CIMS HOW TO:
Print CDB Minutes
(ICDP Format)
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- Once logged into CCC account click on Career Information Management
- Click on Forms
- Click on ICDP (E1-E9)
If you have never been in this section before you will be required to add a new value.
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- Use your UIC as the Run Control ID so it will be easier to remember what value you created.
-Now that you have created a new Value, type in your new ID number (should be your UIC) and click search.
There are 2 ways to use the search. You can either search by members SSN (which is currently being changed to last name), or you can click on the spy glass.
Search by members Last Name and then click on the member you are looking for.
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- Select the CDB that was conducted the latest and click on print form.

- By selecting this the latest, all the CDB’s conducted at this UIC will be on the ICDP.
- Click the refresh button until the View button is displayed. This may take several clicks since it is processing your request.

- Once the View button is displayed; click on it.
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- Always click on the PDF file. This will open a new window to allow you to view/save the report.

- After you have finished printing/saving the report click on Return to run another report.
Clicking here will bring you back to the member search screen to run another report. Unfortunately currently you can only run one report at a time.
Questions please call NCC(SW/AW) Chris Kinstle-901-874-2533 or email christopher.kinstle@navy.mil