



DJRS Diver and Jumper Smart Sheet

Getting Started: DJRS Diver and Jumper Required Roles

The purpose of this smart sheet is to show DJRS users how to request RMI account roles, change your organization, search/print dive logs and jump manifests, and print your personal dive or jump history.

- DJRS Divers need, at a minimum the **DJRS: Diver** role assigned to your account in RMI
- DJRS Jumpers need, at a minimum the **DJRS Jumper** role assigned to your account in RMI

Changing Your Account Roles

The Account submenu allows you to view/edit your account information, including your assigned roles. To log into RMI, go to <https://afsas.safety.af.mil> for PRODUCTION or <https://sim.afsas.safety.af.mil> for SIMULATOR (training purposes only).

STEP 1: Click **ADMIN**→**ACCOUNT**→**ASSIGNED ROLES**

STEP 2: Check to add roles or uncheck to remove roles

STEP 3: Enter justification for why you are requesting/removing roles

STEP 4: Click

1 Click **ASSIGNED ROLES**

2 Check to add roles or uncheck to remove roles

3 Enter justification for adding or removing roles

4 Click

NOTE: Roles requested display in **GREEN**; roles removed display in **RED**. Ensure the **Workplace: US Navy/Marines** role is selected.



DJRS Diver and Jumper Smart Sheet

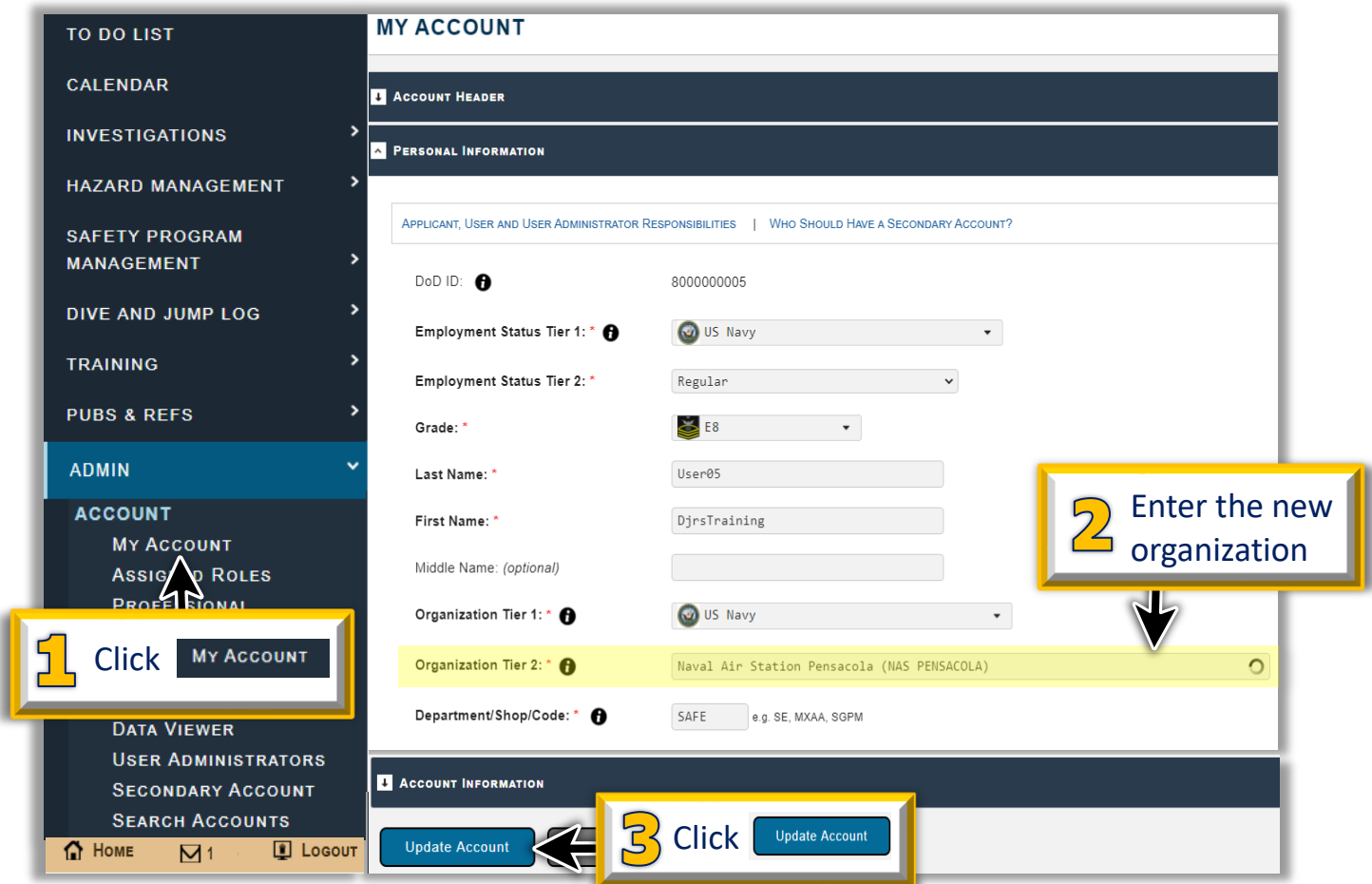
Changing Organizations

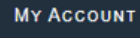
STEP 1: Select **ADMIN**→**ACCOUNT**→**MY ACCOUNT** on the left-hand menu

STEP 2: Update the Organization Tier 2 field with the new organization under the **“PERSONAL INFORMATION”** section

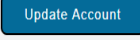
STEP 3: Click 

NOTE: Changing your account organization in RMI removes all roles assigned to your account. Any needed roles must be requested again.



1 Click 

2 Enter the new organization


3 Click 


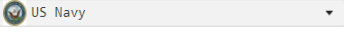
MY ACCOUNT



ACCOUNT HEADER


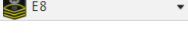
PERSONAL INFORMATION


APPLICANT, USER AND USER ADMINISTRATOR RESPONSIBILITIES | WHO SHOULD HAVE A SECONDARY ACCOUNT?


DoD ID:  8000000005

Employment Status Tier 1:  


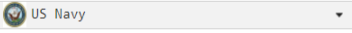
Employment Status Tier 2:  Regular 


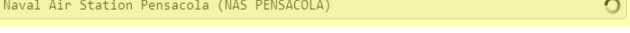
Grade:  



Last Name:  User05

First Name:  DjrsTraining

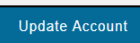
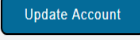
Middle Name: *(optional)*

Organization Tier 1:  

Organization Tier 2:  

Department/Shop/Code:  SAFE  e.g. SE, MXAA, SGPM

ACCOUNT INFORMATION



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Printing Dive Logs

STEP 1: Click **DIVE AND JUMP LOG**→**HOMEPAGE**

STEP 2: Select the tab you want to view

STEP 3: Click  to print a dive log

STEP 4: Select the desired report format: **HTML Report**, **PDF Report**, **Excel Report**

DJRS HOMEPAGE

E8; User02, DjrsTraining; SOUTHWEST RMC SAN DI/SAFE

DJRS Help Contact information Available: 24/7/365 1-833-NESDNOW (637-3669)







Jumps/Dives you have been personally involved with

My Dives Dives In Progress Dive History

Refresh


Results per Page: 10

Excel PDF Print

| Log # | DATE OF DIVE | DJRS UNIT | TYPE OF DIVE | PURPOSE | GAS SOURCE | STATUS | PERSON RESPONSIBLE | ACTION |
|-------|--------------|--------------------------------------|--------------|------------------|---------------------|------------------------|--------------------------|---|
| 2288 | 2021/02/11 | N55236 - SOUTHWEST RMC SAN DIEGO, CA | SCUBA | Training (Diver) | Bottles Man Carried | Dive Supervisor Review | DjrsTraining User02 CWO3 |   |
| 2290 | 2021/02/11 | N55236 - SOUTHWEST RMC SAN DIEGO, CA | SCUBA | Training (Diver) | Bottles Man Carried | | |   |
| 1946 | 2020/11/07 | N55236 - SOUTHWEST RMC SAN DIEGO, CA | SCUBA | Requalification | Bottles Man Carried | Approved | DjrsTraining Ika User06 |   |

1 Click **HOMEPAGE**

2 Select tab

3 Click 

DJRS DIVE SUMMARY REPORT

INFORMATION: Report functionality is not supported by Firefox. Please use IE, Edge or Chrome for best results.

4 Select report format

HTML Report PDF Report Excel Report

Click Report Format PDF, HTML, or Excel

All active fields marked with an asterisk (*) in red font are required before submitting this page.




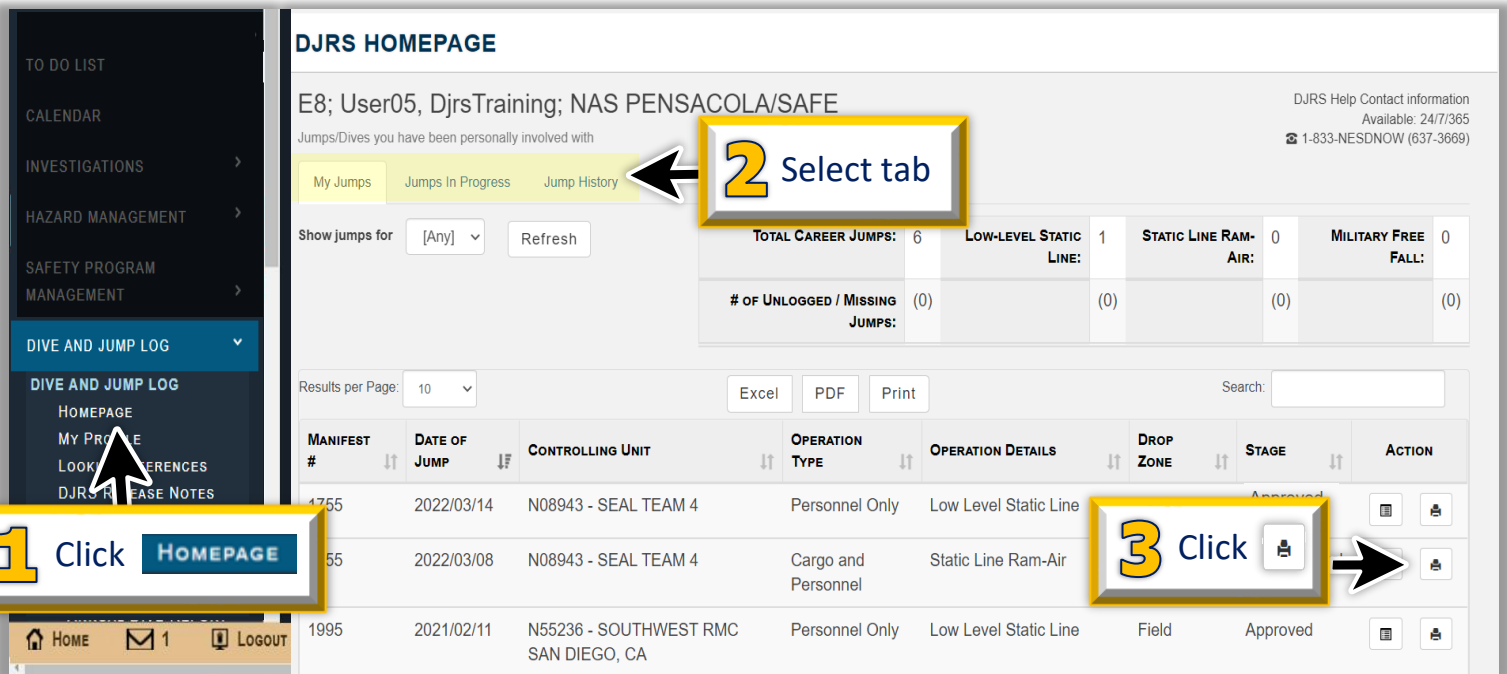
DJRS Diver and Jumper Smart Sheet

Printing Jump Manifests

STEP 1: Click **DIVE AND JUMP LOG**→**HOMEPAGE** on the left-hand menu


STEP 2: Select the tab you want to view




STEP 3: Click  to print a jump manifest



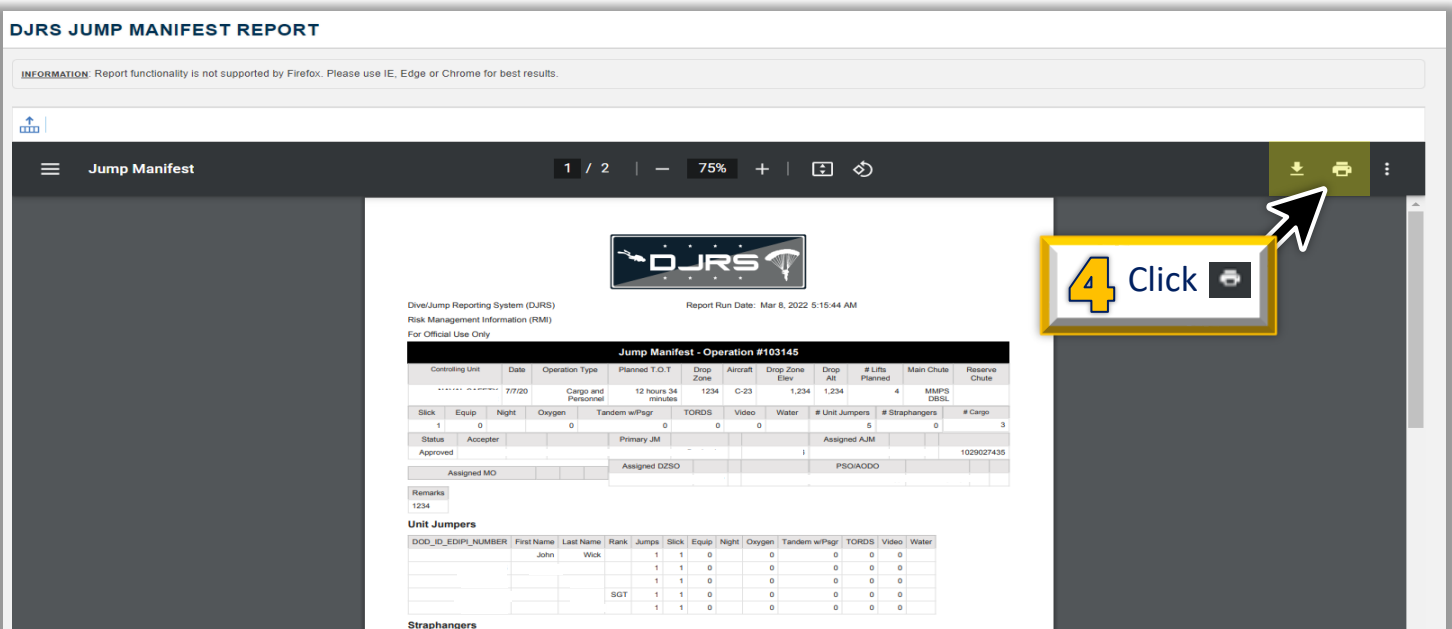
1 Click **HOMEPAGE**


2 Select tab

3 Click 

| MANIFEST # | DATE OF JUMP | CONTROLLING UNIT | OPERATION TYPE | OPERATION DETAILS | DROP ZONE | STAGE | ACTION |
|------------|--------------|--------------------------------------|---------------------|-----------------------|-----------|----------|---|
| 1755 | 2022/03/14 | N08943 - SEAL TEAM 4 | Personnel Only | Low Level Static Line | | Approved |  |
| 155 | 2022/03/08 | N08943 - SEAL TEAM 4 | Cargo and Personnel | Static Line Ram-Air | | |  |
| 1995 | 2021/02/11 | N55236 - SOUTHWEST RMC SAN DIEGO, CA | Personnel Only | Low Level Static Line | Field | Approved |  |

STEP 4: Click  to print or  to download the manifest



4 Click 



DJRS Diver and Jumper Smart Sheet

Printing Personal Dive History Report

STEP 1: Click **DIVE AND JUMP LOG**→**DIVE REPORTS**→**PERSONAL DIVE HISTORY** on the left-hand menu

STEP 2: Enter the desired date range or click the “Include All Dates” box

STEP 3: Select any of the desired dive history report statuses

STEP 4: Click any of the [HTML Report](#) [PDF Report](#) [Excel Report](#) buttons to run the report in your preferred format

NOTE: The DoD ID Number auto-populates on the page.

The screenshot shows the 'DJRS PERSONAL DIVE HISTORY REPORT' page. On the left is a navigation menu with 'PERSONAL DIVE HISTORY' highlighted. The main content area includes a date range selector (Start Date: 01/12/2022, End Date: 08/10/2022), an 'Include All Dates' checkbox, a 'DOD ID Number' field (111111114), and a 'Select Status' section with checkboxes for Canceled, Draft, Dive Supervisor Review, Master Diver Review, Diving Officer Review, Approved (checked), and Select All. At the bottom right are three buttons: 'HTML Report', 'PDF Report', and 'Excel Report'. Four numbered callouts are present: 1. 'Click PERSONAL DIVE HISTORY' pointing to the menu item. 2. 'Enter the report date ranges' pointing to the date fields. 3. 'Select the desired report statuses' pointing to the 'Approved' checkbox. 4. 'Click a button to run the report' pointing to the 'HTML Report' button.



DJRS Diver and Jumper Smart Sheet

Printing Personal Jump History Report

STEP 1: Click **DIVE AND JUMP LOG**→**JUMP REPORTS**→**PERSONAL JUMP LOG** on the left-hand menu

STEP 2: Enter the desired date range or click the “Include All Dates” box

STEP 3: Select any of the [HTML Report](#) [PDF Report](#) [Excel Report](#) buttons to run the report in your preferred format

The screenshot shows the 'DJRS PERSONAL JUMP LOG REPORT' page. On the left is a dark navigation menu with 'DIVE AND JUMP LOG' expanded to show 'PERSONAL JUMP LOG'. A yellow box with a '1' and an arrow points to this menu item. The main content area has a title 'DJRS PERSONAL JUMP LOG REPORT' and an information message. Below are date input fields for 'Start Date' (09/24/2021) and 'End Date' (08/10/2022), with an 'Include All Dates' checkbox. A yellow box with a '2' and an arrow points to these date fields. Below the date fields is a text prompt 'Click Report Format PDF, HTML, or Excel' and three buttons: 'HTML Report', 'PDF Report', and 'Excel Report'. A yellow box with a '3' and an arrow points to these buttons. At the bottom of the page, there is a footer with 'HOME', '1' (unread messages), and 'LOGOUT'.



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Help Files and Help Desk

For more information, access RMI User Guides and Videos located in:
HELP → HELP FILES AND USER GUIDES → DJRS HELP FILES AND USER GUIDES

Getting Help – provides information about RMI

Help Files and User Guides – provides User guides, help information, and videos

DoD, AFSAS and Naval Policies – Provides a link to the list of DoD, Air Force, and Naval Policies

VIEW PUBLICATION

- HELP FILES AND USER GUIDES (7)
- DJRS HELP AND USER GUIDES (11)
- DJRS HELP VIDEOS (10)
- DJRS SAMPLE REPORTS (1)
- SIR HELP FILES-DRAFT - PLEASE SEE "READ ME FIRST" PDF (9)
- RMI-SIR - SUPERVISOR REPORTING HELP (4)
- SIR VIDEO GUIDES - DRAFT MATERIALS (32)
- SPM HELP FILES

| ACTIONS | FILE | FILE SIZE | PUBLISHED DATE |
|---------|---|-------------|----------------|
| | 5.50 MB | 04 NOV 2021 | |
| | Safety_Inspections_Training_Course_PowerPoint.pdf | 12.81 MB | 04 NOV 2021 |
| | r_Guide_9_Sep_2021.pdf | 13.98 MB | 20 SEP 2021 |
| | Sept_.pdf | 6.06 MB | 20 SEP 2021 |
| | d_Abatment_User_Guide_9_Sept_2021.pdf | 8.99 MB | 20 SEP 2021 |

1 Click **HELP**

2 Click the **🔍** for the file you wish to view

Help Files have expandable headers for easier navigation

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@nesd-mail.onbmc.mil
- WEBSITE: <https://nesd-dwp.onbmc.mil>