



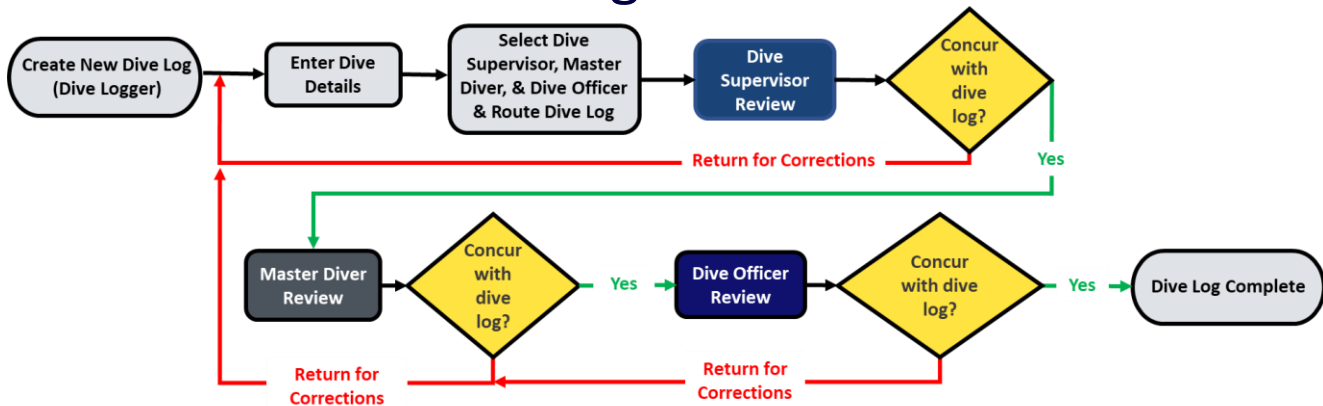
Dive Log Smart Sheet

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.

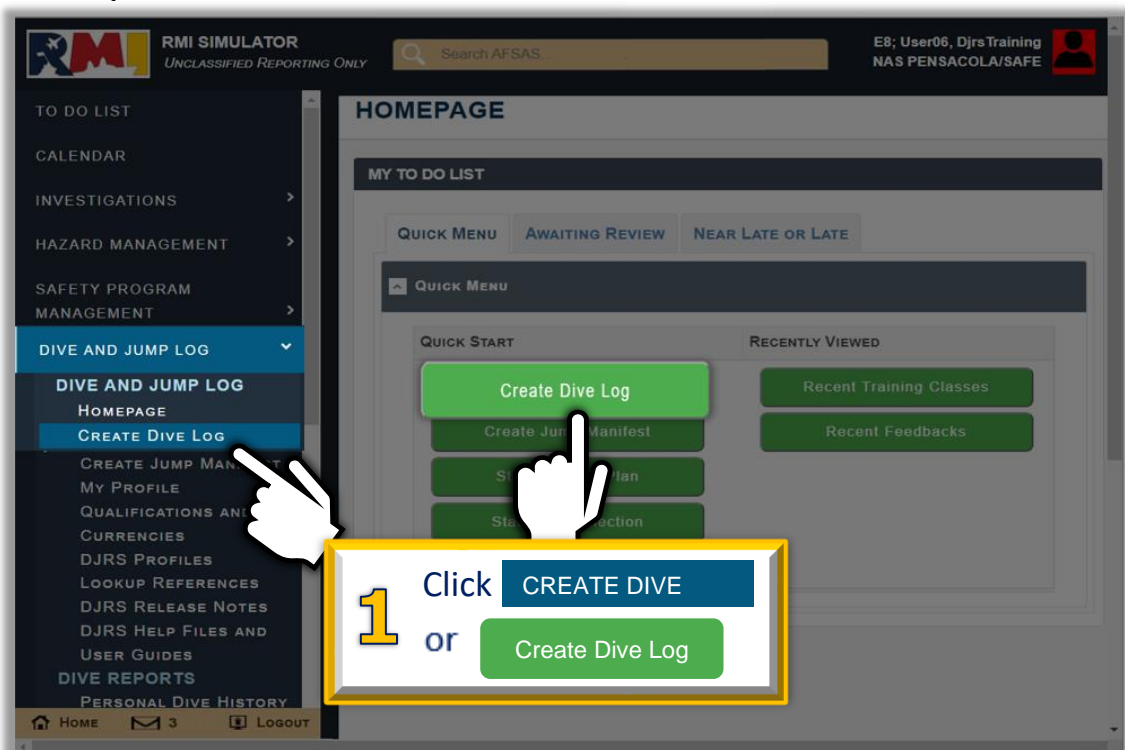
- **Creating Dive Logs:** At a minimum, you must have **DJRS: Dive Logger** or **DJRS: Dive Unit Manager** roles assigned to your RMI account to create a dive log.

Dive Log Workflow



Creating Dive Logs

Step 1: Select **DIVE AND JUMP LOG** → **CREATE DIVE LOG** on the left-hand menu or click [Create Dive Log](#) 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 [DJRS User Guide](#).

The screenshot shows the 'DJRS NEW DIVE LOG' form. A yellow box highlights the number '2' and the text 'Complete all fields'. The form is divided into two main sections: 'General Information' and 'Dive Team'. In the 'General Information' section, fields include 'Dive Log # (new)', 'Dive Logger *' (set to 'DjrsTraining User06'), 'Type of Dive *' (set to 'SCUBA'), 'Purpose' (set to 'Requalification'), 'Date of Dive *' (set to '03/04/2022'), and 'Controlling Unit *' (set to 'N08943 - SEAL TEAM 4'). A 'Description' field is present with a placeholder text. In the 'Dive Team' section, there is an 'Add Members' button and a 'Search Divers' button. A table below these buttons is currently empty, showing 'No data available'. Annotations include: 'Providing a description is optional' pointing to the description field; 'Search Divers allows you to add divers from your assigned DJRS Unit' pointing to the search button; 'Add Members allows you to add divers from your DJRS Unit' pointing to the add members button; and 'Scroll down to fill in all fields' pointing to the bottom of the page.



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](#)

The screenshot shows the 'Dive Comments' and 'Routing' sections of the form. The 'Dive Comments' section has a text input field with a placeholder 'Enter dive description with maximum 260 characters'. A callout box with a yellow border and the number '3' points to the 'Reviewing Diving Supervisor' dropdown menu in the 'Routing' section. The 'Routing' section contains three dropdown menus: 'Reviewing Diving Supervisor *' (selected: DjrsTraining User05 (N08943)), 'Master Diver *' (selected: DjrsTraining User05 (N08943)), and 'Diving Officer *' (selected: DjrsTraining User06 (N08943)). At the bottom, there is a green 'Save' button and a blue 'Route' button. A callout box with a yellow border and the number '4' points to the 'Route' button.

Dive Comments

Comments

Enter dive description with maximum 260 characters

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](#)



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

The screenshot shows the application's navigation menu on the left and the main content area. A yellow box highlights the 'TO DO LIST' menu item with the text '1 Click TO DO LIST'. The main content area shows a 'TO DO LIST' header with a timestamp 'Time: 04 MAR 2022 2135(Z)'. Below the header is a 'QUICK MENU' section and a '4 WORK ITEMS AWAITING REVIEW' section. A table lists work items with their counts: 'DIVE LOGS AWAITING MY REVIEW' (1) and 'MY EMAIL INBOX: UNREAD NOTIFICATIONS' (3). A yellow box highlights the number '1' with the text '2 Click the numerical hyperlink for Dive Logs Awaiting My Review'. The bottom of the page shows a footer with 'All active fields marpage.'

Step 3: Click  to review


The screenshot shows the 'DIVE LOG SEARCH RESULTS' page with a timestamp 'Time: 04 MAR 2022 2146(Z)'. It features a 'SEARCH PARAMETERS' section with a table showing search criteria and values. Below this is a table of search results with columns for ACTION, DIVE LOG NUM, DATE OF DIVE, DJRS UNIT, TYPE OF DIVE, PURPOSE, GAS SOURCE, STATUS, LOGGER, PERSON RESPONSIBLE, and DAYS DUE. A yellow box highlights the 'ACTION' column with the text '3 Click | CRITERION | VALUE |
| --- | --- |
| Homepage Link | List Dive Logs Awaiting My Review |
| Displaying Results | 1 out of 1 |

ACTION	DIVE LOG NUM	DATE OF DIVE	DJRS UNIT	TYPE OF DIVE	PURPOSE	GAS SOURCE	STATUS	LOGGER	PERSON RESPONSIBLE	DAYS DUE
	4			SCUBA	Requalification	Bottles Man Carried	Dive Supervisor Review	DjrsTraining User06	DjrsTraining User05	7









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

1 Click **DIVE AND JUMP LOG** then click **HOMEPAGE**

2 Click  to review the dive log

Log #	DATE OF DIVE	DJRS UNIT	TYPE OF DIVE	PURPOSE	GAS SOURCE	STATUS	LOGGER	PERSON RESPONSIBLE	DUE DATE	Actions
3089	2022/03/04	N08943 - SEAL	SCUBA	Requalification	Bottles Man Carried	Dive Supervisor Review	DjrsTraining User06	DjrsTraining User05		  
			SCUBA	Requalification	Bottles Man Carried	Diving Officer Review	DiverJumper Djrs	DjrsTraining User06		 

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**

1 Click **Concur** to route the dive log forward

After reviewing the dive log, you can proceed to the final step below

You can click **Return to Dive Logger** to reject the dive log

Log At	LOGGER NAME
2022-03-04T21:43:06.000Z	DjrsTraining User06
2022-03-04T21:25:08.000Z	DjrsTraining User06



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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

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

2 Click the icon for the file you wish to view:

- PDF
- Word Doc
- Video

ACTIONS	FILE NAME	FILE SIZE	PUBLISHED DATE
	al.mp4		19 NOV 2020
	Supervi		19 NOV 2020
	How_To		19 NOV 2020
	mpressed.mp4		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

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