VIRTUAL INPROCESSING v1.0

Supervisor Manual

January 2005

TASK SEARCH:

To search for any active members' task(s):

1. Open https://abw.hanscom.af.mil/wing_apps/vIN/
2. Click on 'Task Search' from left-side menu
3. Fill in 'Last 4 digits SSAN' and/or 'Last Name' form field(s). See figure 3.1
4. Click on 'Go' button
5. See figure 3.2 for sample of search results

Figure 3.1

Figure 3.2

To change status of any task (from Search Results – Figure 3.2):

1. Search for tasks using the instructions from previous page.
2. From search results (figure 3.2), identify the record you like to change
3. Click on the drop-down menu from that record under the column, Task/Status
4. Choose from the following option: *Pending*, *Completed*, *Not Required*, *Follow-on Appt Required*
5. Repeat step 2-4 to update the status of more than one record
6. Click on 'Update Status' link that's located on the top and bottom of the webpage

To add or edit notes (from Search Results – Figure 3.2):

1. Search for tasks, see Figure 3.1.
2. From search results (Figure 3.2), identify the record you like to add or edit a note.
3. If this is the first time a note is added to the record, click on 'Add' link. If there's an existing note, click on 'Edit'.
4. Fill in the form fields (as required). See Figure 3.3
5. Click on 'Update' or 'Insert' button

Figure 3.3

TASK:

To add a new task:

1. Open https://abw.hanscom.af.mil/wing_apps/vIN/
2. Click on 'Task' from left-side menu
3. Click on 'Add New Task' link, located on the top and bottom of the page (See Figure 4-1)
4. Fill in all the form fields (See Figure 4-2)
5. Click on 'Insert' button

To edit a task:

1. Open https://abw.hanscom.af.mil/wing_apps/vIN/
2. Identify the task you like to modify. Click on 'Edit' link on the left side of that row.
3. Update/change any form fields listed (See Figure 4-3)
4. Click on 'Update' button

To deactivate a task:

1. Open https://abw.hanscom.af.mil/wing_apps/vIN/
2. Identify the task you like to delete/remove. Click on 'Deactivate' link on the left side of that row.
3. Click on 'OK button to the pop-up dialog box

NOTE: You can not delete a task directly. You may only deactivate the task from view and changes. Once deactivate the task will not be appended to future incoming members. **Contact the Web Admin to delete any task.**

Figure 4-1

Figure 4-2

Figure 4-3

AGENCY CONTACT INFORMATION:

Update Information:

1. Go to https://abw.hanscom.af.mil/wing_apps/vIN/
2. Click on '*Agency* Contact Information' link on the left menu
3. Update any or all the form fields as needed.
4. Click on 'Update' button to save

Figure 5-1