

UNDERSTANDING ROLLCALL A USER'S GUIDE

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THE NAVY LEAGUE OF CANADA • ALBERTA DIVISION

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FEATURES

Corps Nominal At-A-Glance

When you log in to RollCall and click on the HR module, it will take to you the main page, which has the corps nominal roll. This at-a-glance corps nominal has the following information:

- Photo
- Registration Date
- Last Name
- First Name
- Age
- Rank
- Position
- Division
- Email
- Type (Cadet, Officer, or Staff Cadet)

Missing Personnel Information

When you see an exclamation point on a personnel record, it means that they are missing some vital information. Click on the exclamation point to see what's missing.

HR <mark>~</mark>				ě	RO	LLCALL					Profile 🔒 Log out 🕞
Personnel Attendance Divisions Personnel						Found 25 p	ersonnel				,
Manage officer and cadet information.	Photo	Reg Date	Last Name	First Name	Age	Rank	Position	Division	Email	Туре	
Add Enter a name and press the add button. You can then edit the new	2	2018-09- 15	Brown	Joseph	11	Able Cadet		Division B	ducktail@fake.c	Cadet	! 🛛 🗙
entry to add more informaton.	19	2019-08- 09	Dela Cruz	Sharon	9	New Entry	×	Division B	christina.delac	Cadet	
First name		2016-11- 17	Gerza	Message f	om webpag	e	×	Division C	fgarza@gmail.co	Cadet	
Last name		2019-01- 18	Gordon		No primary c	ontact No emergency contact		Division A	goofy@fake.ca	Cadet	! 🛛 🗙
-		2019-04- 12	Green			ОК		Division B	jody.green@hotm	Cadet	:
Search	-	2018-09- 07	Haynes	Yvette	12	Leading Cadet	Quartermaster	Division A	darryl.haynes@h	Cadet	! 🛛 🗙
Organisation: Navy League of Alberta *demo*	1	2019-04- 26	McGuire	Mindy	10	New Entry	Messenger	Division C	Msimpson@fake.c	Cadet	
Туре:	9	2018-09- 07	Mendoza	Amanda	10	Leading Cadet		Division A	thepig@fake.ca	Cadet	! 🛛 🗙
All types 🔽	2	2016-09- 09	Meyers	Rudy	11	Chief Petty Officer First Class	Caxswain	Division B	Gpotter@gmail.c	Cadet	
Last Name:		2019-01- 18	Phillips	Erika	10	Ordinary Cadet	Yeoman	Division C	msimpson@gmail	Cadet	! 🛛 🗙
	3	2019-08- 10	Pritchard	Magnus	9	New Entry		Division B	matt_p@gmail.co	Cadet	
Email: Documentation		2017.01		© Copyri	ght MB 201	1-2019. All rights reserved.				Pul	ise version 3.8 💿

Search Function

On the left-hand side of the screen, you'll see a search function. You can use this to search any of your personnel based on:

- Type (Cadet, Officer, or Staff Cadet)
- First Name

- Last Name
- Email

HR <mark>~</mark>					6	кO	LLCALL					Log out
Personnel Attendance Divis	sions											
	^						Found 25 p	ersonnel				
Last name	1				_							
Add		Photo	Reg Date	Last Name	First Name							
Search		Q,	2018-09- 15	Brown	Joseph	11	Able Cadet		Division B	ducktail@fake.c	Cadet	! 🛛 🗙
Organisation:			2019-08- 09	Dela Cruz	Sharon	9	New Entry		Division B	christina.delac	Cadet	(2) ×
Navy League of Alberta *demo*	~		2016-11- 17	Garza	Christopher	9	Petty Officer Second Class		Division C	fgarza@gmail.co	Cadet	(2)
All types [~	2	2019-01- 18	Gordon	Corey	11	Ordinary Cadet		Division A	goofy@fake.ca	Cadet	! 🛛 🗙
Filst Mallie.		1	2019-04- 12	Green	Тобу	9	New Entry		Division B	jody.green@hotm	Cadet	! C ×
Last Name:		-	2018-09- 07	Haynes	Yvette	12	Leading Cadet	Quartermaster	Division A	darryl.haynes@h	Cadet	! 🛛 🗙
Email:		1	2019-04- 26	McGuire	Mindy	10	New Entry	Messenger	Division C	Msimpson@fake.c	Codet	C ×
Include removed:		9	2018-09- 07	Mendoza	Amanda	10	Leading Cadet		Division A	thepig@fake.ca	Cadet	! C ×
Order By: Last name	~	2	2016-09- 09	Meyers	Rudy	11	Chief Petty Officer First Class	Coxswain	Division B	Gpotter@gmail.c	Cadet	C ×
Search Q			2019-01- 18	Phillips	Erika	10	Ordinary Cadet	Yeoman	Division C	msimpson@gmail	Cadet	! 🗷 🗙
Export Export these entries as a CSV file		3	2019-08- 10	Pritchard	Magnus	9	New Entry		Division B	matt_p@gmail.co	Cadet	x x
	~	-	2017.01		_		Chief Daths Officer		_			-

With this function, you can also choose to include cadets who are no longer active, by checking the "**Include removed**" box

Export Function

On the left-hand side at the very bottom, you'll see a link that says, "Export these entries as a CSV file". This provide you with an excel spreadsheet of a variety of different information; including:

- Personnel contact information
- Emergency contact information
- Medical information

	8 9.				2019-08-2	0_personnel - E				Kara Henr			
File Home	insert P	age Layout	Form	ulas Data Review View	v Develope	r Help		it you want to do			🖻 Shar	e 🕫 c	omment
LU DA -		- 11 - A*		E = ♥・ to Wrap Text E = E E E Merge & C	enter + \$	eral • % • 1%	Condition Formatting			ermat -			
Clipboard 15	Font		6	Alignment	6	Number	14	Styles	Cells		Editing		
			D	ONNEL EXPORT (as of 2019-08-2		G	н			к		м	
	NNEL EXPORT (0				h		IVI	
2 Last Name			-20) Gender	Email	Home Dhone	Work Phone	Mobile Phone	Addense	City	Province	Postcode	Country	Contact
3 Bowman	Kimberly			kb1989@hotmail.com	monte i nome	780-179-1830	Mobile Phone	628 Umbrella Avenue	Edmonton		T5F95L	Canada	
4 Brown	Joseph	4/18/1989		ducktail@fake.ca	780-028-4105	780-175-1830		020 Umbrella Avenue	Eumonton	Alberta	135331	Canada	enner
5 Davis	Kevin	6/9/1977		iake@blackpearl.ca	2	780-678-9876		Black Pearl	Port Royal	alberta		canada	phone
6 Dela Cruz	Sharon			christina.delacruz@gmail.com		780-938-3773		9842 119 Avenue	Edmonton		TSN 3JS	Canada	
7 Garza	Christopher	8/12/2010		fgarza@gmail.com		780-528-4857			3 Edmonton		T6H2G6	Canada	
8 Gordon	Corev	5/25/2008		goofy@fake.ca	780-123-4567				edmonton			canada	phone
9 Green	Toby	3/30/2010		jody.green@hotmail.com	587-987-3546	587-976-5744		112-4593 119 Avenue	Edmonton	Alberta	T5D6V8	Canada	
10 Haynes	Yvette	2/19/2007	Female	darryl.havnes@hotmail.com	780-987-3948	780-638-6383		3 Rhatigan Road	Edmonton	Alberta	T6H3D5	Canada	phone
11 Lyons	Samantha	2/24/1989	Female	saml89@gmail.com	780-273-6388	587-638-6389		11918 25 Avenue	Edmonton	Alberta	T6V92K	Canada	either
12 Martinez	Derrick	7/1/1970	Male	derrick.martinez@gov.ab.ca	780-925-5569	780-954-2669		952 Shawnessy Avenue	Edmonton	Alberta	T68 9C9	Canada	either
13 McGuire	Mindy	4/6/2009	Female	Msimpson@fake.ca	528-528-6291	528-628-5281			Edmonton	Alberta		Canada	phone
14 Mendoza	Amanda	3/13/2009	Female	thepig@fake.ca	780-000-0001			123 fake st	edmonton	alberta	t2t2t2	canada	either
15 Meyers	Rudy	9/14/2007	Male	Gpotter@gmail.com	790-517-5292	780-651-6844		218-9618 168 Street	Edmonton	Alberta	T4F 5G3	Canada	either

PERSONNEL

Accessing the HR Module

1. Log into RollCall



2. Click on the HR module

Welcome Welcome Profile			💩 RC	
Welcome to Pulse Organisation Management Database - version 3.8. Update 2019-04-03 Pulse 3.8. Martyn	Modules Calendar	- FileStore	HR	1 2 3 Inventory

Adding A New Cadet

1. Enter the cadet's first and last name on the left-hand side and click "Add"

HR Personnel Attendance Division	s			٩	RO	LLCALL					Profile Log out
Personnel						Found 24 per	sonnel				
Manage officer and cadet information.	oto	Reg Date	Last Name	First Name	Rank		Position	Onision	trial	Туре	
Add Enter a name and press the add		2018-09-15	Brown	Joseph	⊌	Able Cadet		Division B	ducktail@fake.c	Codet	(* <mark>*</mark>
button. You can then edit the new entry to add more informaton.		2019-08-09	Della Cruz	Sharon		New Entry		Division B	chvistina.delac	Cadet	IZ X
First name	12	2016-11-17	Garza	Christopher		Petty Officer Second Class		Division C	fgarza@gmail.co	Codet	C ×
Magnus Last name		2019-01-18	Gordon	Corey		Drdinary Cadet	Regulating Petty Officer	Division A	goofy@fake.ca	Cadet	x
Pritchard		2019-04-12	Green	Toby		New Entry		Division 8	jody.green@hotm	Codet	1 2 ×
- 22.0X ///		2018-09-07	Haynes	Yvette	0	Leading Cadet	Quartermaster	Division A	darryl.haynes@h	Cadet	(r 🗙
Search Organisation:	1	2019-04-26	McGuire	Mindy		New Entry	Messenger	Division C	Msimpson@fake.c	Codet	(7 ×
Documentation				© Copyright	MB 201	1-2019. All rights reserved.				Pulse v	ersion 3.8 😋

- 2. A record is now created for the cadet and will appear on the screen in alphabetical order by last name.
- 3. Scroll down to find the cadet you just added. Click the green "**Edit**" button on the cadet's record to add their information.

łR				٢	RO	LLCALL					Profile Log out E
ersonnel Attendance Divisions	19	2018-09-07	Mendozo	Amanda	2	Leading Codet		Division A	thepig@fake.ca	Cadet	X
Personnel Manage officer and cadet	2	2016-09-09	Meyers	Rudy	٨	Chief Petty Officer First Class	Coxswain	Division 8	Potter@ fake.ca	Codet	
nformation.	2	2018-04-23	Owen	Joshua	1	Petty Officer First Class	Regulating Petty Officer	Division C	hsimpson@fake.c	Cadet	x
Add Enter a name and press the add autton. You can then edit the new		2019-01-18	Phillips	Erika		Drdinary Cadet	Yeoman	Division C	msimpson@gmail		is personnel entry
entry to add more informaton.	-		Pritchard	Magnus						Car	✓ ×
First name	2	2017-01-10	Shaw	Wesley	0	Chief Petty Officer Second Class		Division C	ying show@yahoo	Cadet	X
Last name		2016-09-09	Simmons	Julia	Ø	Petty Officer First Class	Messenger	Division A	carrie.simmons@	Codet	C ×
**		2016-09-09	Simon	Nellie	0	Chief Petty Officer Second Class		Division B	Shown@fake.co	Codet	
Search	1	2019-01-25	Warren	Lora		Drdinary Cadet	Quartermaster	Division B	Helo@fake.ca	Codet	
Organisation:	-la	2017-09-22	Webber	Calvin		Petty Officer Second Class	Division DPO	Division B	kotie webber@gm	Codet	

- 4. The main personnel screen will open.
- 5. Enter the cadet's middle name in the associated field (if they have one)
- 6. Enter the cadet's preferred name in the associated field (if they have one)
- 7. Enter the cadet's date of birth in the associated field. The date must be entered in the following format: YYYY-MM-DD
- 8. Select either male or female under the cadet's gender. Do not use "Other".

HR		💩 ROI	LCALL		Profile 💄 Log out 🕞
Personnel Attendance Divisions					
Personnel > Edit Personnel	Details Contact		ints		
	First name:	Magnus	Middle name:	Marshall	
	Last name:	Pritchard	Preferred name:		
	Date of Birth (0):	2010-06-22	Gender:	\odot Male \bigcirc Female \bigcirc Other	
Age: 0	Contact Detai	s			
Award Application 104	Read only. Provided for	r reference here, please edit using the co	ntacts section and set prima	ry flag.	
Medical Questionaire 205	Email:		Home Phone:		
Membership Application 202	Alternative Phone:		Address:		~
Documentation		© Copyright MB 2011	-2019. All rights reserved.		Pulse version 3.8 🔿

- 9. Scroll down to the Medical Details section
- 10. Under the "Allergies" text box, enter any allergies that the cadet has (i.e. food allergies)
- 11. Under the "**Medical Conditions**" text box, enter any pertinent information relating to any medical concerns the cadets have (i.e. ADHD)
- 12. Under the "**Medications**" text box, enter as much detail as possible about the name, dosage and timing of any medication(s) the cadet is on
- 13. Under the "**Health Number**" text box, enter the cadet's Alberta Health Care Number in the following format: 12345-6789

HR	👼 ROLLCALL	Profile 🔺 Log out 👄
Personnel Attendance Divisions		
Personnel > Edit Personnel	Allergies: Boos	
	Medical Conditions: Asthma	
Magnus Pritchard Age: 0	Medications: Ventolin Inhaler 2x twice a day	
Medical Questionaire 205 Membership Application 202	Health Number: 39475-3843	,
Documentation	© Copyright MB 2011-2019. All rights reserved.	Pulse version 3.8 🗢

- 14. Scroll down to the "Admin Use" section
- 15. Under the "Type" field, it will default to "Cadet". Do not change it.
- 16. Under the "**Registration Date**" field, enter the date the cadet registered with your corps in the following format: YYYY-MM-DD
 - This should be the date that the cadet and parent(s) completed and signed the NL202
- 17. Under the "Company/Division", select the division that the cadet will be in.
- 18. Check the box labeled "Media release" if the parent has initialled Section 5 of the NL202

HR		💩 ROI	LCALL		Profile 💄 Log out 😝
Personnel Attendance Divisions					
Personnel > Edit	Admin Use				
Personnel	Туре:	Cadet	Registration Date:	2019-08-10	
	Registration Number:		Release Date:		
	Release Reason:	N/A	Company/Division:	Division B	
	Media release?		Archived?		
Age: 0	Nates				
Award Application 104					
Medical Questionaire 205 Membership Application 202	Save Changes				
Documentation		© Copyright MB 2011	-2019. All rights reserved.		Pulse version 3.8 🙆

- 19. Click "Save Changes". It will now take you back to the main screen.
- 20. Click on the "Contacts" tab

HR		💩 RO	LCALL		Profile 🔺 Log out 🕞
Personnel Attendance Divisions					
Personnel > Edit	🛓 Det 👔 📞 Contac	ts 🔺 R cs/Positions 🖾 Photos/Docu	ments		Î
Personnel	Personnel De	ails			
	First name:	Magnus	Middle name:	Marshall	
	Last name:	Pritchard	Preferred name:		
	Date of Birth (9):	2010-06-22	Gender:	● Male ○ Female ○ Other	
Magnus Pritchard	Contact Deta	ls			
Award Application 104	Read only. Provided fr	r reference here, please edit using the o	ontacts section and set prime	ary flag.	
Medical Questionaire 205	Email:		Home Phone:		
Membership Application 202	Alternative Phone:		Address:		
Documentation		© Copyright M8 201	1-2019. All rights reserved.		Pulse version 3.8 🔿

21. This is where you can add any contacts associated with the cadet. Add the first and last name of one of the cadet's parents and click "Add Contact"

HR Bergeneral Attendance Divisione	Ö ROLLCALL	Profile 💄 Log out 😁
Personnel > Edit Personnel > Edit Personnel Magnus Pritchard Ag: 9	Italian % Contacts Add a contact First Name Matthew Last Name	
Age: 0 Award Application 104 Made al Questionaire 206 Montearship Application 202 Documentation	Oppright MD 2011-2019. All rights reserved.	Pulse version 3.8 🧿

22. A record is now added. To add more information to the parent, click on the green "**Edit**" button next to the parent's name

HR		💩 ROL	LCALL			Profile 💄 Log out 🕞
Personnel Attendance Divisions						
Personnel > Edit	🛓 Details 🚺 📞 Contacts 🗌 🖷	Ranks/Positions 🏾 🖿 Photos/Documer	its			Ŷ
Personnel	Contacts					
	Name	Туре	Phone	Phone Alt	Email	View and edit this contact
	Matthew Pritchard					
Magnus Pritchard	Add a contact First Name Add Contact		Last Name			
Award Application 104 Medical Questionaire 205 Membership Application 202						
https://rolicali.abnavyleague.ca/pulse/modules/hr/e	rdit_contact.php?id=125	© Copyright MB 2011-2	1019. All rights reserved.			Pulse version 3.8

23. Once the screen opens, add all the parent's contact information

HR		💩 RO	LLCALL		Profile 🔺 Log out 🖙							
Personnel Attendance Divisions												
Edit Personnel >	Contact Detail	s										
Edit Contact	First name:	Matthew	Last name:	Pritchard								
	Email:	matt_p@gmail.com	Home Phone:	780 224 8364								
	Alternative Phone:	780 654 5678	Address:	12345 67 Avenue NW								
	City:	Edmonton	Province:	Alberta								
	Postcode:	T6G 2L3	Country:	Canada								
	Admin Use	Admin Use										
	Setting as primary/er	nergency will overwite the cadet's con	tact information block with	the corresponding information contain	ed in the primary/emergency contact.							
	Туре:	None	Primary:									
		-			U							
Documentation		Copyright MB 2011	L-2019. All rights reserved.		Pulse version 3.8 🔿							

- 24. Under "Admin Use", select the contact's relationship under "Type"
- 25. If this is the cadet's primary contact, check the "Primary" box
 - When you select a primary contact, it will show the cadet's contact information as the primary contact person's information
- 26. If this is the cadet's emergency contact, check the "Emergency" box

	💩 RO	LLCALL		Profile 🔺 Log out 👄
Destanda	700.01.0	Generation	Grands	
Postcode:	100 2L3	Country:	Canada	
Admin Use				
Setting as primary/er	nergency will overwite the cadet's con	tact information block wit	th the corresponding information contain	ed in the primary/emergency contact.
Туре:	Parent	Primary:		
Emergency:				
Notes				
Save Chanaes				
	@ Convright MR 201	1-2019 All rights reserved		Pulse version 3.8
	Setting as primary/en Type: Emergency:	Pestcode: 160 21.3 Admin Use Setting as primary/emergency will overwite the cade's can Type: Parent Emergency: Notes Fore Chargen	Admin Use Setting as primary/emergency will overwite the cadet's centact information block with Type: Perent Primary. Emergency. Notes	Pestcode: 160 2L3 Country: Canada Admin Use Setting as primary/emergency will overwite the cade's contact information block with the corresponding information contain Type: Parent Primary: ? Emergency: ? Nates

- 27. Click "Save Changes"
- 28. Click on *Edit Personnel* to go back to the contact screen. Repeat the above steps for any additional contacts.
- 29. Click on "Ranks/Positions"

HR	Ö ROLLCALL	Profile 🔺 Log out 🕞
Personnel Attendance Divisions Personnel > Edit Personnel	Contain Contract And Particulations All Metal (Nacional Fig. And Assignments	
Magnus Pritchard	Add rank assignment Organisation: Choose Role Nane	
Age: 9 Averal Application 104 Medical Questionaire 205 Membership Application 202	Position Assignments Add pesition assignment Organisation: Choose Pasition Mane	
Documentation	© Copyright MB 2011-2019. All rights reserved.	Pulse version 3.8

30. Under the "**Rank Assignment**" section, select your corps from the "**Organization**" field, and select "**New Entry**" from the "**Rank**" field, and then click "**Add**"

HR	👼 ROLLCALL	Profile 🛔 Log out 🕞
Personnel Attendance Divisions		
Personnel > Edit	Details Contacts A Ranks/Positions Im Photos/Decuments	<u> </u>
Personnel	Rank Assignments	
	Add rank assignment	
<u> </u>	Organisation: 2018 - Navy League of Alberta *dem Role New Entry	
	AAC	
Magnus Pritchard Age: 9	Position Assignments	
N PERM	Add position assignment	
Award Application 104	Organisation: Choose Position None	
Medical Questionaire 205	Add	
Membership Application 202		
Documentation	© Copyright MB 2011-2019. All rights reserved.	Pulse version 3.8 💿

31. Click on "Photo/Documents"

HR	👼 ROLLCALL	Profile 💄 Log out 🕞
Personnel Attendance Divisions Personnel > Edit Personnel	A Botalo C. Curtacto A Backs/Position Sal Protect/Decouvers	
Magnus Pritchard	JPG, PNG or ZIP fileBrowsdUnite Drag and drop to reorder photos. Documents	
New Entry Age: 9 Award Application 104 Modical Questionaire 205 Membership Application 702	Add a document See times are she Name File Browse_ Add bioarent	
Documentation	Copyright MB 2011-2019. All rights reserved.	Pulse version 3.8 🔿

32. To add a photo of the cadet, click "**Browse**" and find the location of the photo, then press "**Upload**".

HR		Profile 💧 Log out 😁
Personnel Attendance Divisions		
Personnel > Edit Personnel	La Contacto Contacto A Ravios/Positiona Gal Protos/Decoments Photos	
Magnus Pritchard New Entry Age: 9 Kwed Aquileation: 104 Model Caestonian: 205 Mandmanka Aquication: 202	Upper Version of the second se	
Documentation	@ Copyright MB 2011-2019. All rights reserved.	Pulse version 3.8

33. Click on Personnel

HR Personal Attentance Divisions	Ö ROLL CALL	Profile 🛔 Log out 🕞
Personnel > Edit Personnel	Literals Catacts A Rada/Postors El Pretad/Documents Photos	
Magnus Pritchard New Enry Age: 3	USE of the ZP FIE Browse two:	
Documentation	Copyright MB 2011-2019. All rights reserved.	Pulse version 3.8 🗢

34. Scroll down and you'll see the record of the new cadet

HR				١	RO	LLCALL					Profile Log out
Personnel Attendance Divisions	5										
Personnel	î 🚑	2018-04-23	Owen	Joshua	1	Petty Officer First Class	Regulating Petty Officer	Division C	hsimpson@fake.c	Cadet	(r 🗙
Manage officer and cadet	2	2019-01-18	Phillips	Erika		Ordinary Cadet	Yeoman	Division C	msimpson@gmail	Cadet	IZ X
Add		2019-08-10	Pritchard	Magnus		New Entry		Division B	matt_p@gmail.co	Cadet	R 🗙
Enter a name and press the add button. You can then edit the new entry to add more informaton.	(Second	2017-01-10	Show	Westoy	0	Chief Petty Officer Second Class		Division C	ying show@yahoo	Codet	17 ×
First name	.8	2016-09-09	Simmons	Julia	Ċ	Petty Officer First Class	Messenger	Division A	carrie.simmons@	Cadet	(2) ×
Last name		2016-09-09	Simon	Nellie	0	Chief Petty Officer Second Class		Division B	Shewn@fake.ca	Codet	(7 ×
Last name	٨	2019-01-25	Warren	Lora		Ordinary Cadet	Quartermaster	Division B	Helo@fake.ca	Cadet	(7 ×
	de	2017-09-22	Webber	Calvin		Potty Officer Second Class	Division DPO	Division B	katie webber@gm	Codet	(7 X
Search Organisation:	Ð	2018-09-15	Wise	Charlotte	♦	Able Cadet		Division A	jdarling@hotmai	Codet	(7 ×
ar Banna suar	~ 13										

Adding a New Officer

1. Enter the officer's first and last name on the left-hand side and click "Add"

HR <mark>~</mark>	✓ Ö ROLLCALL									
Personnel Attendance Divisio	ins	2017-01-10 Shaw	Wesley	Chief Petty Officer Second Class	Division	C ying.shaw@yahoo	Cadet	×		
Personnel Manage officer and cadet information.	2	2016-09-09 Simmon	is Julia	Petty Officer First Class	Messenger Division	A carrie.simmons@	Cadet	×		
Add	0	2016-09-09 Simon	Nellie	Chief Petty Officer Second Class	Division	B Shown@fake.ca	Cadet	(x) 🗙		
Enter a name and press the add button. You can then edit the new	٨	2019-01-25 Warren	Lora	Ordinary Cadet	Quartermaster Division	B Helo@fake.ca	Cadet			
entry to add more informaton.	2	2017-09-22 Webber	Calvin	Petty Officer Second Class	Division DPO Division	8 katie.webber@gm	Cadet			
First name Stephanie	Ð	2018-09-15 Wise	Charlotte	Able Cadet	Division	A jdarling@hotmai	Cadet			
Last name Zhang ×	-	2014-02-16 Bowman	n Kimberly	Acting Sub-Lieutenant	Training Officer	kb1989@hotmail	Officer	C ×		
	8	2004-05-17 Davis	Kevin	Lieutenant	Executive Officer	jake@blackpearl	Officer	× ×		

- 2. A record is now created for the officer and will appear at the bottom of the screen.
- 3. Scroll down to find the officer you just added. Click the green "**Edit**" button on the officer's record to add their information.

HR <mark>~</mark>					💩 R	OL	LCALL					Profile L Log out @	
Personnel Attendance Division	\$	2	2016-09-09	Simmons	Julia	ė	Petty Officer First Class	Messenger	Division A	carrie.simmons@	Cadet		,
Personnel Manage officer and cadet		0	2016-09-09	Simon	Nellie	۲	Chief Petty Officer Second Class		Division B	Shown@fake.ca	Cadet	C ×	
Add		A	2019-01-25	Warren	Lora		Ordinary Cadet	Quartermaster	Division B	Helo@fake.ca	Cadet	C 🗙	
Enter a name and press the add button. You can then edit the new entry to add more informaton.		1	2017-09-22	Webber	Celvin		Petty Officer Second Class	Division DPO	Division B	katie.webber@gm	Cadet	R 🗙	
entry to add more information.		X	2018-03-15	WISE	Chanotte	v	Able Capet		DIVISION A	joaning@hotmai	Cadet		
Last name	L	Y		Zhang	Stephanie						Cadet	C X	
Add		8	2014-02-16		Kimberly Kevin		Acting Sub-Lieutenant	Training Officer		kb1989@hotmail	Officer	×	ļ
Search	ľ	8	2016-02-16	Lyons	Samantha		Midshipman	Operations Officer		sam189@gmail.co	Officer		
Organisation: Navy League of Alberta *demo*		8	2006-10-04	Martinez	Derrick		Sub-Lieutenant	Admin Officer		Cap@fake.ca	Officer	C ×	
Type: All types		2	1992-09-22	Ramius	Marko		Lieutenant	Commanding Officer		captainr@redoct	Officer		
First Name:		4	2007-07-15	Scott	Nathan		Sub-Lieutenant	Supply Officer		naterox@gmail.c	Officer	(×	
Last Name:		- 1		Riddle	Tom					Sriddle@fake.ca	Staff Cadet	C ×	
Email:	~						Found 25 pers	onnel					
Documentation					Copyright ME	2011-2	2019. All rights reserved.				Pulse ve	rsion 3.8 🛛 🔿	

4. The main personnel screen will open.

- 5. Enter the officer's middle name in the associated field (if they have one)
- 6. Enter the officer's preferred name in the associated field (if they have one)
- 7. Enter the officer's date of birth in the associated field. The date must be entered in the following format: YYYY-MM-DD
 - The system will give you a warning that this person is too old. This is because the system default is to add a cadet. You'll change this further down.
- 8. Select either male or female under the officer's gender. Do not use "Other".

HR <mark>~</mark>		💩 ROLLCALL											
Personnel Attendance Divisions													
Personnel > Edit	🛔 Details 🛛 📞 Contact	s 🕻 ♠ Ranks/Positions 🛛 🖾 Photos/Docum	ents		^								
Personnel	Personnel Det	ails											
	First name:	Stephanie	Middle name:	Josephine									
	Last name:	Zhang	Preferred name:	Josie									
	Date of Birth (0):	1986-12-04	Gender:	⊖ Male ● Female ○ Other									

- 9. Scroll down to the Medical Details section
- 10. Under the "Allergies" text box, enter any allergies that the officer has (i.e. food allergies)
- 11. Under the "**Medical Conditions**" text box, enter any pertinent information relating to any medical concerns the officer has (i.e. ADHD)
- 12. Under the "**Medications**" text box, enter as much detail as possible about the name, dosage and timing of any medication(s) the officer is on
- 13. Under the "**Health Number**" text box, enter the officer's Alberta Health Care Number in the following format: 12345-6789

HR	~		Ö ROLLCALL	Profile 🛔 Log out 🕞
Personnel	Attendance	Divisions		
	onnel > E onnel	dit	Medical Details	
			Allergies:	
	=		Shellfish	^
				~
	Stephanie Zhan	2	Medical Conditions:	
	Age: O		None	^
				~
Award App	lication 104			
Medical Q	uestionaire 205		Medications:	
Membersh	ip Application 202		None	^
				~
			Health Number: 95126-2656 ×	

- 14. Scroll down to the "Admin Use" section
- 15. Under the "Type" field, select "Officer"
- 16. Under the "**Registration Date**" field, enter the date the officer registered with your corps in the following format: YYYY-MM-DD
 - This should be the date that the officer completed and signed the NL101
- 17. Under the "Company/Division", leave it as "None"

18. Check the box labeled "Media release"

HR <mark>~</mark>		💩 ROLLC	ALL		Profile 💧 Log out 🕞
Personnel Attendance Divisions					
Personnel > Edit					~
Personnel	Health Number:	95126-2656			
	Admin Use				
Stephanie Zhang	Туре:	Officer 🗸	Registration Date:	2019-08-15	_
Age: 0	Registration Number:		Release Date:		
Award Application 104	Release Reason:	N/A	Company/Division:	None	_
Medical Questionaire 205	Media release?	V	Archived?		
Membership Application 202	Notes				
					< >
	Save Changes				
Documentation		© Copyright MB 2011-2019. A	I rights reserved.		Pulse version 3.8 🧿

- 19. Click "Save Changes". It will now take you back to the main screen.
- 20. Click on the "Contacts" tab

HR <mark>Y</mark>		ö ROLLO	CALL		Prafile 🛔 Log out 🕞
Personnel Attendance Divisions Personnel > Edit Desseemed	▲Deta Personnel Det		nts		^
Personnel	First name:	Stephanie Zhang	Middle name: Preferred name:	Josephine Josie	
Stephanie Zhang	Date of Birth (32):	1986-12-04	Gender:	○ Male	
Age: 32	Contact Detai	ls			

- 21. This is where you can add any contacts associated with the officer. To ensure the officer's information shows up correctly in the main screen, you'll need to add the officer as a contact.
- 22. Add the officer's first and last name in the respective fields and click "Add Contact"

HR	~			💩 ROLLO	CALL		Profile 🔒 Log out 🖙
Personne	Attendance	Divisions					
Pers	sonnel > E	dit	🛔 Details 🛛 📞 Contact	ts 🛛 A Ranks/Positions 🖉 🖾 Photos/Docum	lients		~
Pers	sonnel		Contacts				
	4		Add a contact First Name Add Contact	Stephanie	Last Name	Zhang	
×	Stephanie Zhang Age: 32						

23. A record is now added. To add the officer's information, click on the green "**Edit**" button next to the officer's name

HR 🗸			🧔 RO	LLCALL			Profile Log out
Personnel At	ttendance Divisions						
Personn Personn	iel > Edit iel	Details Contacts	Ranks/Positions Photos	:/Documents			
-	f.	Name Stephenie Zhang	Туре	Phone	Phone Alt	Email	
	hanie Zhang	Add a contact First Name Add Cantact		Last Name			

24. Once the screen opens, add the officer's contact information under the "**Contact Details**" section

HR <mark>Y</mark>		💩 ROLLO	CALL		Profile 🛔 Log out 🕒
Personnel Attendance Divisions Edit Personnel >	Contact Detai	s			,
Edit Contact	First name:	Stephanie	Last name:	Zhang	
	Email:	josie_zhang@gmail.com	Home Phone:	780 681 6513	
	Alternative Phone:	780 698 9888	Address:	4567 89 Street	
	City:	Edmonton	Province:	Alberta	
	Postcode:	T6C 2D4	Country:	Canada	

- 25. Under "Admin Use" section, select "Other" under the "Type" drop-down
- 26. Select the "**Primary**" check box. This ensures that the officer's information shows up on the main screen as their own information.
- 27. Do not select the "**Emergency**" check box

HR <mark>></mark>		💩 ROLLO	CALL		Profile 🛔 Log out 🕞
Personnel Attendance Divisions	Firechame.	otopnanio	coornomo:	thome	. N. S. S.
Edit Personnel >	Email:	josie_zhang@gmail.com	Home Phone:	780 681 6513	~
Edit Contact	Alternative Phone:	780 698 9888	Address:	4567 89 Street	
	City:	Edmonton	Province:	Alberta	
	Postcode:	T6C 2D4	Country:	Canada	
	Admin Use				
	Setting as primary/o primary/emergency		tact information block w	with the corresponding information contained in the	
	Туре:	Other 🔽	Primary:	M	
、礼言力 2	Emergency:				
A CONTRACTOR OF	Notes				
Same Se.					^
19 36 3 3 19					~
M. Castar M.	Save Changes				

- 28. Click "Save Changes"
- 29. Click on *Edit Personnel* to go back to the contact screen.

👸 ROLLCALL					
S	ocopnomo	coor nome.	Linuib		
Email:	josie_zhang@gmail.com	Home Phone:	780 681 6513		
Alternative Phone:	780 698 9888	Address:	4567 89 Street		
City:	Edmonton	Province:	Alberta		
Postcode:	T6C 2D4	Country:	Canada		
	Email: Alternative Phone: City:	Stopping Stopping Email: josie_zhang@gmail.com Attenative Phone: 780 098 9888 City: Edmonton	S Horizontal Conversion Conversion Home Phone: Atternative Phone: 780 699 9886 Address: City: Edmantion Province:	S Concentration Concentration Email: jpsie_zhang@gmail.com Home Phone: 780 681 6513 Atternative Phone: 780 699 9888 Address: 4567.89 Street V City: Edmonton Province: Aberta Aberta Aberta	

30. The officer's record is now updated.

HR <mark>></mark>		💩 RC	LLCALL			Profile 🛔 Log out 🕞
Personnel Attendance Divisions						
Personnel > Edit Personnel	▲ Details Contacts A Ranks	s/Positions 🚺 🖾 Pho	tos/Documents			
9	Name					
	Stephanie Zhang - Primary	Other	780-681-6513	780-698-9888	josie_zhang@gmail.com	20

31. To add the officer's emergency contact information, enter the first and last name of the person in the respective fields and click "Add Contact"

HR	~		💩 RC	LLCALL			Profile 🔒 Log out 🕞
	et Attendance Divisions sonnel > Edit sonnel	▲ Details Su Contacts A Ranks/P Contacts	Photositions	ios/Documents			^
	f	Name Stephanie Zhang - Primary	Type Other	Phone 780-681-6513	Phone Alt 780-698-9888	Email josie_zhang@gmail.com	
	Stephanie Zhang Age: 32	Add a contact First Name Jessica Add Cantect		Last Na	me Smithers	×	

32. The record for the person is now created. Click on the green "**Edit**" button to add their information.

HR <mark>v</mark>		💩 RC	LLCALL			Profile 🛔 Log out 🕞
Personnel > Edit Personnel > Edit	▲ Details ↓ Contacts ▲ Ranke Contacts	/Positions 🛛 🖾 Pho	tos/Documents			
.	Name	Туре	Phane	Phone Alt	Email	_
	Jessica Smithers					
	Stephanie Zhang - Primary	Other	780-681-6513	780-698-9888	josie_zhang@gmail.com	2

33. Once the screen opens, add the person's contact information under the "**Contact Details**" section

Contact Detai	ls			
First name:	Jessica	Last name:	Smithers	
Email:	jsmithers@gmail.com	Home Phone:	780 687 3365	
Alternative Phone:	780 512 2668	Address:	7894 153 Avenue	
City:	Edmonton	Province:	Alberta	
Postcode:	T5L 3L2	Country:	Canada	
	First name: Email: Alternative Phone: City:	First name: Jessica Emait: junithers@gmail.com Attenative Phone: 780 612 2668 City: Edmonton	First name: Jessica Last name: Email: jsmithers@gmail.com Home Phone: Attenative Phone: 780 612 2668 Address: City: Edmonton Province:	First name: Jessics Last name: Smithers Email: jamithers@gmail.com Home Phone: 780 687 3365 Attenative Phone: 780 512 2668 Address: 7934 153 Arenue Image: Comparison of the state

34. Under "Admin Use" section, select "Other" under the "Type" drop-down

- 35. Do not select the "**Primary**" check box.
- 36. Select the "Emergency" check box if this person is the officer's emergency contact.

Personnel Attendance Division	IS					Log out 0
	rifocilame.	0000000		Lost nome.	- Onaciona	
Edit Personnel >	Email:	jsmithe	rs@gmail.com	Home Phone:	780 687 3365	
Edit Contact	Alternative Phone:	780	512 2668	Address:	7894 153 Avenue	
	City:	Edmont	ton	Province:	Alberta	
	Postcode:	T5L 3L2	2	Country:	Canada	
	Setting as primary/e primary/emergency of	contact.	will overwite the ca		with the corresponding information contained in the	
		Other	will overwite the ca	et's contact information block Primary:	with the corresponding information contained in the	
	primary/emergency	contact.	will overwite the ca			
	primary/emergency o	Other	will overwite the ca			
	primary/emergency of Type: Emergency:	Other	will overwite the ca			~
	primary/emergency of Type: Emergency:	Other	will overwite the ca			

- 37. Click "Save Changes"
- 38. Click on *Edit Personnel* to go back to the contact screen.

HR <mark>~</mark>		👼 ROLLCALL									
Personnel Attendance Divisions	Firet name.	otophumo.	coot nomo.	21016							
Edit Personnel >	Email:	josie_zhang@gmail.com	Home Phone:	780 681 6513	^						
Edit Contact	Alternative Phone:	780 698 9888	Address:	4567 89 Street	- 1						
	City:	Edmonton	Province:	Alberta							
	Postcode:	T6C 2D4	Country:	Canada							

39. You'll see that the officer now has an Emergency Contact listed.

HR <mark>~</mark>		ö ROLLCALL								
Personnel Attendance Divisio	ns	sitions Photos/	Documents							
Personnel > Edit Personnel	Contacts									
9	Name	Туре	Phone	Phone Alt	Email					
	Jessica Smithers - Emergency	Other	780-687-3365	780-512-2668	jsmithers@gmail.com	Z				
	Stephanie Zhang - Primary	Other	780-681-6513	780-698-9888	josie_zhang@gmail.com	(2)				
Stephanie Zhang Age: 32	Add a contact		Lest New							

40. Click on "Ranks/Positions"

HR	~	é	Ö ROLLCALL								
Personnel	Attendance Divisions	Details Contacts A Ranka/Position	s Photos/	Documents			^				
Persor	nnel	Contacts									
	2	Name	Туре	Phone	Phone Alt	Email					
		Jessica Smithers - Emergency	Other	780-687-3365	780-512-2668	jsmithers@gmail.com					
		Stephanie Zhang - Primary	Other	780-681-6513	780-698-9888	josie_zhang@gmail.com	2				
< Ste	ephanie Zhang Age: 32	Add a contact		Lost Nom							

41. Under the "**Rank Assignment**" section, select your corps from the "**Organization**" field, and select "**Cadet Instructor**" from the "**Rank**" field, and then click "**Add**"

HR <mark>~</mark>	Ö ROLLCALL	Profile 🔒 Log out 🕞
Personnel Attendance Divisions Personnel > Edit	La Details Contacts A Ranke/Postions	^
Personnel	Rank Assignments	
Ĵ	Add rank assignment Organisation: 2018 - Ney League of Alberta *6 Role Cadet Instructor	
Age: 32	Position Assignments	

- 42. Under the "**Position Assignment**" section, select your corps from the "**Organization**" field, and select the officer's position from the "**Position**" field, and then click "**Add**"
 - **ÖROLLCALL** HR × Profile 🔒 Log out 🕞 🛓 Details 🕓 Contacts 🔺 Ranks/Positions 🖾 Photos/Documents Personnel > Edit Rank Assignments Personnel 2019-08-20 Cadet Instructor 💟 (db check: Cadet Instructor) . eue of Alberta *e Add rank assignmer ~ ~ None Rol **Position Assignments** Add position assignment ~ 2018 - Navy League of Alberta *di 🗸 Instructor Orga Add
- At minimum, the officer's position should be entered as "Instructor"

43. Click on "Photo/Documents"

HR <mark>~</mark>		Ö ROLLCALL									
Personnel Attendance Divisions											
Personnel > Edit	🛓 Details 🛛 📞 Contacts	Ranks/Position Photos/Documents			^						
Personnel	Rank Assignme	nts									
9	Date	Rank Name	Organisation	Notes							
	2019-08-20	Cadet Instructor 💟 (db check: Cadet Instructor)	Navy League of Alberta *demo*								
Stephanie Zhang Cadet Instructor Age: 32	Add rank assignment Organisation:	Choose Role	None	Y							
Award Application 184 Medical Questionaire (staff) 205-01 Personnel Transaction 201	Position Assign	ments									
Membership Application 202	Add position assignm Organisation:	2018 - Navy League of Alberta *d	Instructor	¥							
	Add										

44. To add a photo of the officer, click "**Browse**" and find the location of the photo, then press "**Upload**".

HR <mark>~</mark>	💩 ROLLCALL	Profile 🛔 Log out 🕞
Personnel Attendance Divisions		
Personnel > Edit	Details Contacts A Ranks/Positions Protox/Documents	<
Personnel	Photos	
2	JPG, PHG or ZIP He Line 2046, go part to adjoints Drag and drap to rearder photos.	
Stephanie Zhang Cadet Instructor Age: 32		
Award Application 104 Medical Questionaire (staff) 205-01 Personnel Transaction 201 Membership Application 202		

45. Click on Personnel

HR <mark>-</mark>	💩 ROLLCALL	Profile 🛔 Log out 🕞
Personnel Attendance Divisions		
Personnel > Edit	A Details Contacts A Ranks/Positions 🖾 Photos/Documents	^
Personnel	Photos	
9	JPG, PNG or ZIP file Browse. Lipscof	
L.	Drag and drop to reorder photos.	
Stephanie Zhang Cadet Instructor Age: 32		
Award Application 104 Medical Questionaire (staff) 205-01	the second s	
Personnel Transaction 201		
Membership Application 202		

46. Scroll down and you'll see the record of the new officer

HR <mark>y</mark>				Ö	RC	LL	CALL						Profile Log out	
Personnel Attendance Divisions														
Deserved		2016-09- 09	Simmons	Julia	12	6	Petty Officer First Class	Messenger	Division A	carrie.simmons@	Cadet	1	x x	1
Personnel Manage officer and cadet information.		2016-09- 09	Simon	Nellie	12	0	Chief Petty Officer Second Class		Division B	Shown@fake.ca	Cadet	1	Z 🗙	
Add	1	2019-01- 25	Warren	Lora	10		Ordinary Cadet	Quartermaster	Division B	Helo@fake.ca	Cadet		x ×	
Enter a name and press the add button. You can then edit the new	-	2017-09- 22	Webber	Calvin	10		Petty Officer Second Class	Division DPD	Division B	katie webber@gm	Codet	1	x ×	J
entry to add more informaton.		2018-09- 15	Wise	Charlotte	9	\lor	Able Cadet		Division A	jdarling@hotmai	Cadet		B	
First name	P	2014-02- 16	Bowman	Kimberly	30		Acting Sub- Lieutenant	Training Officer		kb1989@hetmail	Officer		x ×	
Last name	2	2004-05- 17	Davis	Kevin	42	-	Lieutenant	Executive Officer		jake@blackpearl	Officer		œ 🗙	
44	3	2016-02- 16	Lyons	Samantha	30		Midshipman	Operations Officer		sami89@gmail.co	Officer		12 ×	
Search	2	2006-10- 04	Martinez	Derrick	49	-	Sub-Lieutenant	Admin Officer		Cap@fake.ca	Officer			
Organisation: Navy League of Alberta *demo*	1	1992-09- 22	Ramius	Marko	49	-	Lieutenant	Commanding Officer		captainr@redoct	Officer		12 ×	
Туре:		2007-07-	Scott	Nathan	32	-	Sub-Lieutenant	Supply Officer		naterox@gmail.c	Officer			
All types 🔽 First Name:	2	2019-08- 15	Zhang	Stephanie	32		Cadet Instructor	Instructor		josie_zhang@gma	Officer		1	

Adding a Warrant Number for an Officer

1. Click the green "Edit" button for the officer who you want to add the Warrant Number for

ir <mark>></mark>					RO	ЪГ	CALL						Profile Log out	
ersonnel Attendance Divisions	. 🙆	2016-09-	Simmans	Julia	12	6	Petty Officer First Class	Messenger	Division A	carrie.simmons@	Cadet		C ×	
Personnel Manage officer and cadet		2016-09- 09	Simon	Nellie	12	0	Chief Petty Officer Second Class		Division B	Shown@fake.ca	Cadet	0	R ×	j
nformation. Add	A	2019-01- 25	Warren	Lora	10		Ordinary Cadet	Quartermaster	Division B	Helo@fake.ca	Cadet		C ×	J
inter a name and press the add utton. You can then edit the new	1	2017-09- 22	Webber	Calvin	10		Petty Officer Second Class	Division DPO	Division B	katie.webber@gm	Cadet		(2 ×	J
ntry to add more informaton.	Ð	2018-09- 15	Wise	Charlotte	9	\bowtie	Able Cadet		Division A	jdarling@hotmai	Cadet		(2) ×	j
irst name		2014-02- 16	Bowman	Kimberly	30		Acting Sub- Lieutenant	Training Officer		kb1989@hotmail	Officer	1	(2) ×	j
ast name		2004-05- 17	Davis	Kevin	42		Lieutenant	Executive Officer		jake@blackpearl	Officer		🛛 🗙	J
Add	Q	2016-02- 16	Lyons	Samantha	30		Midshipman	Operations Officer		saml89@gmail.co	Officer		ĭ ×	J
Search	8	2006-10- 04	Martinez	Derrick	49		Sub-Lieutenant	Admin Officer		derrick.martine	Officer		🛛 🗙	J
Arganisation: Navy League of Alberta *demo* 🔽	M	1992-09- 22	Ramius	Marko	49	1	Lieutenant	Commanding Officer		captainr@redoct	Officer	1	ĭ ×	j
ype: All types	\$	2007-07- 15	Scott	Nathan	32		Sub-Lieutenant	Supply Officer		naterox@gmail.c	Officer			j
First Name:	2	2019-08- 15	Zhang	Stephanie	32		Cadet Instructor	Instructor		josie_zhang@gma	Officer		🛛 🗙	J
ast Name:	.		Riddle	Tom	17					Sriddle@fake.ca	Staff Cadet		(j
mail:	,						Found 25 pe	rsannel						
Documentation), All rights reserved.						sion 3.8 🖸	

2. Scroll down to the "Admin Use" section

HR <mark>></mark>		👼 RO	LLCF	LL		Profile 💄 Log out 🕞
Personnel Attendance Divisions						
Personnel > Edit						~ ^
Personnel	Health Number:	34678-3467				
	Admin Use					
Derrick Martinez	Туре:	Officer	\checkmark	Registration Date:	2006-10-04	
Sub-Lieutenant Age: 49	Registration Number:			Release Date:	0000-00-00	
Award Application 104	Release Reason:	N/A	~	Company/Division:	None	
Medical Questionaire (staff) 205-01	Media release?	¥		Archived?		
Personnel Transaction 201	Notes					
Membership Application 202						^

3. Under the "Registration Number" field, enter the officer's Warrant Number

Admin Use	Admin Use											
Туре:	Officer	~	Registration Date:	2006-10-04								
Registration Number:	209635	×	Release Date:	0000-00-00								
Release Reason:	N/A	~	Company/Division:	None	~							
Media release?			Archived?									

4. Click "Save Changes"

Adding a New Staff Cadet

Strike Off/Archive a Cadet

1. Find the record of the cadet that is being released and click the green "Edit" button

HR				٨	RO	LLCALL					Profile Log out
Personnel Attendance Divisions											
Personnel	9	2018-09-07	Mendoza	Amanda	٩	Leading Codet		Division A	thepig@fake.ca	Cadet	(7 ×
Manage officer and cadet information.	2	2016-09-09	Meyers	Rudy		Chief Petty Officer First Class	Coxewain	Division B	Potter@ fake.co	Carl Edit th	is personnel entr
Add Enter a name and press the add	2	2018-04-23	Owen	Joshua	1	Petty Officer First Class	Regulating Petty Officer	Division C	hsimpson@fake.c	Codet	(7) ×
button. You can then edit the new entry to add more informaton.		2019-01-18	Phillips	Erika		Ordinary Cadet	Yeoman	Division C	msimpson@gmail	Cadet	
First name	3	2019-08-10	Pritchard	Magnus		New Entry		Division B	matt_p@gmail.co	Codet	(7 ×
Last name	-	2017-01-10	Shaw	Wesley	0	Chief Petty Officer Second Class		Division C	ying shaw@yahoo	Cadet	×
Ade	.8	2016-09-09	Simmons	Julia	Ċ	Petty Officer First Class	Messenger	Division A	corrie.simmons@	Cadet	(Z) 🗙
Search		2016-09-09	Simon	Nellie	0	Chief Petty Officer Second Class		Division B	Shown@fake.ca	Cadet	
Organisation:	۸	2019-01-25	Warren	Lora		Ordinary Cadet	Quartermaster	Division B	Helo@fake.ca	Codet	

- 2. Scroll down to the "Admin Use" section
- 3. Enter the cadet's release date in the "Release Date" field
- 4. Under "Release Reason", select the reason why the cadet left the corps
 - The reasons listed are based on the reasons in the NL206. If you select "Other" and want to provide more details, use the "Notes" text box
- 5. Check the box that says "Archived"
 - This will ensure that the cadet's record remains in the database but is not seen in the Active cadets listing

HR Personnel Attendance Divisions		ë	ROLLCALL		Profile 🛔 Log out 😁
Personnel > Edit Personnel	Admin Use				
	Type: Registration Number: Release Reason:	Cadet Aged Out	Registration Date: Release Date: Company/Division:	2019-01-18 2019-07-31 Division A	
Corey Gordon Ordinary Cadet Age: 11	Media release?		Archived?		
Award Application 104 Medical Questionare 205 Membership Application 202	Save Changes				
Documentation		@ Copyrig	ght MB 2011-2019. All rights reserved.		Pulse version 3.8 🧿

6. Click "Save Changes"

ATTENDANCE

Add an Activity

In this section, you'll add any cadet event that you have during the year. This includes your regular parade nights, extra training nights, camps, and any other activity where you will need to track cadet attendance.

1. On the left-hand side of the screen, you'll see the "Add Report" section

Personnel Attendance Ranks		💩 ROLLCALL		Log out
Attendance Activity attendance reports.	1	Fou	ud 10 reports	
Add report Select an activity for the new report	Date	Tale	Activity	
and press the add button. You can then edit to add more informaton.	Sat 15th Jun 2019	jun 15 report reg parado	Regular Parade Night	Z
Activity:	Thu 23rd May 2019	Codet night	Codet right	(# X
Choose later or add as new	Fii 26th Oct 2018	Halloween Party	Halloween Party	C 🛛 🖉
Title:	Fri 19th Oct 2018	Regular Parade Night	Regular Parado Night	(2)
	Fri 12th Oct 2018	Regular Parade Night	Regular Parade Night	(7 X
Date: Date state report	Fri 6th Oct 2018	Regular Parade Night	Regular Parada Night	(* X
2019-08-11	Fri 28th Sep 2018	Regular Parado Night	Regular Parade Night	(Z)
Add to calendar:	Fri 21st Sep 2018	Regular Parado Night	Regular Parado Night	(7 ×
AN	Fri 14th Sep 2018	Regular Parado Night	Regular Parade Night	(2) ×

- 2. Under "Activity", leave it as the default ("Choose later or add as new")
- 3. Under "**Title**", put in the name of your event (i.e. Regular Parade Night, Winter Camp, Fleet Days, etc.)
- 4. Under "Date", enter the date of the event.

R	×						💩 ROLLCALL		Profile Log out
ersonne	el A	ttenda	nce	Divisi	ions				
	nda				î		Found	16 reports	
ctivity a	attenda	nce rep	iorts.			Date	Title	Activity	
	eport n activit		ne new	renort		Fri 9th Aug 2019	Test event	Test event	C ×
nd pres	s the ad	, dd butt	on. You	, can		Sat 15th Jun 2019	jun 15 report reg parade	Regular Parade Night	C ×
ctivity:						Thu 23rd May 2019	Cadet night	Cadet night	(x)
Choose	e later o	r add a	s new		•	Fri 23rd Nov 2018	Division Inspection	Division Inspection	(2) ×
itle: tle of the n	eport					Fri 16th Nov 2018	Full Ship's Practice	Full Ship's Practice	
	Parade	Night				Sun 11th Nov 2018	Remembrance Day	Remembrance Day	(2) ×
late: sta of the r 2018-1						Fri 9th Nov 2018	Regular Parade Night	Regular Parade Night	2 ×
2018-1		_				3 Nov 2018	Regular Parade Night	Regular Parade Night	(x) ×
	Nov	•)18	~	th Oct 2018	Halloween Party	Halloween Party	
Su	Мо	Tu	We	Th	Fr	Sa th Oct 2018	Regular Parade Night	Regular Parade Night	(2) ×
4	5	6	7	1	2	3 10 th Oct 2018	Regular Parade Night	Regular Parade Night	
11	12	13	14	15	16	17 Dct 2018	Regular Parade Night	Regular Parade Night	
18 25	19 26	20 27	21 28	22 29	23 30	24 th Sep 2018	Regular Parade Night	Regular Parade Night	
20	20	21	20	20	30	Fri 21st Sep 2018	Regular Parade Night	Regular Parade Night	
Search 4	٩				~	Fri 14th Sen 2018	Ren dar Parade Night	Decular Parada Nicht	
Docu	mentati	00					© Copyright MB 2011-2019. All rights reserv		Pulse version 3.8

- 5. Click "Add"
- 6. The event has now been added to the main report screen

HR Y			💩 ROLLCALL		Profile Log out 1
Attendance	^		Four	d 17 reports	
Activity attendance reports.		Date	Title	Activity	
Add report Select an activity for the new report		Fri 9th Aug 2019	Test event	Test event	(2)
and press the add button. You can then edit to add more informaton.		Sat 15th Jun 2019	jun 15 report reg parade	Regular Parade Night	(2)
Activity: If in the celender		Thu 23rd May 2019	Cadet night	Cadet night	
Choose later or add as new		Fri 30th Nov 2018	Regular Parade Night	Regular Parade Night	(x)
Title: Title of the report	ľ	Fri 23rd Nov 2018	Division Inspection	Division Inspection	

Take Attendance for an Activity

1. Select the green "Edit" box for the activity that you'd like to take attendance for

HR		💩 ROLLCALI	1	Profile Log out
Personnel Attendance Ranks				
Attendance Activity attendance reports.		Fou	nd 10 reports	
	Date	Title	Activity	
Add report Select an activity for the new report	Sat 16th Jun 2019	jun 15 report reg parade	Regular Parade Night	C 🗙
and press the add button. You can then edit to add more informaton.	Thu 23rd May 2019	Cadet night	Cadet night	(2)
Activity: If in the calendar Choose later or add as new	Fri 26th Oct 2018	Hallowoon Party	Halloween Party	Z
Title:	Fri 19th Oct 2018	Regular Parade Night	Regular Parado Night	2 X
Title of the report Regular Parade Night	Fri 12th Oct 2018	Regular Parade Night	Regular Parado Night	(B) 🗙
Date:	Fri 5th Oct 2018	Regular Parade Night	Regular Parado Night	x
2018-11-02	Fri 28th Sep 2018	Regular Parade Night	Regular Parade Night	(R) 🗙
Add to calendar:	Fri 21st Sep 2018	Regular Parado Night	Regular Parado Night	(R) ×
Add	Fri 14th Sep 2018	Regular Parade Night	Regular Parade Night	(2)
Documentation		© Copyright MB 2011-2019. All rights res	erved.	Pulse version 3.8

2. When the page opens, scroll down under "Personnel List"

HR			💩 ROLLCAI	Ъ		Profile L Log out @
Personnel Attendance Ranks						
Attendance	Personn	el List				
Reports > Edit	Personnel At	tendance Record				
Report	Automatical	y archive entry when (S) s	elected and unarchive when (P) (A) or (E	E) selected? 🗸		
Download PDF	Photo	Name	Rank	Туре	in Attendance	
PDF Export PDF Export (month)	9 ,	Joseph Brown	Able Cadet	Cadet	P 🖲 A 🔿 E 🔿 S 🔿	2
POF Export (blank)	-97	Christopher Garza	Petty Officer Second Class	Cadet	P A E S	8
Nominal Roll POF Export		Corey Gordon	Ordinary Cadet	Cadet	P • A • E • S •	
	1	Toby Green	New Entry	Cadet	P • A • E • S •	
	- 4.	Yvette Haynes	Leading Cadet	Cadet	P (A E S	(C)
D. Daramana antina					10.10.10.10	
Documentation			© Copyright MB 2011-2019. All rights	reserved.		Pulse version 3.

- Under each cadet, indicate if they were present (P), AWOL (A), excused (E), or stricken off strength (S). As you make the appropriate selection, the attendance list automatically saves it.
- 4. Once your attendance is complete for the event, you can run a report based on the attendance. On the left-hand side, you'll see four reports you can run. Here's a breakdown of each one:
 - a. **PDF Export:** This provides you with a PDF document of the attendance for that specific event

- b. **PDF Export (month):** This provides you with a PDF document of the attendance for whatever month this event is in
- c. **PDF Export (blank):** This provides you with a blank monthly PDF document to take your monthly attendance.
- d. **Nominal Roll PDF Export:** This provides you with the NL203 (NLCC Nominal Roll) for that specific event.

DIVISIONS

Changing Division Names

1. Click on "Division"



2. Click the green "Edit" button to edit the name of a Division

HR Personnel Attendance Divisions	Ö ROLLCALL	Profile 💄 Log out 🕞
Divisions Manage crops divisions.	Found 3 divisions	
Add Enter a name for the new divisions and	Rume Division A	Edit this Division
press the add button. You can then edit to add more informaton.	Division B Division C	
Search Organisation: Navy League of Alberta *demo* Name:	Found 3 divisions	
Documentation	© Copyright WB 2011-2019. All rights reserved.	Pulse version 3.8

3. Under the "Name" field, enter the preferred name of the Division

HR Personnel Attendance Divisions		💩 ROLLCALL	Profile 🛔 Log out 🔄
Divisions > Edit	Division Details		
Division	Name:	Haida	
	Description List display order:	Dir A	
	Notes		
Documentation		© Copyright MB 2011-2019. All rights reserved.	Pulse version 3.8

- 4. Click "Save Changes"
- 5. Repeat the above steps to change the names of the other two divisions

REPORTS

NL104 – Award Application

1. Click the green "Edit" button for the cadet who you want to print off the form for

ersonnel Attendance Divisions											
Personnel						Found 25 per	rsonnel				
Manage officer and cadet nformation.	Photo	Reg Date	Last Name	First Name	Age	Rank	Position	Division	Email	Туре	
Add Inter a name and press the add	2	2018-09- 15	Brown	Joseph	11	Able Cadet		Division B	ducktail@fake.c	Codet	
autton. You can then edit the new entry to add more informaton.		2019-08- 09	Dela Cruz	Sharon	9	New Entry		Division B	christina.delac	Cadet	CS X
irst name		2016-11- 17	Gerza	Christopher	9	Petty Officer Second Class		Division C	fgarza@gmail.co	Cadet	x
ast name		2019-01- 18	Gordon	Corey	11	Ordinary Cadet		Division A	goofy@fake.ca	Cadet	! 🛛 🗙
Add	1	2019-04- 12	Green	Toby	9	New Entry		Division B	jody.green@hotm	Cadet	! 🛛 🗙
Search	-	2018-09- 07	Haynes	Yvette	12	Leading Cadet	Quartermaster	Division A	damyl.haynes@h	Cadet	! 🛛 🗙
Drganisation: Navy League of Alberta *demo*	1	2019-04- 26	McGuire	Mindy	10	New Entry	Messenger	Division C	Msimpson@fake.c	Cadet	x
Type:	9	2018-09-	Mendoza	Amanda	10	Leading Cadet		Division A	thepig@fake.ca	Cadet	1 🛛 🗙
All types 🔽	2	2016-09- 09	Meyers	Rudy	11	Chief Petty Officer First Class	Coxswain	Division B	Gpotter@gmail.c	Cadet	C ×
		2019-01- 18	Phillips	Erika	10	Ordinary Cadet	Yeaman	Division C	msimpson@gmail	Cadet	! 🛛 🗙
.ast Name:	3	2019-08- 10	Pritchard	Magnus	9	New Entry		Division B	matt_p@gmail.co	Cadet	

2. On the left-hand side, click on the "Award Application 104" button

HR <mark>Y</mark>		💩 ROL	LCALL		Profile 🛔 Log out 🕞
Personnel Attendance [livisions				
Personnel > Ed	it Details Conta	cts 🛛 🖈 Ranks/Positions 🗌 🖻 Photos/Do	ocuments		^
Personnel	Personnel De	tails			
	First name:	Rudy	Middle name:		
	Last name:	Meyers	Preferred name:		
*	Date of Birth (11):	2007-09-14	Gender:	\odot Male \bigcirc Female \bigcirc Other	
Chief Petty Officer First Class	Contact Deta	ils			
Award Application 104	Read only. Provided	for reference here, please edit using th	e contacts section and set prir	nary flag.	
Medical Questionaire 205	Email:	Gpotter@gmail.com	Home Phone:	780 517 5282	
Membership Application 202	Alternative Phone:	780 651 6844	Address:	218-9618 168 Street	

3. The PDF document will appear in a new window or open as a PDF

Nominee Informatio	on			
Sumame	Given Name		Middle Name(s)	Rank
Meyers	Rudy			
Street Address		City/Town	Province	Postcode
218-9618 168 Street		Edmonton	Alberta	T4F 5G3
Phone		Email		
780-517-5282		Gpotter@gmai	I.com	
Unit/Branch		Division	Years of Service	
la naminated fam (f	heek all that ann			
Is nominated for: (C			an/Manahan Autorda	
Cadets Awards [] S		League Cadet Offic		
[] Cadet Award of Co		[]	National President's A	ward
[] Cadet Medal of Ex		[]	Life Membership	
 Cadet Service Med 	dal From: To:	[]	Distinguished Service	Award
[] Cadet Perfect Atte	ndance - Career	[]	Meritorious Service Av	ward
[] Cadet Perfect Atte	ndance - Year	[]	Certificate of Service	

4. Print off the document and fill out any necessary fields

NL201 – Personnel Transaction

1. Click the green "Edit" button for the officer who you want to print off the form for

HR <mark>~</mark>						RO	LL	CALL						Profile Log out	
Personnel Attendance Divisio	ns ^		2016-09- 09	Simmans	Julia	12	Ċ	Petty Officer First Class	Messenger	Division A	carrie.simmons@	Cadet	1	C ×	
Manage officer and cadet			2016-09- 09	Simon	Nellie	12	۲	Chief Petty Officer Second Class		Division B	Shown@fake.ca	Cadet	1	ĭ ×	J
Add		A	2019-01- 25	Warren	Lora	10		Ordinary Cadet	Quartermaster	Division B	Helo@fake.ca	Cadet	!	x x	J
AUU Enter a name and press the add button. You can then edit the new		1	2017-09- 22	Webber	Calvin	10		Petty Officer Second Class	Division DPO	Division B	katie.webber@gm	Cadet		🛛 🗙	J
entry to add more informaton.			2018-09- 15	Wise	Charlotte	9	\lor	Able Cadet		Division A	jdarling@hotmai	Cadet		(l
First name		1	2014-02- 16	Bowman	Kimberly	30		Acting Sub- Lieutenant	Training Officer		kb1989@hotmail	Officer		ĭ ×	J
Last name			2004-05- 17	Davis	Kevin	42	•	Lieutenant	Executive Officer		jake@blackpearl	Officer		🛛 🗙	J
Add		£3	2016-02- 16	Lyons	Samantha	30		Midshipman	Operations Officer		saml89@gmail.co	Officer		C ×	
Search	ſ	8	2006-10- 04	Martinez	Derrick	49	•	Sub-Lieutenant	Admin Officer		derrick.martine	Officer		C ×	J
Organisation: Navy League of Alberta *demo*	1	N.	1992-09- 22	Ramius	Marko	49	4	Lieutenant	Commanding Officer		captainr@redoct	Officer		Ø ×	J
Туре:			2007-07- 15	Scott	Nathan	32		Sub-Lieutenant	Supply Officer		naterox@gmail.c	Officer	1	x	J
All types 🗸		2	2019-08- 15	Zhang	Stephanie	32		Cadet Instructor	Instructor		josie_zhang@gma.	Officer		🛛 🗙	J
Last Name;	l	.		Riddle	Tom	17					Sriddle@fake.ca	Staff Cadet		(K) 🗙	J
Email:	~							Found 25 pe	rsannel						
Documentation					© Copyrigh	rt MB 201	1-2019	. All rights reserved.				Pul	lse vers	iion 3.8 😋	•

2. On the left-hand side, click on the "Personnel Transaction 201" button

HR 🖌		💩 ROLL	CALL		Profile 🛔 Log out 🕞
Personnel Attendance Divisions					
Personnel > Edit	🔺 Details 🛛 📞 Contact	s 🛛 A Ranks/Positions 🚺 🔚 Photos/Docu	ments		,
Personnel	Personnel Det	ails			
	First name:	Derrick	Middle name:	Joel	
	Last name:	Martinez	Preferred name:		
	Date of Birth (49):	1970-07-01	Gender:		
C Derrick Martinez Sub-Lieutenant Age: 49	Contact Detail	s			
Award Application 104	Read only. Provided for	reference here, please edit using the	contacts section and set prim	iary flag.	
Medical Questionaire (staff) 205-01	Email:	derrick.martinez@gov.ab.ca	Home Phone:	780 925 5569	
Personnel Transaction 201 Membership Application 202	Alternative Phone:	780 954 2669	Address:	952 Shawnessy Avenue	

3. The PDF document will appear in a new window or open as a PDF

Personal Information	on							
Sumame		Given Name			Middle	Name(s)		
Martinez		Derrick						
Street Address			City / Town			Province	Postal Code	
952 Shawnessy Ave	nue	Edmonton				Alberta	T6B 9C9	
Home Phone		Work Phone			Cellula	r		
780-925-5569		780-954-266	69					
Corps Information								
Corps Number	Corps	Name		Divisio	n			
Requested Rank		Position			Requested Effective Date			
Declaration		(To	be completed up	on enrollr	ment, a	appointment	t, promotion or transfe	

4. Print off the document and fill out any necessary fields

NL202 – Application for Membership

1. Click the green "Edit" button for the cadet who you want to print off the form for

D	^										
Personnel Ianage officer and cadet						Found 25 pe	rsonnel				
nformation.	Р	hoto Reg Date	Last Name	First Name							
Add inter a name and press the add utton. You can then edit the new		2018-09- 71 15	Brown	Joseph	11	Able Cadet		Division B	ducktail@fake.c	Codet	! 🛛 🗶
ntry to add more informaton.	.6	2019-08-	Dela Cruz	Sharon	9	New Entry		Division B	christina.delac	Cadet	Z X
irst name		2016-11-	Gerza	Christopher	9	Petty Officer Second Class		Division C	fgarza@gmail.co	Cadet	
ast name		2019-01-	Gordon	Corey	11	Ordinary Cadet		Division A	goofy@fake.ca	Cadet	! 🛛 🗙
Add		2019-04- 12	Green	Toby	9	New Entry		Division B	jody.green@hotm	Cadet	! Z X
Search		2018-09-	Haynes	Yvette	12	Leading Cadet	Quartermaster	Division A	darryl.haynes@h	Cadet	! 🛛 🗙
Arganisation: Navy League of Alberta *demo*		2019-04-	McGuire	Mindy	10	New Entry	Messenger	Division C	Msimpson@fake.c	Cadet	(
ype:	1	2018-09-	Mendoza	Amanda	10	Leading Cadet		Division A	thepig@fake.ca	Cadet	! 🛛 🗙
All types	6	2016-09-	Meyers	Rudy	11	Chief Petty Officer First Class	Coxswain	Division B	Gpotter@gmail.c	Cadet	
irst Name:		2019-01- 18	Phillips	Erika	10	Ordinary Cadet	Yeoman	Division C	msimpson@gmail	Codet	! @ ×
ast Name:	10	2019-08-	Pritchard	Magnus	9	New Entry		Division B	matt p@gmail.co	Codet	

2. On the left-hand side, click on the "Membership Application 202" button

HR <mark>y</mark>		💩 ROLL	CALL		Profile 🔒 Log out 🕞
Personnel Attendance Divisions					
Personnel > Edit	🛔 Details 🔍 📞 Contac	ts 🛛 🖈 Ranks/Positions 🖉 🖴 Photos/Docur	nents		^
Personnel	Personnel Det	ails			
	First name:	Rudy	Middle name:		
	Last name:	Meyers	Preferred name:		
*	Date of Birth (11):	2007-09-14	Gender:	● Male ○ Female ○ Other	
Chief Petty Officer First Class	Contact Detai	ls			- 1
Award Application 104	Read only. Provided fo	r reference here, please edit using the c	ontacts section and set prin	nary flag.	
Medical Questionaire 205	Email:	Gpotter@gmail.com	Home Phone:	780 517 5282	
Membership Application 202	Alternative Phone:	780 651 6844	Address:	218-9618 168 Street	

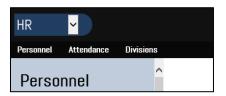
3. The PDF document will appear in a new window or open as a PDF

Y	NAV	Y LEAGUE	CA	DET			
Section 1 - Personal Infor	mation						
Sumame	Given Name		Middle	Name(s)			Gender
Meyers						Male	
Street Address	City/Town		Postal Code/Province		Phone Number		
218-9618 168 Street	Edmonton		Alberta T4	= 5G3	780-5	517-5282	
Date of Birth (DD/MMM/YYYY)		Place of Birth and Cou	ntry				
2007-09-14							
Provincial Health Care Number		Doctor Name				Doctor F	hone Number
Name of School				Grade		Swimmi	ng Ability
Name of Primary Parent or Guardian		Relationship to Cadet		Email			
Street Address (if different from above)		Town/City		Postcode	Home	Phone	Cell Phone
					_		

4. Print off the document and fill out any necessary fields

NL203 – Nominal Roll

1. Select the Attendance tab



2. Select the event that you need the document for

ersonnel Attendance Divis	^				
Attendance Activity attendance reports.			Foun	d 17 reports	
		Date			
Add report Select an activity for the new report		Fri Sth Aug 2019	Test event	Test event	Z
and press the add button. You can then edit to add more informaton.		Sat 15th Jun 2019	jun 15 report reg parade	Regular Parade Night	(2)
Activity: Fin the calendar		Thu 23rd May 2019	Cadet night	Cadet night	(2)
Choose later or add as new	•	Ed 30th New 2018	Danular Parada Nicht	Peouler Parede Nicht	

3. On the left-hand side of the screen, select "Nominal Roll PDF Export"

HR <mark>Y</mark>	Ö ROLLCALL	Profile 🔒 Log out 🕞
Personnel Attendance Divisions	Report Details	~
Attendance Reports > Edit	Activity. 2019-Aug-11: Division Inspection 🔽 Date: Date: Date: 2018-11-23	
Report	Title: Division Inspection	
Download PDF PDF Export	Description: Description: / the equal	
PDF Export (month) PDF Export (blank)		\sim
Nominal Roll PDF Export	Mandatory? S	

4. The PDF document will appear. Print as necessary.

8	,					NL	.CC Nomina	al Re	ole						8
			s Inform	ation			I								
Corps	Number		Corps Name				Activity	OPI				Date			
NLA	3		Navy Leagu	e of Alberta *demo			Division Inspection	1						2018-11-23	
Par	t 2 -		s Comp	ement											
		Officers Male Female				Instructors	Female	Staff T	otal	Female	-	adets		Female	
					Male			Male				ale			
Pres	ent	4		2	0		0	4		2	8	8		9	
Abse	nt	0		0	0		0	0		0	0			0	
Total		4		2	0		0	4		2	8			9	
_		_													
Par	t 3 -	Corp	s Staff												
	Last N	ame		First Name		Rank	Warrant #		Position		Gender		Phone		Status
1	BOW	MAN		Kimberly		ASLT					Female		780-628-41	69	Р
2	DAVI	s		Kevin		LT					Male	Male			Р
3	LYON	1S		Samantha		MID					Female		780-273-63	88	Р

NL205 – Medical Questionnaire

1. Click the green "Edit" button for the cadet who you want to print off the form for

	`										
Personnel Manage officer and cadet	_					Found 25 pe	rsonnel				
nformation.	Phete	Reg Date	Last Name	First Name							
Add inter a name and press the add utton. You can then edit the new	<u>,</u>	2018-09- 15	Brown	Joseph	11	Able Cadet		Division B	ducktail@fake.c	Cadet	1
ntry to add more informaton.		2019-08- 09	Dela Cruz	Sharon	9	New Entry		Division B	christina.delac	Cadet	x x
irst name	0	2016-11- 17	Garza	Christopher	9	Petty Officer Second Class		Division C	fgarza@gmail.co	Cadet	C ×
ast name	-	2019-01- 18	Gordon	Corey	11	Ordinary Cadet		Division A	goofy@fake.ca	Cadet	! 🛛 🗙
Add	2	2019-04- 12	Green	Toby	9	New Entry		Division B	jody.green@hotm	Cadet	! 🛛 🗙
Search	-	2018-09- 07	Haynes	Yvette	12	Leading Cadet	Quartermaster	Division A	darryl.haynes@h	Cadet	! 🛛 🗙
Arganisation: Navy League of Alberta *demo*	1	2019-04- 26	McGuire	Mindy	10	New Entry	Messenger	Division C	Msimpson@fake.c	Cadet	
ype:	9	2018-09-	Mendoza	Amanda	10	Leading Cadet		Division A	thepig@fake.ca	Cadet	! 🛛 🗙
All types 🔽	2	2016-09- 09	Meyers	Rudy	11	Chief Petty Officer First Class	Caxswain	Division B	Gpotter@gmail.c	Cadet	C ×
105		2019-01- 18	Phillips	Erika	10	Ordinary Cadet	Yeoman	Division C	msimpson@gmail	Cadet	! @ ×
ast Name:	100	2019-08- 10	Pritchard	Magnus	9	New Entry		Division B	matt p@gmail.co	0-44	

2. On the left-hand side, click on the "Medical Questionnaire 205" button

HR <mark>~</mark>		👼 ROLLO	CALL		Profile 💄 Log out 🕞
Personnel Attendance Divisions					
Personnel > Edit Personnel	Letails Contact Personnel Det		ents		
	First name:	Rudy	Middle name:		
	Last name:	Meyers	Preferred name:		
*	Date of Birth (11):	2007-09-14	Gender:	● Male ○ Female ○ Other	
Chief Petty Officer First Class	Contact Detai	ls			
Award Application 104	Read only. Provided fo	r reference here, please edit using the co	ntacts section and set prin	iary flag.	
Medical Questionaire 205	Email:	Gpotter@gmail.com	Home Phone:	780 517 5282	
Membership Application 202	Alternative Phone:	780 651 6844	Address:	218-9618 168 Street	

3. The PDF document will appear in a new window or open as a PDF

Section	1 - Cadet Pers	onal Informa	tion	_			
Rank	Surname	onarimonna	Given Nan	18		Middle Nam	ne(s)
CPO1	Meyers		Rudy			maalo nam	10(3)
Street Address			rtuuy	City / Town			Postal Code
	168 Street			Edmonton			T4F 5G3
Gender		of Birth		Lamonton	Home Phone		Corps Location
Male		7-09-14			780-517-5	202	Corps Location
Section	2 - Cadet Med	ical informati	on				
Name of Fami	ly Doctor				Phone		
Provincial Hos	pitalization/Insurance num	Medical Insurance	Group	Number	Policy Number		Dependant Number
Latest Tetanus	s Injection		Can th	e cadet Swim? Ple	ase provide swimr	ning level if	applicable
	Month	Year					
Section	3 - Parent/Gua	rdian Inform	ation				
1 Parent/Gua					1. Relationship	to Cadet	
Greg Me					Parent		
1. Home Phon		1. Cell Phone		1. Work F			1. Ext
780-517-		780-651-6844					
1. Street Addr	8SS				1. City / Town		1. Postal Code
218-9618	168 Street				Edmonton		T4F 5G3
2. Parent/Gua	rdian				2. Relationship	to Cadet	-
				0.144 1.5			0.51

4. Print off the document and fill out any necessary fields