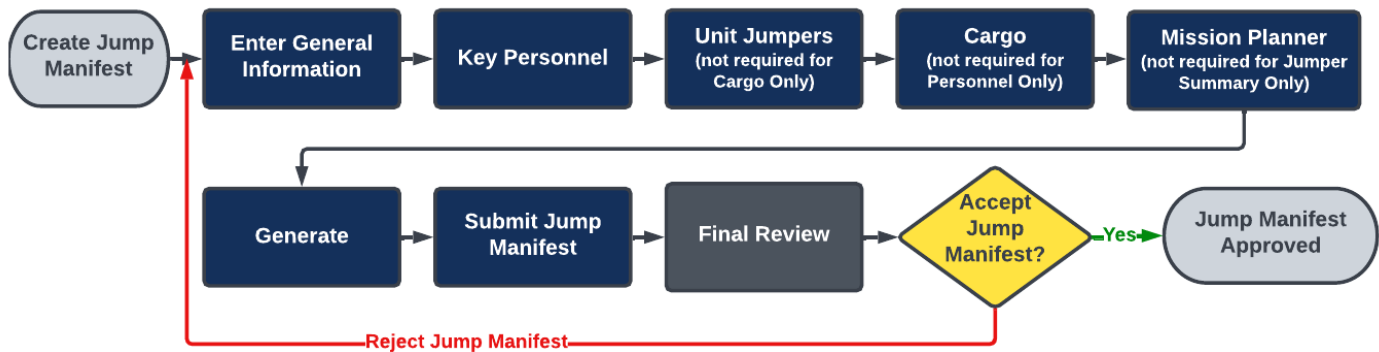# DJRS Jump Manifest Smart Sheet

This smart sheet provides guidance on how to create and update jump manifests in the RMI DJRS module for the DJRS community.
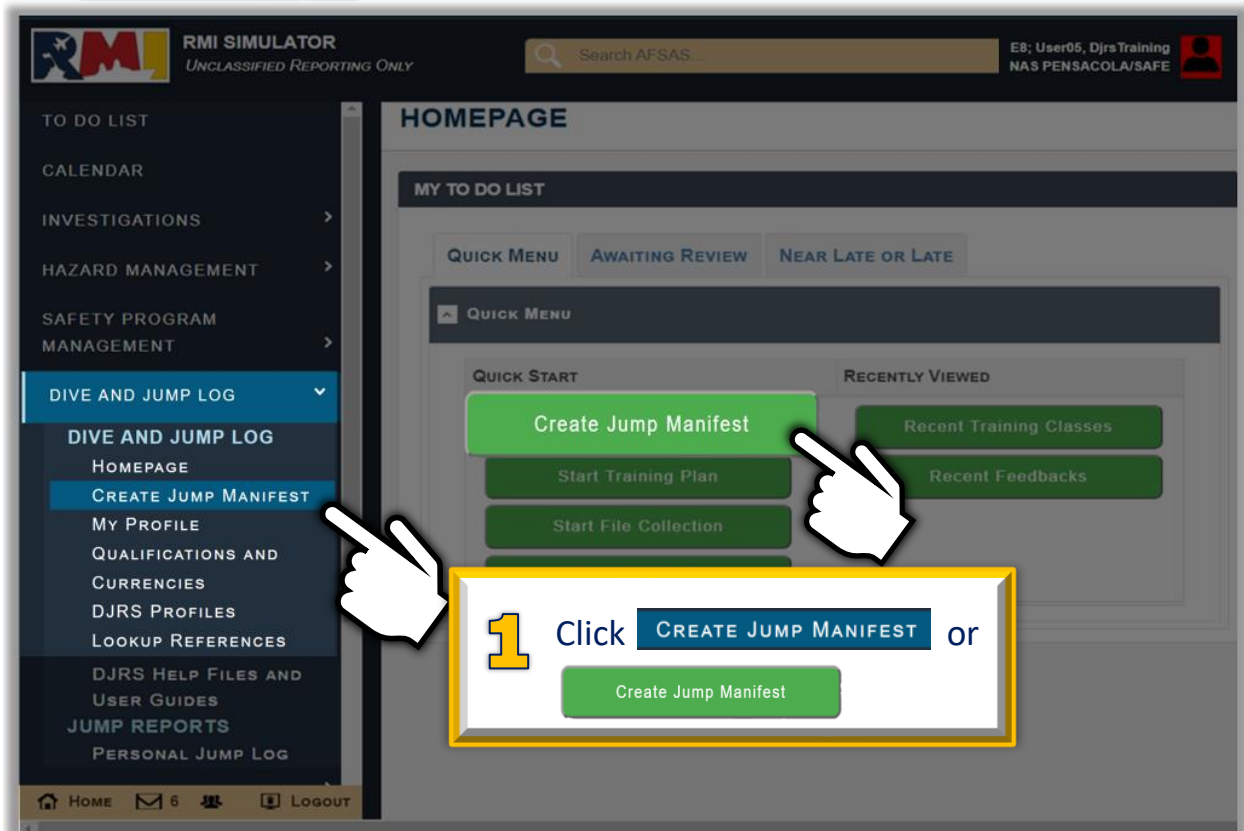
Required Roles to Create Jump Manifests

To create a **Jump Manifest**, you must have **DJRS: Jump Recorder** or **DJRS**: **Jump Unit Manager** roles assigned to your account.

Jump Manifest Workflow

Creating Jump Manifests

> **Step 1:** Select **DIVE AND JUMP LOG → CREATE JUMP MANIFEST o**n the left-hand menu, or click
>
> [Create Jump Manifest] on the Quick Start Menu

DJRS Jump Manifest Smart Sheet

Step 2: Enter all information on the [1. General Information] tab.

The jump manifest consists of six tabs: **General Information, Key Personnel, Unit Jumpers, Cargo, Mission Planner,** and **Generate**.

You must scroll down to view the entire page and complete all information on the required tabs before submitting the jump manifest for review.

Jumper and cargo tabs are optional depending on selections you make filling out the jump manifest. Additional information for filling out the jump manifest can be found in the DJRS User Guide at: **Help→ Help Files and User Guides→ DJRS Help Files and User Guides.**

Complete information on all available tabs, including jumpers and cargo, if needed.

DJRS NEW JUMP MANIFEST

| 1. General Information | 2. Key Personnel | 3. Unit Jumpers | 4. Cargo | 5. Mission Planner | 6. Generate |

General Information

Manifest #	(new)	**Log Stage**	Creation
Jump Logger *	DjrsTraining User06	**Controlling Unit ***	N08943 - SEAL TEAM 4
Operation Type *	○ Personnel Only ● Cargo and Personnel ○ Cargo Only		
Operation Type Details *	☐ Low-Level StaticLine ☑ Static Line Ram-Air ☐ Military Free-Fall		
Date of Jump *	03/08/2022	**Planned Time on Target**	0800
Planning Type *	Mission Planner & Jumper	**# Lifts Planned For Operation ***	2
Drop Zone	Field	**Drop Zone Elevation**	500
Aircraft	C-17		
Personnel Drop Altitude	5000		
Primary Personnel Parachute/System	MMPS Double Bag Static		
Cargo Drop Altitude	3000		
Primary Cargo Parachute	12-Foot Diameter, High-Velocity Cargo Parachute		

2 Complete all fields (*even those without a red asterisk*)

DJRS Jump Manifest Smart Sheet

Step 3: Enter the Key Personnel by using the dropdown selections for **Parachute Safety Officer, Primary Jump Master, Assistant Jump Master, Joint Airdrop Inspector, Malfunction Officer,** and **Drop Zone Safety Officer** on the second tab.

Note: Only the Parachute Safety Officer is mandatory to enter when creating a jump manifest.

Step 4: Click Next ▶▶

DJRS NEW JUMP MANIFEST

| 1. General Information | 2. Key Personnel | 3. Unit Jumpers | 4. Cargo | 5. Mission Planner | 6. Generate |

3 Make your key personnel selections

🔖 Key Personnel

Parachute Safety Officer	Select a Parachute Safety Officer
Primary Jump Master	Select a Primary Jump Master
Assistant Jump Master	Select a Assistant Jump Master
Joint Airdrop Inspector	Select a Joint Airdrop Inspector
Malfunction Officer	Select a Malfunction Officer
Drop Zone Safety Officer	Select a Drop Zone Safety Officer

◀◀ Previous

4 Click Next ▶▶ → Next ▶▶

Save

Continue to Generate

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Step 5: Complete information on each required tab, then click [Continue to Generate] on the sixth tab when all other tabs have been completed

Step 6: Click [Submit] at the bottom of the page when finished or click [Edit / Regenerate] to make any necessary changes.

DJRS Jump Manifest Smart Sheet

Reviewing Jump Manifests

To review a jump manifest, you must have the **DJRS: Jump Unit Manager** role assigned to your RMI account and have the following jump qualification**: Parachute Safety Officer** to review a jump manifest.

Step 1: Select **DIVE AND JUMP LOG → HOMEPAGE** from the left-hand menu
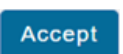**Step 2**: Click ✏️ for the jump manifest you want to review on the **DJRS HOMEPAGE**
Step 3: Click [Accept] to accept the jump manifest or [Reject] to send the jump manifest back for rework
NOTE: Ensure the Log Stage is "Final Review"

Jump Manifest displays for review.

You can click [Reject] to return the manifest.

DJRS Jump Manifest 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
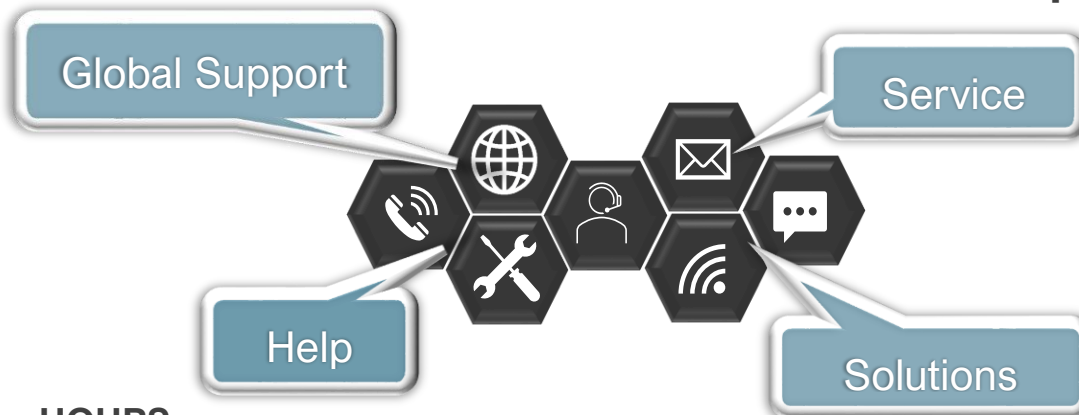
HOURS
- 24 HOURS A DAY/ 7 DAYS A WEEK/ 365 DAYS A YEAR

CONTACT INFORMATION
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