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 Submit

NOTE: Roles requested display in GREEN; roles removed display in RED. Ensure the **Workplace: US Navy/Marines** role is selected.
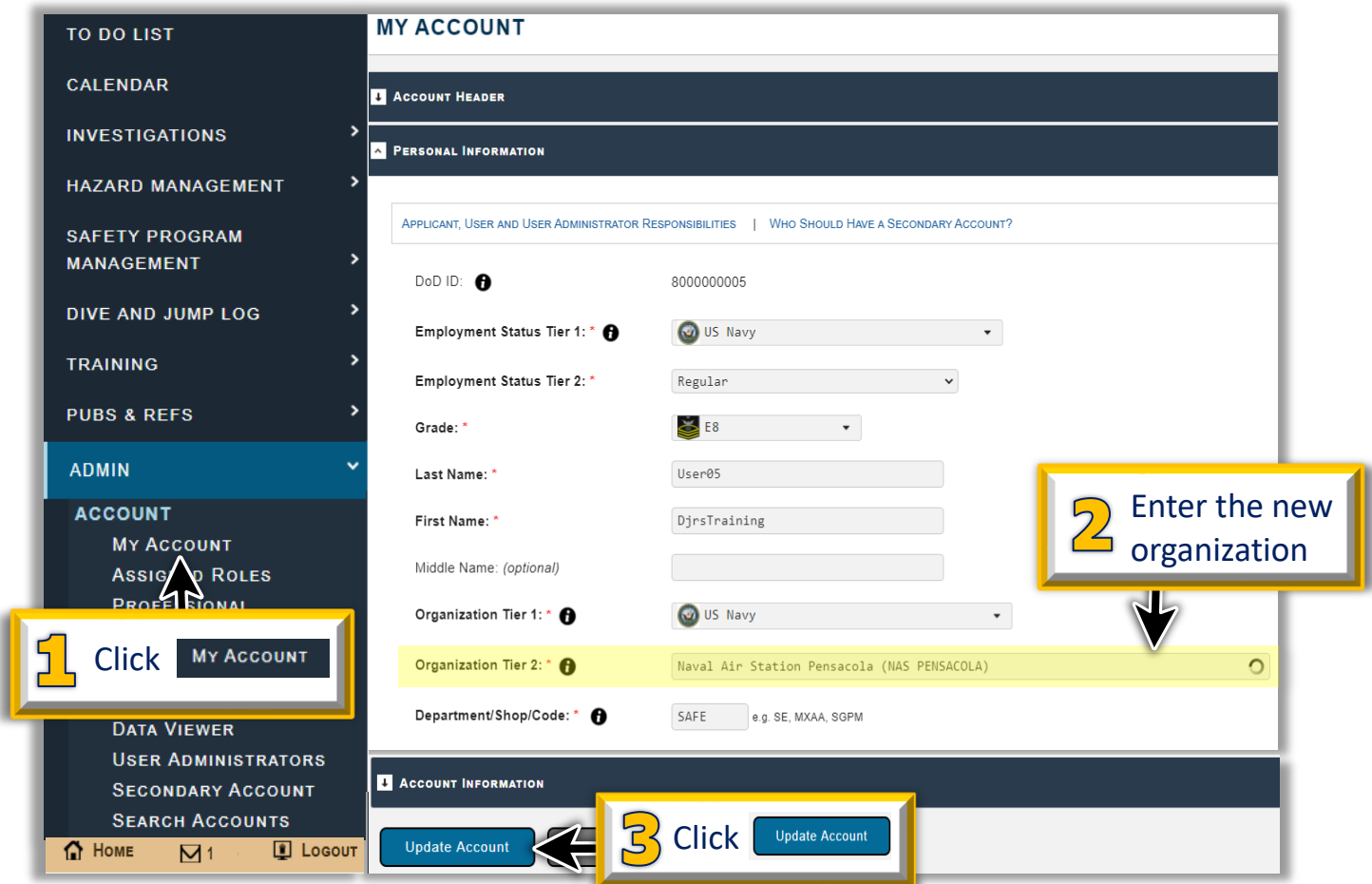
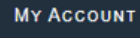# DJRS Diver and Jumper Smart Sheet

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
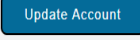
STEP 3: Click [Update Account]
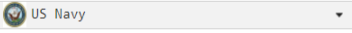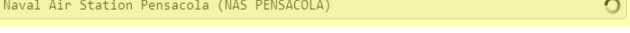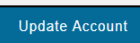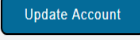
NOTE: Changing your account organization in RMI removes all roles assigned to your account. Any needed roles must be requested again.

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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**
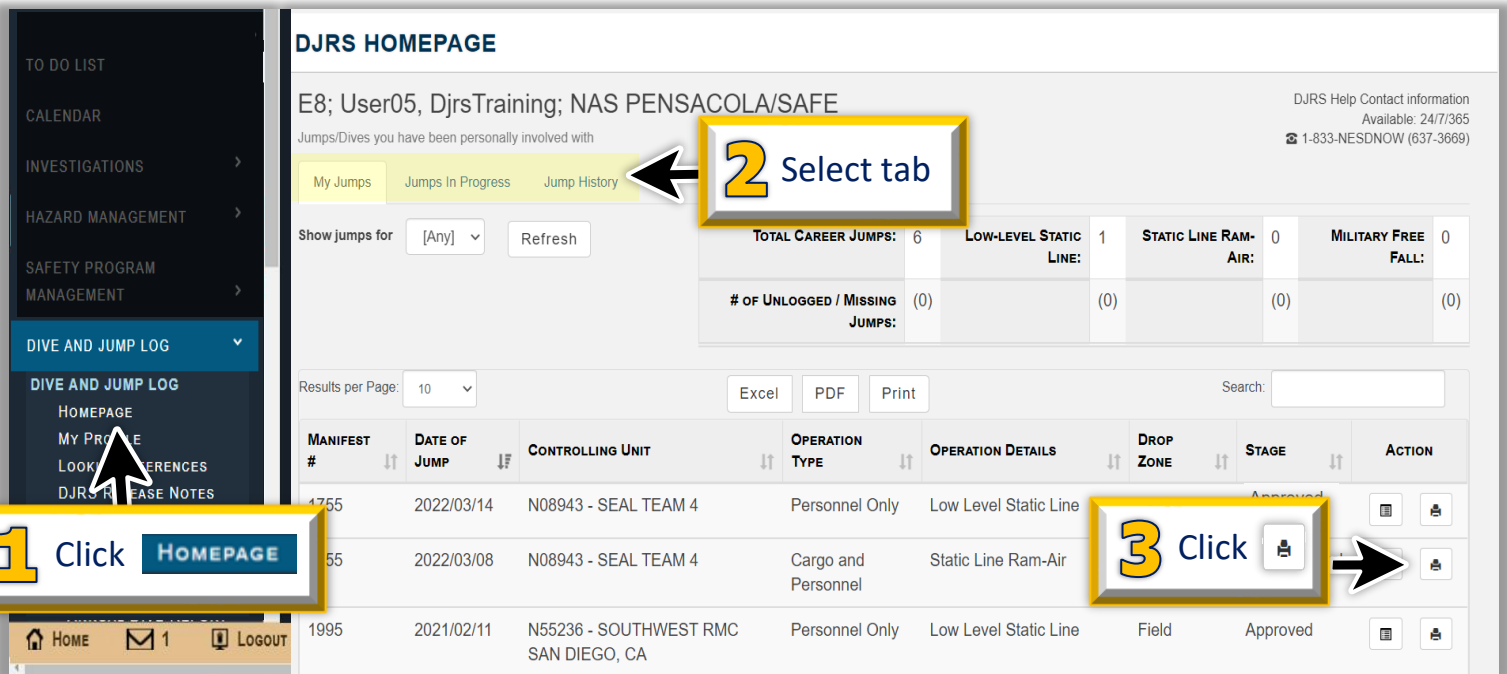
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Printing Jump Manifests

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
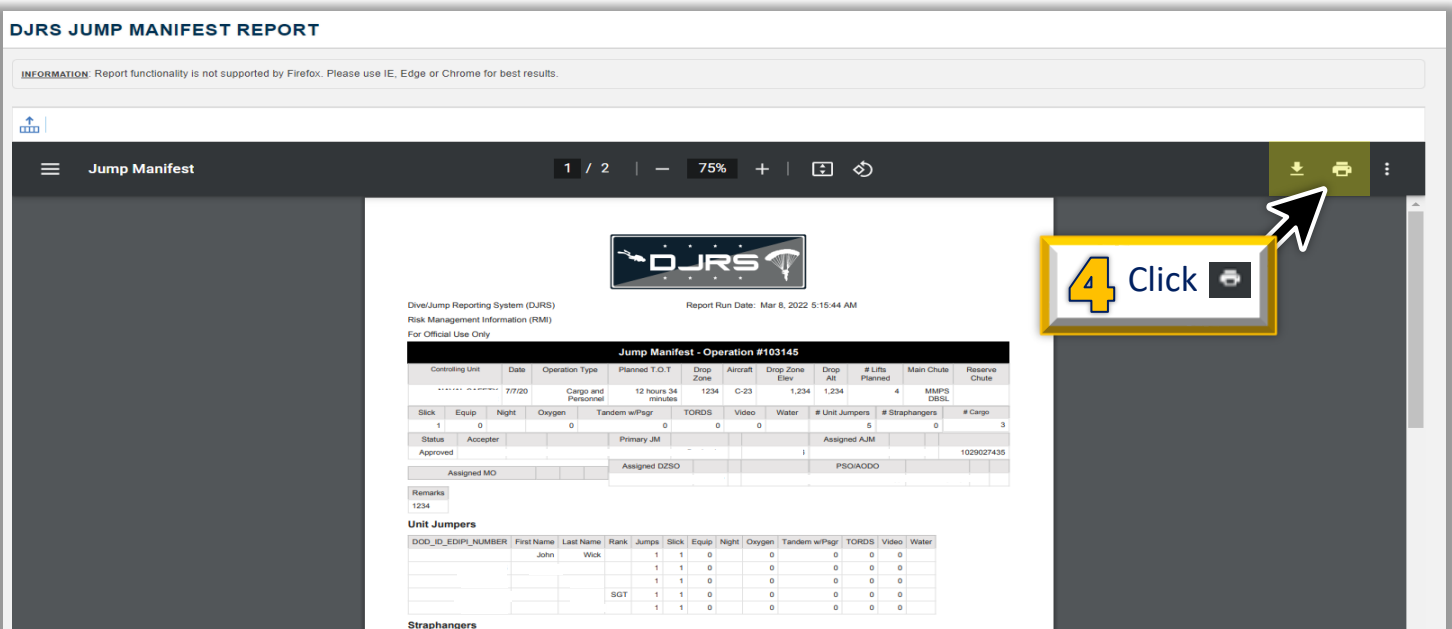
STEP 4: Click 🖨 to print or ⤓ to download the manifest

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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.

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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

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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 have expandable headers for easier navigation

- 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 Fil...

ADMIN

FEEDBACK

HELP
- GETTING HELP
- HELP FILES AND USER GUIDES
- DOD POLICIES
- AFSAS POLICIES
- NAVAL POLICIES

2 Click the 🔍 for the file you wish to view

ACTIONS	FILE	FILE SIZE	PUBLISHED DATE
🔍	SI...	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_Abatement_User_Guide_9_Sept_2021.pdf	8.99 MB	20 SEP 2021

1 Click HELP / 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@nesd-mail.onbmc.mil
- WEBSITE: https://nesd-dwp.onbmc.mil