# Table of Contents

Overview ........................................................................................................................................................................................................................ 3
Request an Account ....................................................................................................................................................................................................... 4
Account Access ............................................................................................................................................................................................................ 10
The Dashboard ........................................................................................................................................................................................................ 12
View Course Status ..................................................................................................................................................................................................... 14
My Courses Page .......................................................................................................................................................................................................... 16
Course Page ................................................................................................................................................................................................................. 17
Returns ......................................................................................................................................................................................................................... 19
Course Reports ............................................................................................................................................................................................................. 21
View Completed Forms .............................................................................................................................................................................................. 23
Acknowledgement Form ................................................................................................................................................................................................ 25
Submission Form .......................................................................................................................................................................................................... 29
Correspondence ........................................................................................................................................................................................................... 32
Logging out ................................................................................................................................................................................................................... 38
Overview

The Content Hosting and Report Management Service (CHaRMS) was developed to combine the features of the Content Forecasting Service (CFS), where Content Sponsors and Content Developers input information about upcoming content, and the Content Status Database (CSDB) where the NeL Content Team tracked content status from announcement to hosting.

CHaRMS is now a one-stop shop for content processing – from content announcement forms, content testing checklists, content submission forms, and content hosting and life-cycle tracking. The CHaRMS application provides reporting information on content statistics showing content processing stages and dates completed.

CHaRMS also provides reporting information on course statistics including processing times, and stage completion dates.

CHaRMS provides the ability for a Developer to:

• View all associated courses
• View completed Announcement, Acknowledgement, and Submission forms
• Initiate and complete the TestTrack Acknowledgement form
• Provide input on the Submission form
• View, create, and reply to course correspondence (discussion boards)
Request an Account

In order to request a CHaRMS account the following steps must be taken:

1. Go to https://www.aas.prod.nel.training.navy.mil
2. Read ‘DOD Notice and Consent’ statement and then:
   A. Select ‘I Agree’ button and continue to next step or –
   B. Exit browser web page.
3. Select the ‘Request Additional Accesses’ button.
4. Select the ‘NeL Content Hosting & Reporting Management System (CHaRMS) Account Request’ link.
5. Read ‘Monitoring’ statement and then:
   
   A. Select ‘I Agree’ button and continue to next step or –
   
   B. Select ‘No Thanks’ button and exit application request.
7. Select the ‘Developer’ radio button.
8. Select the ‘Submit Registration’ button.
Upon successfully submitting request, a confirmation page will be displayed.

After an Account Manager reviews the request, an e-mail notification is provided when the account is activated.

To comply with DOD Information Assurance policies:
Approved accounts are valid for one year.
Accounts not accessed over 30 days are inactivated.

To revalidate or reactivate an account, use the same procedures for requesting an account.
Account Access

1. Go to https://www.aas.prod.nel.training.navy.mil
2. Read ‘DOD Notice and Consent’ statement and then:
   A. Select ‘I Agree’ button and continue to next step or –
   B. Exit browser web page.
3. Select the ‘Login With CAC Card’ button.
4. Select the icon adjacent to CHaRMS system name.

5. Select the ‘Enter’ link in CHaRMS web page banner to login and display Dashboard.
The Dashboard

The Dashboard is the CHaRMS home page. It provides quick access to a menu bar across the top of the page with Dashboard, Courses, and Logout links. In the center of the page you are provided with Account Info, Your Roles, Course Activity, and Correspondence Activity.

- Dashboard link – used to return to the Dashboard page.
- Courses link – provides the My Courses selection, where all courses associated to the user are displayed.
- Logout link – allows the user to exit CHaRMS and displays your name.
- Account Info – displays your name and the last time you logged in.
- Your Roles – displays roles that you are assigned. In some cases you may have more than one role. Users assigned multiple roles shall have access to that of both roles. Different roles have different access.
- Course Activity – displays courses assigned to you that have had recent activity.
- Correspondence Activity – displays correspondence associated with courses assigned to you that have had recently been initiated or replied to.
Dashboard

Account Info
Greetings
Janet Nemanic!
You last logged in on
06/02/2014 12:25 PM

Your Roles
Developer

Course Activity
- CHATT Testing Course 6
- CHATT Testing Course 5
- CHATT Testing Course 4
- CHATT Testing Course 3b
- CHATT Testing Course 3a
- CHATT Testing Course 2
- CHATT Testing Course 1
- NOSSA Testing Course 6
- NOSSA Testing Course 7
- NOSSA Testing Course 6

Correspondence Activity
My Recent Correspondences
- Janet Nemanic: Something to add here without selecting a course

My Recent Topics
- Janet Nemanic: what goes here
- Janet Nemanic: Add new topic for testing course display
- Janet Nemanic: Testing for display
- Janet Nemanic: Validate display
- Janet Nemanic: Created Topic for Review
- Janet Nemanic: Course Navigation
- Janet Nemanic: Course Titles

Recent Replies
- Janet Nemanic: Testing for display
- Janet Nemanic: Created Topic for Review
View Course Status

1. From Dashboard View, select desired course from the ‘Course Activity’ section if course is displayed.

Or

1. Select ‘Courses’ in header menu.
2. Select ‘My Courses’.
3. Select desired course from list.
My Courses Page

On the My Courses page all courses associated to the user are displayed, if there are multiple pages of courses associated to you/your role, you will see the pagination at the bottom of the screen.

From the My Courses page you can:
- Search for a course or a series or courses
- Download a course listing report
- View display of course count
- View the current Version of a course
- Sort columns on Title, Organization, Item Code, Created and Updated dates (sorts ascending and descending)
- Select course by title or Manage button
- Page through course listing pages (as applicable)

Click on the Course Title or the Manage button to access the Course Page:
Course Page

From the Course Page you are provided access to or display of the Content progress by Stage:

- Course menu bar with Course Home Page, Course Version, Returns, and Correspondence
- 10 Stages are listed: Announced, Acknowledgement, Submission, Received, Review, Approval, Validation, Version Retirement, Hosted, and Course Retirement
- Green Stages are completed stages, as noted with the display of date stamp and a status of “Completed!” or “Received!”
- Yellow Stages denote a stage that has been started but not yet finished, as noted by the status of “In Process”
- Grey Stages denote a stage that has not been started
- Red Stages denote a stage that is in a Returned status (detailed later in Returns)

The Developer role completes or has access to input information in the following Stages:

- Stage 2 – Acknowledgement. This is the Test Track testing checklist. This Stage is a requirement for the Developer for course functionality, however it is recommended that you work with the Sponsor and have them review the material and its flow – remember courses are easier to fix in Test Track than in GCAT LMS or even later when the course is hosted.
- Stage 3 – Submission. The Sponsor initiates this stage, however the Developer has access to provide information and update the form for/with the Sponsor. Only the Sponsor may complete (finalize) this Stage.

All Stages must be completed in order of display.

Each Stage provides the action that occurs followed with a brief description of what occurs at that Stage.

All Stages provide the Role or Roles that have access to the Stage, and who ultimately is responsible for completing that stage.
## Course Page

### CNATT-TC3B-JLN

CNATT Testing Course 3b

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Announcement</td>
<td>Acknowledgement</td>
<td></td>
<td>Course has been returned by facs.</td>
</tr>
<tr>
<td></td>
<td>Responsibilities: Sponsor must complete and finalize form.</td>
<td>Responsibilities: Developer must complete and finalize form.</td>
<td>Responsibilities: Sponsor and/or developer can complete form. Sponsor must finalize form.</td>
<td>Responsibilities: Sponsor and Developer - Course must meet development requirements for hosting process to continue.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Completed:**

**In Process:**

**Not Started:**
Returns

A Return Stage is red to denote that the content process has stopped and is on Hold until the return issue is resolved.

Returns may be initiated by the NeL Content Team member (in Review) or Content Sponsor (in Approval).

- NeL Content Team returns are for a number of reasons including incomplete files, missing files, missing answer keys, or general content functionality.
- Content Sponsor returns may be for content functionality, general look and feel, missing lessons, or page inconsistencies. Although a Sponsor TestTrack review of the content is not required, it may help to identify issues earlier in the process.

To access the specific course return locate/access the course, click on the Returns link.
By clicking the issue title you can view the details as presented by the Content Team member or the Sponsor (depending on what stage the content was returned).

Columns may be sorted ascending and descending.

Courses Returns

CNE-TC7-JLN
JLN - CNE Test Course 7

<table>
<thead>
<tr>
<th>Version 1</th>
<th>Course</th>
<th>Version</th>
<th>Returns</th>
<th>Correspondence</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Issue</th>
<th>Description</th>
<th>Created</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bad Test</td>
<td>Bad bad bad</td>
<td>2014-05-29</td>
<td>-</td>
</tr>
<tr>
<td>JLN - CNE Test Course 7</td>
<td>Failed for the following reasons: completed one, remaining open.</td>
<td>2014-04-14</td>
<td>2014-04-14</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries

Only Content Team members can clear a return. See Return details in Creating a Return.
Course Reports

To access a report of your courses or content go to your My Courses page:

The report may be of all courses listed or a more focused list, of which you will search for specifics to narrow down your requirements for the courses that you need in your report.

- Filter by the Course Title or Item Code – type in part of the information and select the Filter button.
- Click on the Download Report button –
- All reports are provided in an excel format. You are free to utilize the data to see what courses are where in the hosting process, or save the report for use later.
The report lists all courses that are in process. If a Sponsor has created a course but not yet initiated the Announcement form, the course will not have any dates listed in the Stage columns.

The Status column lists the Stage that it is currently in or was completed last for Hosted or Retired. Stage columns display the date that Stage was completed.
View Completed Forms

The Announcement (Stage 1), Acknowledgement (Stage 2), and Submission (Stage 3) forms are available for viewing in a flat file format after the Stage has been completed.

These forms are for your view in the event data entered in the forms is required for another portion of your work with the Sponsor or Developer.
**Course Acknowledgement**

**NOSSA-TC4-JLN**

**Version:** 1  |  **Status:**  |  **Notes:**
--- | --- | ---
| | | |

**Check List**

- Title
- Development Complete
- Unit
- User Story
- Test
- Browser Requirements
- Test
- Interface Instructions
- PM
- Material List
- PM
- Content Title
- PM
- Resource Validation
- PM
- Content icon Level
- PM
- Metadata Updated
- PM
- Source Files Provided
- PM
- Content Initials
- PM
- Content Resources
- PM
- Revised Borrowing
- PM

**Paths**

<table>
<thead>
<tr>
<th>Add Test Log Path</th>
<th>Add Cunningham document path</th>
<th>Answer the Path</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

No notes recorded here.

**Course Metadata**

---

**Course Submission**

**NOSSA-TC4-JLN**

**Version:** 1  |  **Notes:**
--- | ---
| | |

**General Information**

- Finalized
- True
- Full Contact Title
- NOSSA Testing Course 4
- Catalog Item Code
- NOSSA-TC4-JLN
- Content description
- NOSSA Testing Course 4
- Keywords
- none
- Content KMS term
- "5.1.1.1, 8.1.1.1, 8.5.1.1"
- Content Passage Time
- 0

**Security Information**

- Security Level
- For Official Use Only (FOUO)
- Distribution Restrictions
- 2
- Accessing Mechanisms
- No

**Functional Requirements**

- Content Package Title
- 2
- Content Grouping
- 1
- By Subject Grouping
- 2
- No Grouping
- 2
- Additional Notes for Distribution Restrictions

**Minimum System Requirements**

- Browser Requirements
  - Name
  - Operating System Requirements
    - None
  - Flashing Requirements
    - None
  - Workstation Requirements
    - 4 GB
  - Minimum Java下载
  - None
  - Minimum Learning Time
  - 17
  - Authoring Tool
  - 22
Acknowledgement Form

The Acknowledgement Stage provides the Developer a course checklist while it is being tested in TestTrack.

Note: The Sponsor Announcement form must be completed in order to access the Acknowledgement Form.

It is the Developers responsibility to complete the Acknowledgement Form. As with any of the Stages that contain forms, the Acknowledgement Form is a working document that can be saved (by selecting the blue ‘Save’ button) and the user can return back to the document to update or revised.

To access the Acknowledgement Form, ensure the black ‘Acknowledgement’ button is available. Click the ‘Acknowledgement’ button to access the Developer checklist.
Checklist items are initially red indicating that step has not been verified. As items are verified, click the ‘Select’ link in the upper left-hand corner of the item, this will turn the box green.

If at any point during testing a checklist item is in question simply click the Cancel link and the checklist item returns to red.

Course Page - Acknowledgement

CNATT-TC3B-JLN
CNATT Testing Course 3b

Developer’s TestTrack Acknowledgement

- Initial Prototype Testing
  A wireframe/prototype has been tested and validated using Net Test Track.

- Complete Development Process
  The full package has been tested and validated using Net Test Track.

A notes field is provided for your use. It is not mandatory and may be left blank.
Click the blue ‘Save’ button at the bottom of the page at any time. You may come back to the checklist at any time until it is finalized.

The Acknowledgement Stage turns yellow and displays In Process.
Once all checklist items are complete – visually displayed by all green boxes – and any notes are entered, click the green Finalize button.

A Course Acknowledgement confirmation box displays on the Course Page.

The Acknowledgement Stage now displays as being completed as well as the date.
Submission Form

The Submission Form is the responsibility of the content Sponsor; however the Developer is able to assist the Sponsor with the data required on the form.

Once the Submission form has been started/accessed or saved, by the content Sponsor, the Developer may access the form. The status is noted with ‘In Process’ and a yellow color box.

The Developer can enter in data and save the form, however the Finalize button is only available for the Sponsor.
The Submission form contains three fields that are not accessible: Full Content Title, Catalog Item Code, and Content Description. These fields can only be updated by the Sponsor or the Content Team member.

Enter in all the data fields that you’re providing information for.
Once you have completed your entries, click on the blue ‘Save’ button. Or click ‘Cancel’ to exit.

You will be placed back on the Course Page and receive a confirmation box stating your updates were saved.
Correspondence

Correspondence is a tool that allows all Team members to communicate and create a discussion thread for a specific course. Correspondence may be created and replied to by any member of the course Team.

There are two ways to create Correspondence:
- This Version – allows the user to reply to a current discussion thread or add a new topic.
- Add Topic – allows the user to create a new correspondence discussion thread.
Selecting Add Topic places you on the Correspondences Page – Topic Form and allows you to initiate a discussion thread.

Enter in an appropriate discussion title that allows other team members to understand the point of the discussion, and the body of the message.

Once all information has been entered click on the blue ‘Save this Topic’ button. Or click Cancel to exit.
Selecting This Version places you on the Correspondence Topics page and allows you to reply to a current discussion thread or to create a new discussion thread if the required topic is not available.

If the discussion is already initiated, simply click the Topic (title). You are now on the Correspondence Replies page. (If a required discussion is not available, click on the green Add Topic button to display the Add Topic page.)
To add a reply to the discussion thread click on the green ‘Add Reply’ button.
Enter in the data for your reply and click on the blue ‘Save this Reply’ button.

Correspondences Page - Reply Form

Add Reply

Body

Required

Save this Reply or Cancel
You’ll receive a confirmation box that your reply has been created. A created and updated date is displayed.
Logging out

Users are provided a logout link to exit CHaRMS. Simply click on the Logout (your name) link and your session is ended. Please close the browser windows to ensure that your session is properly ended.