZATION	ORGANIZATION TIER 2	BASE	LAST LOGGED IN	PHONE	EMAIL	USER ADMIN?	ACCOUNT TYPE	STATUS
			NAS PENSACOLA/SAFE	None (Not on Base)					Elevated	Active
	CO	Jumper, Just	USN	NAS PENSACOLA/SAFE	None (Not on Base)				Elevated	Active


4 Click 



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Step 5: Select **ACCOUNT INFORMATION** → **ASSIGNED ROLES**

Step 6: On the **Account Roles** page, review the roles assigned to the user, accept or reject the requests by clicking the checkboxes (the roles change to **GREEN** when adding roles, and to **RED** when removing roles.)

Step 7: When done, click 

The screenshot shows the 'ACCOUNT ROLES' page in the RMI Simulator. The left sidebar contains a menu with 'ASSIGNED ROLES' highlighted. A yellow callout box with the number '5' and an arrow points to this menu item, with the text 'Click ASSIGNED ROLES'. The main content area lists various roles with checkboxes. A yellow callout box with the number '6' and an arrow points to the 'DJRS: Diver' role, which has a checked checkbox, with the text 'Check [checked] roles to assign them or uncheck roles to remove them'. At the bottom, a yellow callout box with the number '7' and an arrow points to a 'Submit' button, with the text 'Click Submit'. The page header includes 'RMI SIMULATOR', 'UNCLASSIFIED REPORTING ONLY', a search bar, and user information 'CW03; UnitManager, Jump NAS PENSACOLA/SAFE'.



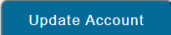
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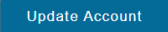
Updating a Member's Organization

It is important to remember that changing a user's organization removes all roles assigned to that user's RMI account. You can only update accounts within your organization. You will need to contact the previous unit or the user directly if they are still in the previous organization.

Step 1: Select **ADMIN** → **UPDATE ACCOUNT** on the left-hand menu

Step 2: In the **Personal Information** section, update the organization tier information

NOTES: Click the down arrows on each header to make other updates. You must be in the selected member's account before you click 

Step 3: Click  to keep the changes

The screenshot shows the 'UPDATE AFSAS ACCOUNT' interface. On the left is a navigation menu with 'UPDATE ACCOUNT' highlighted. The main area contains a form with fields for DoD ID, Employment Status Tier 1 (US Navy), Employment Status Tier 2 (Regular), Grade (Cw02), Last Name (Diver), and First Name (Just). The Organization Tier 1 and 2 dropdowns are highlighted in yellow. At the bottom, there is an 'Update Account' button. Three callouts are present: 1. A yellow box with '1 Click UPDATE ACCOUNT' pointing to the menu item. 2. A yellow box with '2 Update organizations' pointing to the Organization Tier 1 dropdown. 3. A yellow box with '3 Click Update Account to keep the changes' pointing to the bottom button. Other callouts include 'Expand headers by clicking [down arrow] to make other updates' pointing to the 'PERSONAL INFORMATION' header, and 'Scroll down to see full page' pointing to the bottom of the page.



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Updating Qualifications & Currencies

Step 1: Select **DIVE AND JUMP LOG** → **DJRS PROFILES** on the left-hand menu

Step 2: Enter the search parameters

Step 3: Click [Search](#)

The screenshot shows the 'DJRS PROFILES' search page. A yellow box labeled '2' highlights the search parameter input fields. A yellow box labeled '1' highlights the 'DIVE AND JUMP LOG' and 'DJRS PROFILES' menu items. A yellow box labeled '3' highlights the 'Search' button.

Step 4: On the DJRS PROFILES page, locate the diver or jumper whose qualifications or currencies you want to update, and click

The screenshot shows the search results table with 7 profiles. A yellow box labeled '4' highlights the edit icon in the first column of the 5th row.

ACTION	PROFILE Id	DoD Id / EDIPI #	EMPLOYEE Id	DISPLAY NAME	EMAIL ADDRESS	DJRS UNIT CODE	DIVER?	JUMPER?
	1	1005514580	1	436TS FSPM030	92241443@afsas-simulator.af.mil	123456	Yes	Yes
	2	1006421799	2	Phastud PHASTUD033	92453508@afsas-simulator.af.mil	N60530	No	No
	3	1020178554	3	Amic AMIC028	91929733@afsas-simulator.af.mil	F2M542	No	No
	4	1022587060	4	Amic AMIC037	91952728@afsas-simulator.af.mil	123456	No	No
	5	1034518579	7	Amic AMIC019	91993608@afsas-simulator.af.mil	123456	No	No
	6	1034518579	7	Amic AMIC019	91993608@afsas-simulator.af.mil	123456	No	No
	7	1034518579	7	Amic AMIC019	91906738@afsas-simulator.af.mil	123456	No	No



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For **STEP 5**, if neither of the “Is Diver?” or “Is Jumper?” boxes are checked, the user needs the DJRS: Diver or DJRS: Jumper role assigned to their RMI account.

Step 5: Verify the “Is Diver?” or “Is Jumper?” role is checked.

UPDATE DJRS PROFILE Time: 07 JUN 2022 2057(Z)

Account and Profile Control

DJRS Profile Id 283

Employee Id * 280

Employee Display Name * DJRS Manager Test

DOD ID/EDIPI Number * 111111124 Active Profile? Yes No

Email Address djrsmanager.test@test.mil

DSN Phone Maximum 20 characters Commercial Phone Maximum 20 characters


DJRS Unit 123456 - 1234 TRS
PCS/Other

Organization UIC

Is Diver? Diver

Is Jumper? Jumper

5 Verify at least one box is checked

Step 6: On the **DJRS PROFILE VIEW**, click  to expand the header for **DIVER** or **JUMPER'S QUALIFICATIONS AND CURRENCIES**

DJRS PROFILE VIEW

+ EXPAND ALL - COLLAPSE ALL

ACCOUNT AND PROFILE CONTROL

UNLOGGED / MISSING JUMPS

PERSONAL INFORMATION


PROFESSIONAL INFORMATION

4 ASSIGNED SCHOOL/TAD/TDY UIC/UNIT

JUMPER QUALIFICATIONS & CURRENCIES

PERSONAL JUMP LOGS


DIVER QUALIFICATIONS & CURRENCIES

6 Click  to expand desired headers and update information







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Step 7: Enter dates to update qualifications and currencies for divers or jumpers

Step 8: To save your changes click  (For more detailed information reference the DJRS User Guide)

Jumper Qualifications

QUALIFICATIONS	OBTAINED
AIRBORNE STATIC LINE MEDICAL EXAM DATE	<input type="text" value="mm/dd/yyyy"/>
AIRBORNE MILITARY FREE FALL MEDICAL EXAM DATE	<input type="text" value="mm/dd/yyyy"/> 
HIGH ALTITUDE PHYSIOLOGY SCREENING (HAPS) MEDICAL EXAM DATE	<input type="text" value="mm/dd/yyyy"/> 
WET SILK TRAINING DATE	<input type="text" value="mm/dd/yyyy"/>  N/A
SWIM QUALIFICATION DATE (USMC)	<input type="text" value="mm/dd/yyyy"/> 

7 For jumpers, enter dates to update the qualification

Diver Qualifications & Currencies

Diver Requalification




Last 6 Dives: 1 JUL - 31 DEC 2021 (Previous Period)

DIVE LOG #	DIVE DATE
0 dives in previous 6 months	




Last 6 Dives: 1 JAN - 30 JUN 2022 (Current Period)

DIVE LOG #	DIVE DATE
0 dives in last 6 months	

Diver Qualifications

QUALIFICATIONS	OBTAINED	EXPIRES
PHA (PERIODIC HEALTH ASSESSMENT) DATE	<input type="text" value="mm/dd/yyyy"/> 	
DIVING MEDICAL EXAM DATE	<input type="text" value="mm/dd/yyyy"/> 	
CPR CERTIFICATION DATE	<input type="text" value="mm/dd/yyyy"/> 	

7 For divers, enter dates to update the qualification

  **8** Click 



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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**

ACTIONS	FILE NAME	
📄	Supervisor_P...ain	19 NOV 2020
📄	Supervisor_Reporting	19 NOV 2020
📄	How_To_Create_&_U	19 NOV 2020
📄	Event_Supervisory_Reporting_PPT_12_Nov_2020.pptx	19 NOV 2020

NEED LIVE ASSISTANCE? Contact the NESD Help Desk at:



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>