

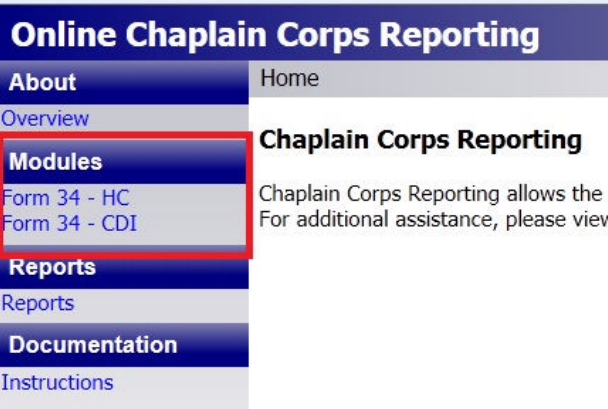
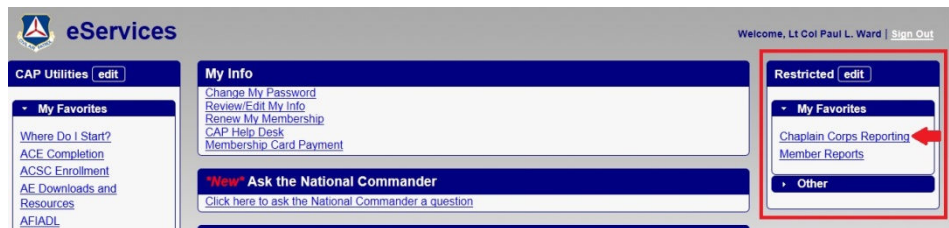
NAVIGATING THE ON-LINE REPORTING SYSTEM

This new system was created to simplify the submittal of your CAPF 34 by allowing you to electronically enter information regarding your activity/participation as a CAP Chaplain or Character Development Instructor. The reporting database is easily accessible by signing in to eServices (www.capnhq.gov).

Once you have successfully signed in to eServices, select “Chaplain Corps Reporting” to begin entering data pertaining to your activities. The home screen will be displayed providing you with the opportunity to immediately begin entering your data or view more detailed information about the online reporting system. Instructions may be viewed by selecting the “Instructions” link on the left side of the screen. These instructions are provided to help guide you through the process of entering data as well as generating reports.

In addition to the Instructions that can be found in the Documentation section of the Online Chaplain Corps Reporting (Left hand side). The following steps will provide a way to navigate through the reporting process:

After logging into e-
Services select
**“Chaplain Corps
Reporting”**



In the **Modules** Section, select either the **Form 34-HC** or the **Form 34 CDI**. (*Note: The same navigating helps apply to the Form 34 CDI*)

That will bring your
report. All your
information is listed.

Chaplain Statistical Report				
Name Lt Col Paul Ward - 217787	Member's Unit PCR-001	Email hc.pcr@hotmail.com	Phone 805-234-5496	Sr. Training Levels LV1, LV2, LV3, LV4, LV5
Address PO Box 5245, SAN LUIS OBISPO, CA 93403		Reporting Period 01 Jan 2012 - 30 Jun 2012		Report Status In Progress Last Update: 15 Jan 2012
Status During Period <input checked="" type="radio"/> CAP Chaplain <input type="radio"/> Reservist <input type="radio"/> Community Clergy <input type="radio"/> Other <input type="radio"/> Inactive	Sound Off Box	Additional Expenses		
		Item	*Cost	Current Total
		Dues	\$	\$0
		Uniform/Investment Items	\$	\$0
		Ministry Supplies	\$	\$0
		Other	\$	\$0
<input type="button" value="Update Participation Data"/>		<input type="button" value="Update Expenses"/> <input type="button" value="Clear Expenses"/>		
CAP Activity	*Total Activities	*Hours Spent	*Miles Traveled	*Expenses

The first **CAP Activity - Administrative** - will be the one used for illustration (the same 4 items appear for each activity in the report). Make sure that the **“Reporting Period”** is the current one. Your assigned unit will be displayed. The number of **“Total Activities, Hours Spent, Miles Traveled, Expenses”** that are displayed have been previously entered.

At the bottom of the report, there is a cumulative total of all the activities that has been previously entered.

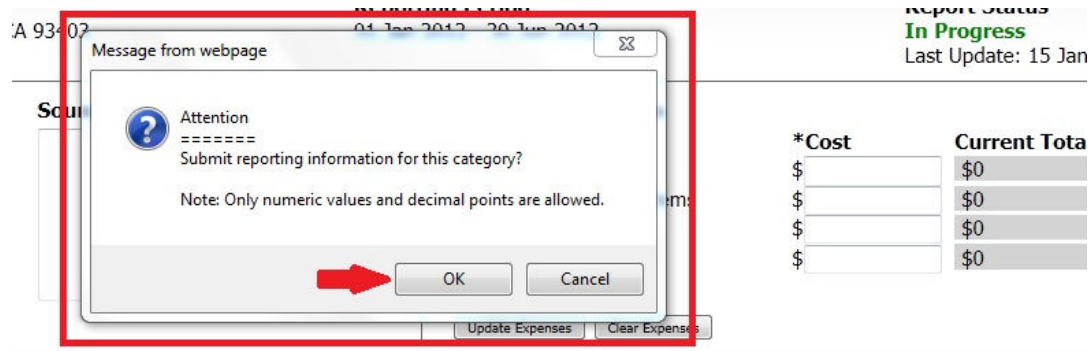
Total Activities: 27	Total Hours: 53	Total Miles: 144	Total Expenses: \$54.75
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If you serve in more than one unit, you can report your activities with that unit by selecting the charter number of the other unit (use the drop-down).

Enter the data that has recently occurred.

CAP Activity	*Total Activities	*Hours Spent	*Miles Traveled	*Expenses
<ul style="list-style-type: none"> » Administrative Correspondance Office Phone Supplies Postage 	10	26	13	9.36
	Activities: 24	Hours: 42	Miles: 86	Expenses: \$37.25

Click on “Submit” and a “Message from webpage” dialogue box. Click OK. A “Saved Totals” box will appear confirming your entry.



*Total Activities	*Hours Spent	*Miles Traveled	*Expenses
10	26	13	9.36
Activities: 24	Hours: 42	Miles: 86	Expenses: \$37.25

CAP Activity

- » Administrative
- Correspondance
- Office
- Phone
- Supplies
- Postage

*Total Activities	*Hours Spent	*Miles Traveled	*Expenses
Activities: 44	Hours: 68	Miles: 99	Expenses: \$37.25

✓ Saved Totals - Activities: 44 / Hours: 68 / Miles: 99 / Expenses: 37.25


(Note: there is a discrepancy in the above illustration – the wrong data was entered when attempting to create screen shots.)

All these entries will be added and the updated cumulative totals will be displayed.

Total Activities: 47 Total Hours: 79 Total Miles: 157 Total Expenses: \$54.75

	*Chaplain Ward, Paul L	*Report Unit PCR-PCR-001	*Reporting Period Current: 30 Jun 2012	Report Options --Select--
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To retrieve your report, use the drop down in the “Report Options” section. Select “Download Report”. The report can be saved and printed for your personal records.

	*Chaplain Ward, Paul L	*Report Unit PCR-PCR-001	*Reporting Period Current: 30 Jun 2012	Report Options --Select-- --Select-- Download Report Delete Report
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