Post/District/Department Adjutant Access Only: Reporting

Adjutants are the official corresponding officer for the Post/District/Department and shall attest to all official communications and reports with their signature.

Adjutants will be granted permissions August 1 based on election reports to access the reporting functions.

Adjutant will collect participation reports from Chairman at Post/District/Department.

To enter a report, adjutant will click on the Entries tab at the top right under your name.

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You will see a listing of previous entries submitted and their status, if applicable.

To enter a report, click on the black + Create Entry button.

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Click on Program Box and select the specific program from the drop down for entry report.

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In the notes box explain exactly what your reporting with details.

Every Box will be pre-populated based on what permissions are assigned to your role. You can only report on your Post/District/Department.

Once complete you can save and come back until ready to submit, or you can click the Save & Approve button to submit.

The report that you submitted will be back in the initial screen and will tell you status as it moves up the Chain for approval.

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*The Higher level can submit on behalf of the lower level in the entry tab.

*The Higher level can approve on behalf of the lower level by clicking on My Organizations Action on the left.

Post/District/Department Adjutant Access Only: Actions Button

Actions are defined as you have a report to approve or reject for revision based on the level approval authority your role is defined as (District, Department & National.)

Adjutant must regularly review these actions to give credit to their lower level entity. The status bar on the Dashboard will reflect as Pending the level that has not approved.

The Dashboard will not change to Met until National Programs has approved.

The Dashboard will remain Unmnet until a report is entered.

At the Post level when your report has been rejected and you can make revisions or accept. Example of a pending alert in RED:

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