

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

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BASE SUPPLY TASK MANAGER

Pending Task Search

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Privacy Act Statement

Authority: 10 U.S.C.; 8013, SECAF
Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.
Routine Uses: None (no one outside DoD has access).
Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

This page will help you find a specific member who has BASE SUPPLY pending tasks.

Last 4 digits SSAN note: numbers only, no spaces or dashes allow

Last Name

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Figure 3.1

Task Pending List (from Search)

The following tasks are pending completion. If the status is 'Pending', you determine whether the individual needs a 'Follow-Up Appt Required'. If so, update the status of the task to 'Completed', if not, update the the status to 'Complete'.

Please select a members name to view contact and assignment information.

[Update Status](#)

- Overdue Suspense
 - Within 3 Days of Suspense
 - Complete

Name	Task/Status	Notes	Suspense Date
SMSgt Dianne Cope	Come to Base Supply Follow-on Appt Required	TEST Edit	12/6/2004
SMSgt Dianne Cope	Return all equipments Not Required	help Edit	12/6/2004
MSGT Richard Moore	Come to Base Supply Pending	Add Note	12/18/2004
MSGT Richard Moore	Return all equipments Follow-on Appt Required	Add Note	12/18/2004

[Update Status](#)

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

The screenshot shows the vInprocessing web application interface. At the top, there is a logo with a globe and the text "vInprocessing". Below the logo is a navigation bar with "vInprocessing HOME - Help". The main content area is titled "Edit Member's Notes" and contains a form for editing notes. The form includes a sidebar with a tree view of navigation options: PERSONNEL, READINESS TASK MANAGER, Introduction, Pending Tasks, Task Search, Tasks (highlighted), PERSONNEL READINESS Task Managers, Contact Information, PERSONNEL READINESS Contact Information, and a footer with "vInprocessing HOME - Help". The form fields are: Member's Name: SMSgt Dianne Cope; Task: Final Inprocessing Stateside; Special Instructions: vInprocessing update; Status: Follow-on Appt Required; Notes to Member: Stateside. At the bottom of the form are three buttons: Update, Reset, and Cancel.

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.**

The screenshot displays the 'vInprocessing' web application. At the top, there is a navigation bar with 'vInprocessing HOME - Help'. Below this, the page is titled 'Inprocessing Task'. A sidebar on the left contains a menu with options: 'PERSONNEL READINESS TASK MANAGER', 'Introduction', 'Pending Tasks', 'Task Search', 'Tasks' (which is selected), 'PERSONNEL READINESS Task Managers', 'Contact Information', and 'PERSONNEL READINESS Contact Information'. The main content area features a table of tasks. Above the table, there is a paragraph explaining that these are tasks associated with 'PERSONNEL READINESS' and that users can deactivate or edit tasks. An 'Add New Task' link is positioned above the table. The table has three columns: 'Description', 'Comments/Special Instructions', and '# Days Due'. Each row includes a 'Deactivate Edit' link. Below the table, another 'Add New Task' link is visible. The page footer also contains 'vInprocessing HOME - Help'.

Description	Comments/Special Instructions	# Days Due
Final Inprocessing Stateside	vInprocessing update	35 days
Go to the Personnel Readiness Office	No comments	25 days
Help with this inProcessing Tool		5 days

Figure 4-1



vInprocessing

[vInprocessing HOME](#) - [Help](#)

BASE SUPPLY TASK MANAGER Add New Task

Fill in the form fields below and click on 'Insert' to add a new task.

- ▶ Introduction
- ▶ Pending Tasks
- ▶ Task Search
- ▶ **Tasks**
- ▶ BASE SUPPLY Task Managers
- ▶ Contact Information
- ▶ BASE SUPPLY Contact Information


Description

Days Due Note: Number of days starting from the Return date

Comments / Special Interest

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Figure 4-2



vInprocessing

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BASE SUPPLY TASK MANAGER Edit Task

You may select an agency to view, assign, and delete its task managers.

- ▶ Introduction
- ▶ Pending Tasks
- ▶ Task Search
- ▶ **Tasks**
- ▶ BASE SUPPLY Task Managers
- ▶ Contact Information
- ▶ BASE SUPPLY Contact Information

Description

Days Due

Comments / Special Interest

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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

The screenshot displays the vInprocessing web application interface. At the top left is a logo featuring a stylized globe and the text 'vInprocessing'. Below the logo is a navigation bar with the text 'vInprocessing HOME - Help'. The main content area is titled 'PERSONNEL READINESS Contact Information' and includes a sub-header 'PERSONNEL READINESS TASK MANAGER'. A left-hand navigation menu lists several options: 'Introduction', 'Pending Tasks', 'Task Search', 'Tasks', 'PERSONNEL READINESS Task Managers', 'Contact Information', and 'PERSONNEL READINESS Contact Information', which is currently selected and highlighted in blue. The main form area contains the following fields: 'Phone:' with the value '9357', 'Fax:' with the value '377', 'Hours:' with the value 'M-F: 9-5 am', 'Location:' with a dropdown menu showing '20 Schilling Circle', 'Hanscom', and 'USA', and 'Additional Comments:' with an empty text area. Below the form fields are three buttons: 'Update', 'Reset', and 'Cancel'. At the bottom of the page is another navigation bar with the text 'vInprocessing HOME - Help'.

Figure 5-1