



PERMS Integrator Software Guide

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Installation

PERMS Integrator is a workstation based application designed to run in your State Headquarters. It **does not have an organizational level security model**, so anyone with access to PERMS Integrator can see data from various systems, regardless of their organization.

To install PERMS Integrator on your system, follow these steps:

1. Download the installation program, PERMSIntegratorSetup.zip from the Downloads page at <http://nationalguard.twinengines.com/support/downloads.aspx>.
2. Configure the workstation running PERMS Integrator to have a static IP address. This is required for access to your PERMS Servers and the RCAS database.
3. Configure your PERMS Server to allow access to the Verify and Release shares from the workstation's IP address. The PERMS help desk can assist with this.
4. Map a shared drive to both the Verify and Release shares on the PERMS Server. This will require a login and password for the end user to enter. It is not CAC enabled.
5. There are 2 options for accessing the RCAS database in order to pull orders out of MILPO Orders and 23 statements out of RPAM. You can either use the RCASDBOR SQL Server Linked Server that the TwinEngines Web Application Suite utilizes, or you can install and configure the Oracle client on the PERMS Integrator workstation and connect directly to the RCAS database server from it. After PERMS Integrator is installed, you can select to use either method from the Database tab of the configuration. If you want to connect to the RCAS database from the PERMS Integrator workstation directly, perform the following steps:
 - a. Configure the SQLNET.ORA file on your RCAS database server to allow SQL access from the PERMS Integrator workstation's IP address. This is done in the "tcp.invited_nodes" line of the SQLNET.ORA file. This allows SQL connections from PERMS Integrator to the RCAS database server, which is used to pull orders from MILPO Orders and RPAM.
 - b. Follow the directions in the RCAS bulletin, RCAS_Technical_Bulletin_DBServerReportingRoles_9Nov2015, to create the VTE_USER account which has rights to query the RCAS tables. Alternatively, you can manually create an account and give it read permissions on the PER and RPAM schemas.
 - c. Grant the VTE_USER account permissions to the dbms_job function with the SQL:
grant execute on sys.DBMS_LOB to VTE_USER
 - d. Install the 32 bit version of the Oracle client, v11gR2 or 12c on the PERMS Integrator workstation.
 - e. Configure a SQL*Net Alias, using the Oracle Net Manager that points to the RCAS Database server. Call it RCASDBOR.
6. Create or obtain a SQL Server database login that has "db_owner" rights on the "PERMSIntegrator" database.
7. Run the PERMSIntegratorSetup.exe installation program downloaded above. You will be prompted for the location to install the program, which defaults to C:\Program Files (x86)\PERMS Integrator. The installer will also create a working folder on the C: drive of C:\PERMS Integrator. The "Authenticated Users" group will be given read/write access to this folder. It is used by PERMS Integrator to create temporary files that are needed while exporting orders.
8. Run PERMS Integrator with the "Run as administrator" option for the first time. This will allow it to create a PERMS Integrator printer when it first starts up. You will also be prompted for a SQL Server admin login and password. This will create the PERMSIntegrator SQL Server database that is used to track the history of the orders exported by PERMS Integrator. This database also stores configuration information that is not specific to each workstation.
9. Go to the File -> Configuration menu in PERMS Integrator to do the initial configurations. Additional configuration can be found in the Configuring PERMS Integrator section below.
 - a. From the System tab:
 - i. Set the "PERMS XML Import Directory" to the shared drive on the PERMS server created in step 4 above. NOTE: recommend setting this to the "Verify" share until you are familiar with the process and comfortable with it. This will send all batches to the "Verify" queue. Once you



- are comfortable with the process, you can switch it to the “Release” share and the exported documents will go immediately into the Soldier’s records.
- ii. Set the “Path to Microsoft Word” and “Path to Adobe Acrobat”.
- b. From the Database tab:
- i. If you want to use the SQL Server Linked Server to access the RCAS database, select that option. If you want to connect directly to RCAS from the PERMS Integrator workstation, select that option and fill out the following:
 1. Enter “RCASDBOR” in the “TNS Names Entry Name”.
 2. Set the “Server Login” and “Server Password” to the VTE_USER account and password created in step 5b above.
 - ii. Click the “Test” button to ensure the connection to the RCAS database is working properly.

Configuring PERMS

PERMS Integrator works by converting documents to TIFF images and creating XML documents referencing these TIFF images and include the index data that PERMS needs. A program on the PERMS Server monitors two directories, Release and Verify, looking for these types of files and imports them into PERMS as soon as they are placed into the directory. This is called the “XML Batch Import Process”. PERMS Integrator will need access to one of these shares, so you will need to give anyone that will be using PERMS Integrator, at a minimum, write access to this share on the PERMS Server. The “Release” share will send any files directly to the soldier’s record, while the “Verify” share will send them to QC for processing before they will be released. It is recommended that you send the files to the “Verify” share when initially setting up and configuring PERMS Integrator until you can confirm the process is working properly. These shares are also restricted by IP address for security reasons. The PERMS help desk can help you configure the PERMS Server and give access to the workstations running PERMS Integrator.

To configure PERMS to monitor this directory, do the following:

1. Log onto the MILPO-IQC Server with the admin login (<http://permsserver/iqc>).
2. Select “Configure IQC Server”.
3. You will see the XML Batch Import Settings. Make the following changes:
 - a. Verify Import – check this option.
 - b. Verify Import Path – set this to the path of the share you created above (e.g. [\\MyIQCServer/XMLImportBatches](http://MyIQCServer/XMLImportBatches)).

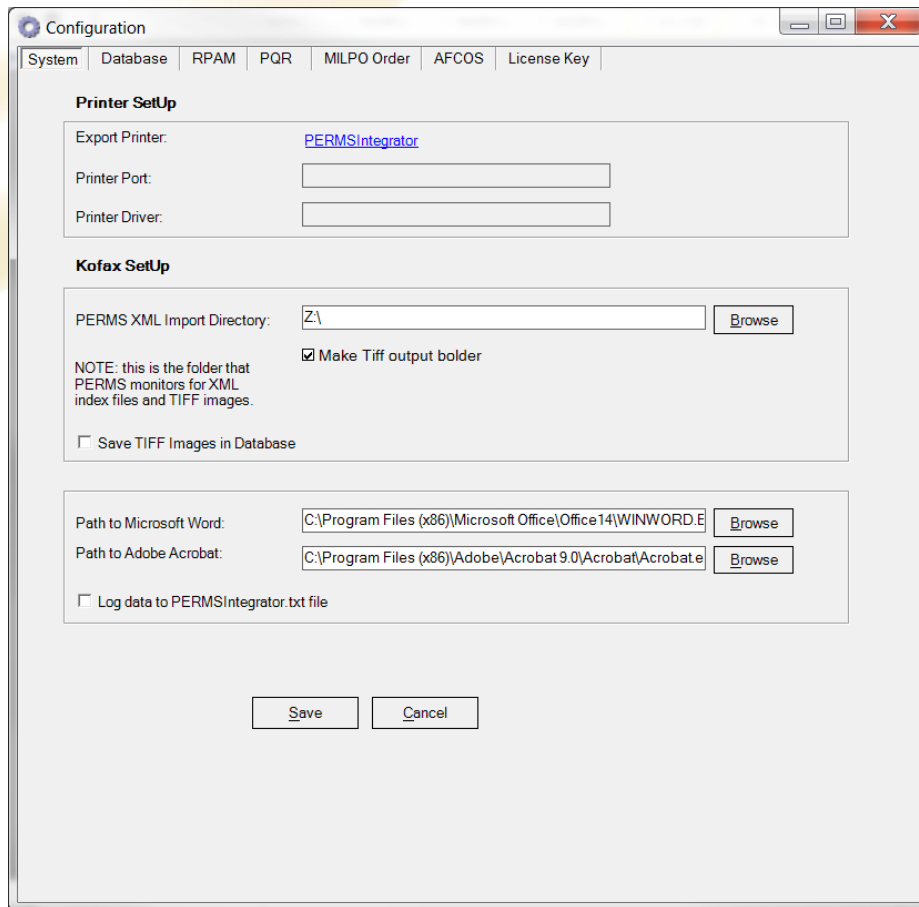
NOTE: you also have the ability to set the “Auto Import Path” options just as you do above with the “Verify Import” options above. If you do so, documents imported into PERMS from this directory will bypass the verification stage. It is recommended that you use the “Verify Import” so that you can search for duplicates before processing the files.

Configuring PERMS Integrator

There are multiple screens that need to be configured before using PERMS Integrator. When you first start the program, the configuration screen will come up. You can also get back to the configuration screen at any time with the menu option of File->Configuration.

System

The following shows the “System” tab of the configuration:



The screenshot shows the 'Configuration' dialog box with the 'System' tab selected. The dialog has several sections:

- Printer Setup:**
 - Export Printer: [PERMSIntegrator](#) (hyperlink)
 - Printer Port: [Empty text box]
 - Printer Driver: [Empty text box]
- Kofax Setup:**
 - PERMS XML Import Directory: [Browse]
 - Make Tiff output folder
 - NOTE: this is the folder that PERMS monitors for XML index files and TIFF images.
 - Save TIFF Images in Database
- Path Settings:**
 - Path to Microsoft Word: [Browse]
 - Path to Adobe Acrobat: [Browse]
 - Log data to PERMSIntegrator.txt file

At the bottom of the dialog are 'Save' and 'Cancel' buttons.

The “Printer Setup” can be left as the default. If you want to print a batch of orders out of MILPO Orders to get a hard-copy of orders, you can change the “Export Printer” by clicking on the hyperlink and selecting a different printer. When you do that, the “Export” option in the MILPO Orders screen will print the orders to the selected printer instead of converting them to TIFF. If you need to export orders to PERMS, however, you will need to switch the printer back to PERMSIntegrator.

The PERMS XML Import Directory is the shared folder that you are exporting the TIFF images and XML files (the shared folder mapped in step 4 of the [Installation instructions](#) above). If you want all the documents to go to the “Verification” queue in PERMS, you should set this to the mapped drive that points to the “Verify” share on the PERMS server. If you want the documents to go directly into the soldier’s record, set this to the mapped drive that points to the “Release” share on the PERMS Server.

The “Make Tiff output bolder” check box will make the text in MILPO Orders bolder so that they are easier to read when converted to TIFF. It is recommended that this option be selected.

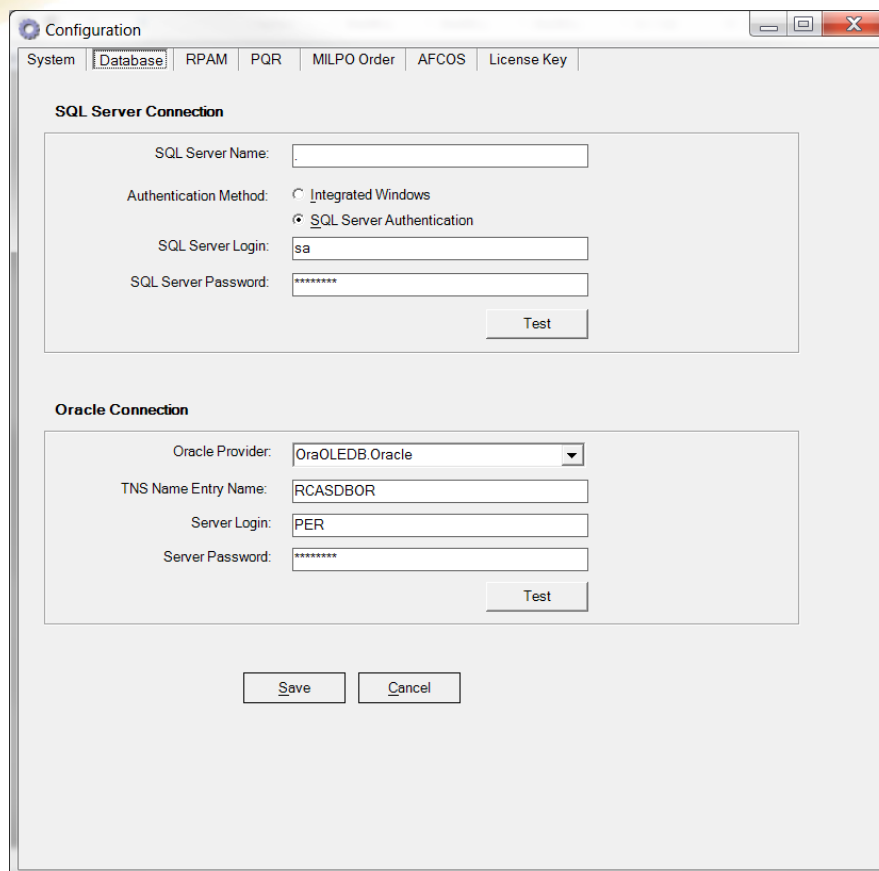
The “Save TIFF Images to Database” option allows you to save any TIFF images created by PERMS Integrator into the PERMS Integrator database in SQL Server. It is recommended this setting stays unchecked since it will greatly increase the size of the PERMS Integrator database.

Set the “Path to Microsoft Word” and “Path to Adobe Acrobat” to the WinWord.exe and Acrobat.exe executables. These programs are used when converting Word and PDF documents to TIF.

The “Log Data to PERMSIntegrator.txt” option is a debugging option used by TwinEngines Support. It is recommended this stays turned off unless directly by TwinEngines Support to turn it on.

Database

The Database tab shows the following configuration information:



The screenshot shows the 'Configuration' dialog box with the 'Database' tab selected. The 'SQL Server Connection' section includes fields for 'SQL Server Name', 'Authentication Method' (with radio buttons for 'Integrated Windows' and 'SQL Server Authentication'), 'SQL Server Login' (set to 'sa'), and 'SQL Server Password' (masked with asterisks), along with a 'Test' button. The 'Oracle Connection' section includes a dropdown for 'Oracle Provider' (set to 'OraOLEDB.Oracle'), 'TNS Name Entry Name' (set to 'RCASDBOR'), 'Server Login' (set to 'PER'), and 'Server Password' (masked with asterisks), also with a 'Test' button. At the bottom are 'Save' and 'Cancel' buttons.

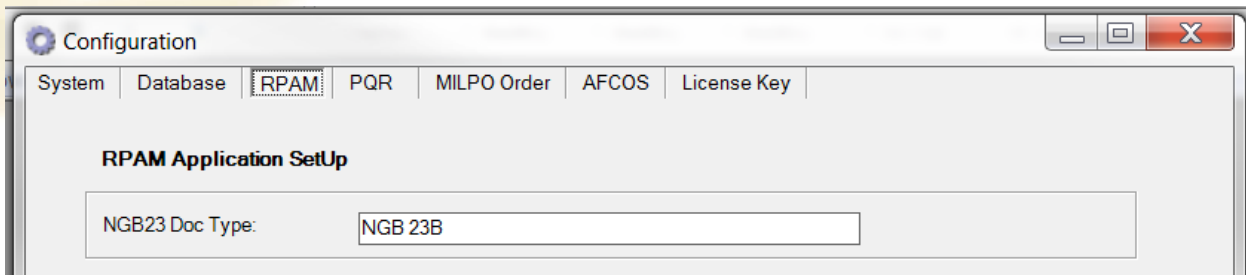
The “SQL Server Connection” information is the SQL Server that the application will use to store a history of documents exported by PERMS Integrator, as well as various configuration information that is not specific to the workstation that PERMS Integrator is installed on. The account used to access SQL Server will need to have the db-owner right on the PERMSIntegrator database. If you select “Integrated Windows”, the end user must have the db-owner rights on the PERMSIntegrator database.

The “Oracle Connection” should be the connection to your RCAS database. It is used to pull orders out of MILPO Orders and RPAM. NOTE: The “Oracle Provider” should always default to “OraOLEDB.Oracle”. Do not change this unless requested to by TwinEngines support. The account specified here should have read access on the PER and RPAM schemas in the RCAS database.

Use the “Test” buttons to test the database connections and ensure they are configured correctly. NOTE: If you get a “Connection Refused” message when testing the Oracle database connection, it means the IP address of this computer has not been defined in the SQLNET.ORA file on the RCAS database server as discussed in step 5 on the [Installation Instructions](#) above.

RPAM

The RPAM tab shows the following configuration information:

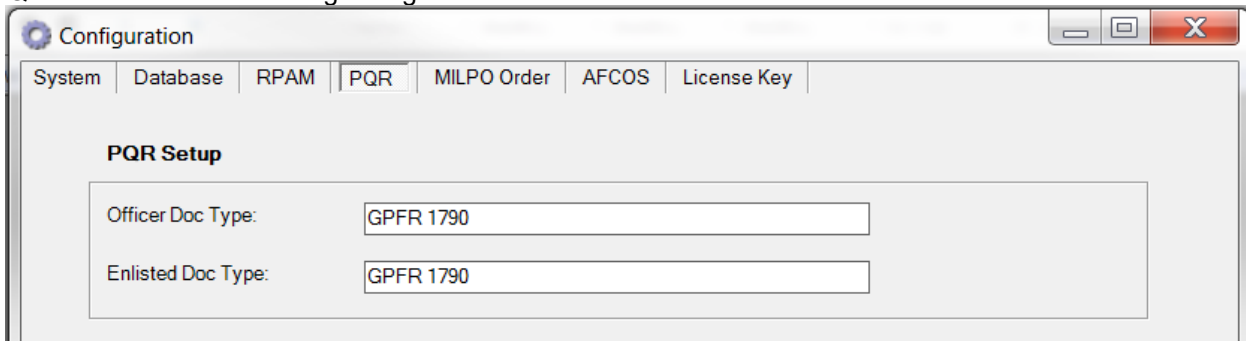


The screenshot shows a window titled "Configuration" with several tabs: System, Database, RPAM, PQR, MILPO Order, AFCOS, and License Key. The RPAM tab is selected. Below the tabs, the section is titled "RPAM Application Setup". There is a single text input field labeled "NGB23 Doc Type:" with the value "NGB 23B" entered.

The NGB23 Doc Type is the document type that PERMS expects. Do not change this value unless PERMS changes their document type.

PQR

The “PQR” tab shows the following configuration information:

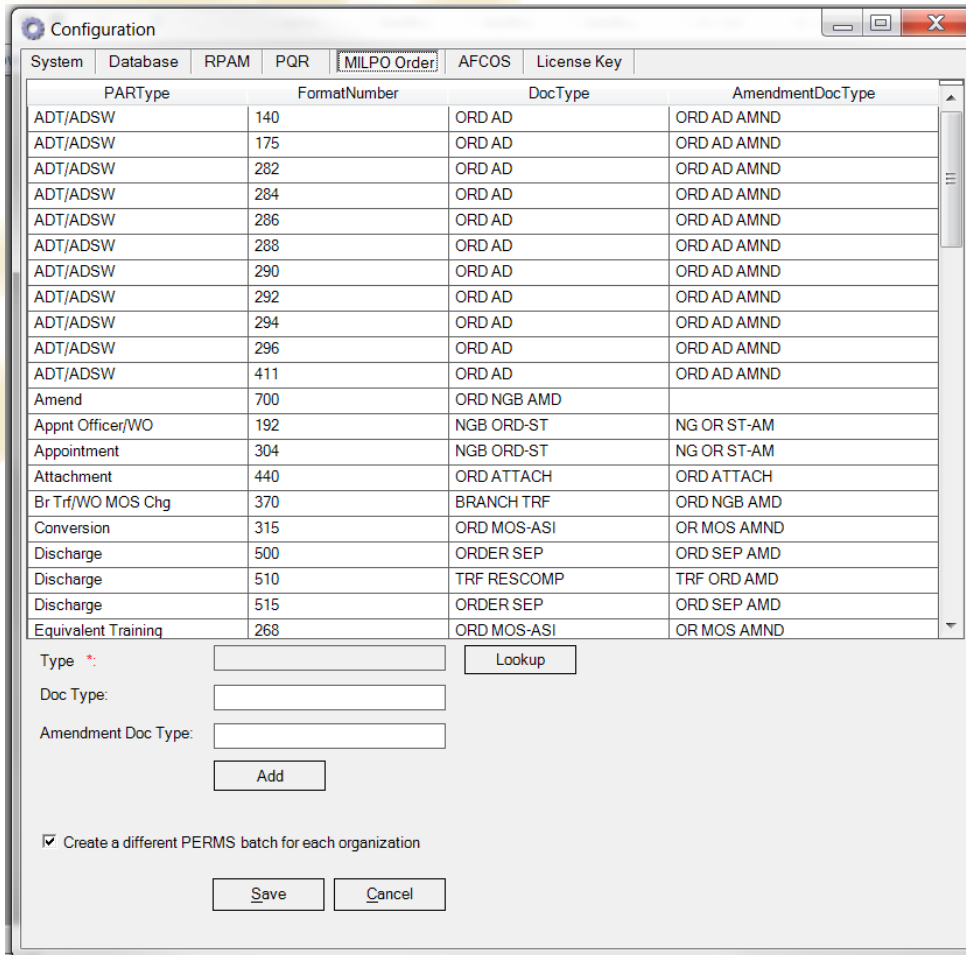


The screenshot shows the same "Configuration" window, but with the PQR tab selected. The section is titled "PQR Setup". There are two text input fields: "Officer Doc Type:" with the value "GPFR 1790" and "Enlisted Doc Type:" with the value "GPFR 1790".

This shows the PERMS document type for the PQR that is generated. Do not change this value unless PERMS changes their document type. NOTE: the PQR currently uses the CMS SQL Server database which is loaded by the CMSWebServices Loader. If the PQR functionality is used, make sure the CMSWebServices Loader has been run to populate the CMS database and the account in the SQL Server connection configuration has read rights on the CMS database.

MILPO Orders

The following shows the “MILPO Orders” tab of the configuration dialog:



PARType	FormatNumber	DocType	AmendmentDocType
ADT/ADSW	140	ORD AD	ORD AD AMND
ADT/ADSW	175	ORD AD	ORD AD AMND
ADT/ADSW	282	ORD AD	ORD AD AMND
ADT/ADSW	284	ORD AD	ORD AD AMND
ADT/ADSW	286	ORD AD	ORD AD AMND
ADT/ADSW	288	ORD AD	ORD AD AMND
ADT/ADSW	290	ORD AD	ORD AD AMND
ADT/ADSW	292	ORD AD	ORD AD AMND
ADT/ADSW	294	ORD AD	ORD AD AMND
ADT/ADSW	296	ORD AD	ORD AD AMND
ADT/ADSW	411	ORD AD	ORD AD AMND
Amend	700	ORD NGB AMD	
Appnt Officer/WO	192	NGB ORD-ST	NG OR ST-AM
Appointment	304	NGB ORD-ST	NG OR ST-AM
Attachment	440	ORD ATTACH	ORD ATTACH
Br Trf/WO MOS Chg	370	BRANCH TRF	ORD NGB AMD
Conversion	315	ORD MOS-ASI	OR MOS AMND
Discharge	500	ORDER SEP	ORD SEP AMD
Discharge	510	TRF RESCOMP	TRF ORD AMD
Discharge	515	ORDER SEP	ORD SEP AMD
Equivalent Training	268	ORD MOS-ASI	OR MOS AMND

Type *:

Doc Type:

Amendment Doc Type:

Add

Create a different PERMS batch for each organization

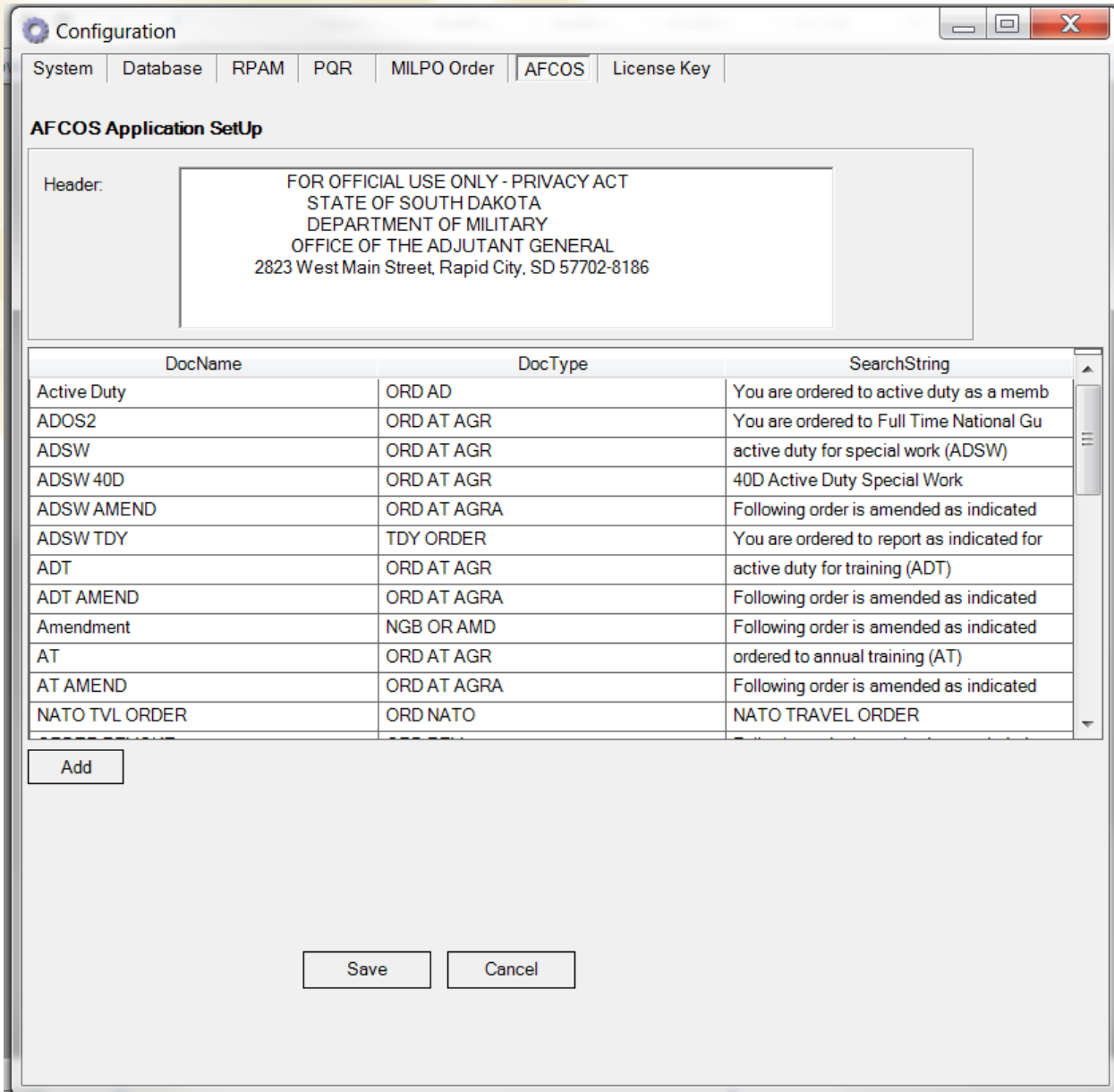
Save Cancel

This screen gives you the ability to map MILPO Orders order types to PERMS document types. Each Order format and PAR Type in MILPO Orders is displayed here and you can match it up to a PERMS Document Type and the Amendment type. Clicking into the DocType or AmendmentDocType column will allow you to change the PERMS document type. If new order types are created within MILPO Orders can add them using the “Lookup” button to find the new order type, then adding the PERMS document types in the “Doc Type” and “Amendment Doc Type” text boxes, followed by clicking the “Add” button. If the document types are incorrect for any reason, please contact TwinEngines support at ngsupport@twinengines.com to inform us of the required change so that we can incorporate this change for all 54 states and territories.

The “Create a different PERMS batch for each organization” check box allows you to split the PERMS batch out by organization. If this box is unchecked, all orders exported will be included within the same batch. If it is checked, then each organization will have a separate batch with its own orders.

AFCOS

The following shows the AFCOS Configuration screen:



Configuration

System | Database | RPAM | PQR | MILPO Order | **AFCOS** | License Key

AFCOS Application SetUp

Header:

FOR OFFICIAL USE ONLY - PRIVACY ACT
 STATE OF SOUTH DAKOTA
 DEPARTMENT OF MILITARY
 OFFICE OF THE ADJUTANT GENERAL
 2823 West Main Street, Rapid City, SD 57702-8186

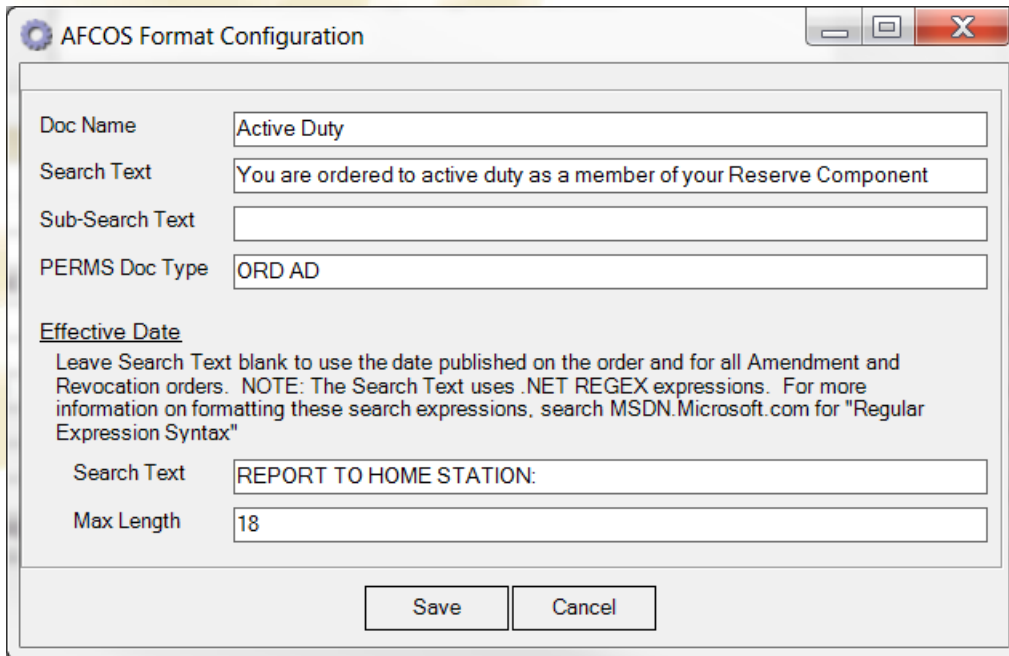
DocName	DocType	SearchString
Active Duty	ORD AD	You are ordered to active duty as a memb
ADOS2	ORD AT AGR	You are ordered to Full Time National Gu
ADSW	ORD AT AGR	active duty for special work (ADSW)
ADSW 40D	ORD AT AGR	40D Active Duty Special Work
ADSW AMEND	ORD AT AGRA	Following order is amended as indicated
ADSW TDY	TDY ORDER	You are ordered to report as indicated for
ADT	ORD AT AGR	active duty for training (ADT)
ADT AMEND	ORD AT AGRA	Following order is amended as indicated
Amendment	NGB OR AMD	Following order is amended as indicated
AT	ORD AT AGR	ordered to annual training (AT)
AT AMEND	ORD AT AGRA	Following order is amended as indicated
NATO TVL ORDER	ORD NATO	NATO TRAVEL ORDER

Add

Save Cancel

The AFCOS orders are imported into PERMS by reading in the text files generated by AFCOS and parsing through the order to find the index data. The “Header” is what the system looks for to determine when a new Order has started. You must fill this field in exactly as it shows on your AFCOS Order and should include the “FOR OFFICIAL USE ONLY – PRIVACY ACT” line, all the way down to the last of the address line. Bring up one of your AFCOS Orders, copy this information from the order, then paste it into the “Header” to ensure it matches exactly with the order.

You can double-click on any of the Documents to adjust how the index information is parsed from the document. You can support new documents by clicking on the Add button. Double clicking or selecting Add will show the following screen:



The screenshot shows a dialog box titled "AFCOS Format Configuration". It contains several input fields and a section for "Effective Date".

- Doc Name:** Active Duty
- Search Text:** You are ordered to active duty as a member of your Reserve Component
- Sub-Search Text:** (Empty)
- PERMS Doc Type:** ORD AD
- Effective Date:**
 - Leave Search Text blank to use the date published on the order and for all Amendment and Revocation orders. NOTE: The Search Text uses .NET REGEX expressions. For more information on formatting these search expressions, search MSDN.Microsoft.com for "Regular Expression Syntax"
 - Search Text:** REPORT TO HOME STATION:
 - Max Length:** 18

At the bottom of the dialog are "Save" and "Cancel" buttons.

The Doc Name is for your purposes only – something that will let you know what kind of document you are parsing.

The Search Text is text that, if found within this document, uniquely identifies it as the type of order you are expecting. This is typically the action line within the order. For example, the text "You are ordered to active duty as a member of your Reserve Component" is only found in an Active Duty order type, so whenever we find that text on the order, the system knows this is an Active Duty order.

The Sub-Search text can be used to further delineate the type of document that this order is for. For example, an "Amendment" order has the "Search Text" of "Following order is amended as indicated", then found later in the document is something that uniquely identifies it as the type of order that has been amended. For example, an ADSW amendment order would have a "Sub-Search Text" of "ADSW for".

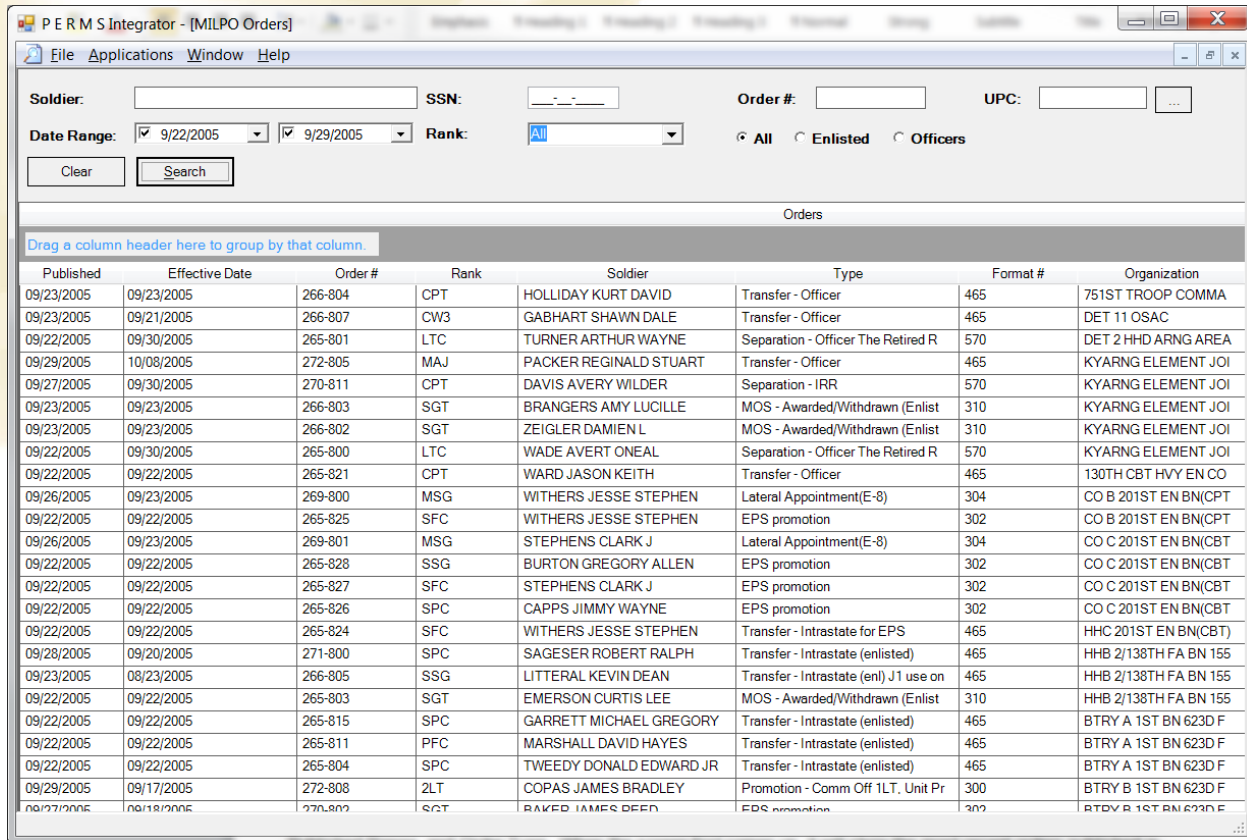
The PERMS Doc Type is the type of document within PERMS.

By default, the "Effective Date" for all orders will be the date of the order. If this is not the case however, you can pull the effective date from another location using the "Effective Date" information at the bottom of this form. The "Search Text" is any REGEX expression that you can use to search through the document to find the starting location of the effective date. For example a TDY order has the effective date after the "Number of days". A REGEX expression of "Number of days:.....\" is used to locate this date.

These configuration options should not have to be changed, but if assistance is needed, contact ngsupport@twinengines.com.

Importing Orders from MILPO Orders into PERMS

Once the configuration has been completed, you can begin extracting orders from MILPO Orders and importing them into PERMS. Select “Application->MILPO Orders”, and you will see the following screen:



Published	Effective Date	Order #	Rank	Soldier	Type	Format #	Organization
09/23/2005	09/23/2005	266-804	CPT	HOLLIDAY KURT DAVID	Transfer - Officer	465	751ST TROOP COMMA
09/23/2005	09/21/2005	266-807	CW3	GABHART SHAWN DALE	Transfer - Officer	465	DET 11 OSAC
09/22/2005	09/30/2005	265-801	LTC	TURNER ARTHUR WAYNE	Separation - Officer The Retired R	570	DET 2 HHD ARNG AREA
09/29/2005	10/08/2005	272-805	MAJ	PACKER REGINALD STUART	Transfer - Officer	465	KYARNG ELEMENT JOI
09/27/2005	09/30/2005	270-811	CPT	DAVIS AVERY WILDER	Separation - IRR	570	KYARNG ELEMENT JOI
09/23/2005	09/23/2005	266-803	SGT	BRANGERS AMY LUCILLE	MOS - Awarded/Withdrawn (Enlist	310	KYARNG ELEMENT JOI
09/23/2005	09/23/2005	266-802	SGT	ZEIGLER DAMIEN L	MOS - Awarded/Withdrawn (Enlist	310	KYARNG ELEMENT JOI
09/22/2005	09/30/2005	265-800	LTC	WADE AVERT ONEAL	Separation - Officer The Retired R	570	KYARNG ELEMENT JOI
09/22/2005	09/22/2005	265-821	CPT	WARD JASON KEITH	Transfer - Officer	465	130TH CBT HVY EN CO
09/26/2005	09/23/2005	269-800	MSG	WITHERS JESSE STEPHEN	Lateral Appointment(E-8)	304	CO B 201ST EN BN(CPT
09/22/2005	09/22/2005	265-825	SFC	WITHERS JESSE STEPHEN	EPS promotion	302	CO B 201ST EN BN(CPT
09/26/2005	09/23/2005	269-801	MSG	STEPHENS CLARK J	Lateral Appointment(E-8)	304	CO C 201ST EN BN(CBT
09/22/2005	09/22/2005	265-828	SSG	BURTON GREGORY ALLEN	EPS promotion	302	CO C 201ST EN BN(CBT
09/22/2005	09/22/2005	265-827	SFC	STEPHENS CLARK J	EPS promotion	302	CO C 201ST EN BN(CBT
09/22/2005	09/22/2005	265-826	SPC	CAPPS JIMMY WAYNE	EPS promotion	302	CO C 201ST EN BN(CBT
09/22/2005	09/22/2005	265-824	SFC	WITHERS JESSE STEPHEN	Transfer - Intrastate for EPS	465	HHC 201ST EN BN(CBT)
09/28/2005	09/20/2005	271-800	SPC	SAGESER ROBERT RALPH	Transfer - Intrastate (enlisted)	465	HHB 2/138TH FA BN 155
09/23/2005	08/23/2005	266-805	SSG	LITTERAL KEVIN DEAN	Transfer - Intrastate (enl) J1 use on	465	HHB 2/138TH FA BN 155
09/22/2005	09/22/2005	265-803	SGT	EMERSON CURTIS LEE	MOS - Awarded/Withdrawn (Enlist	310	HHB 2/138TH FA BN 155
09/22/2005	09/22/2005	265-815	SPC	GARRETT MICHAEL GREGORY	Transfer - Intrastate (enlisted)	465	BTRY A 1ST BN 623D F
09/22/2005	09/22/2005	265-811	PFC	MARSHALL DAVID HAYES	Transfer - Intrastate (enlisted)	465	BTRY A 1ST BN 623D F
09/22/2005	09/22/2005	265-804	SPC	TWEEDY DONALD EDWARD JR	Transfer - Intrastate (enlisted)	465	BTRY A 1ST BN 623D F
09/29/2005	09/17/2005	272-808	2LT	COPAS JAMES BRADLEY	Promotion - Comm Off 1LT, Unit Pr	300	BTRY B 1ST BN 623D F
09/27/2005	09/18/2005	270-802	SGT	BAKED JAMES DEED	EPS promotion	302	BTRY B 1ST BN 623D F

NOTE: screen capture includes fictitious names.

There are several search criteria you can use to find orders in the top, including Name, SSN, Order #, UPC, Date Published Range, Rank, and Enlisted/Officer. When the screen first comes up, it will show the most recent orders published in MILPO Orders. If you want to search or filter the orders, fill in the search criteria and select “Find”.

You can sort the results by any one of columns by clicking on the column header. You can also group the columns by dragging the column header into the box that states “Drag a column header here to group by that column”.

Double-clicking on an Order will bring up that order so that you can view it.

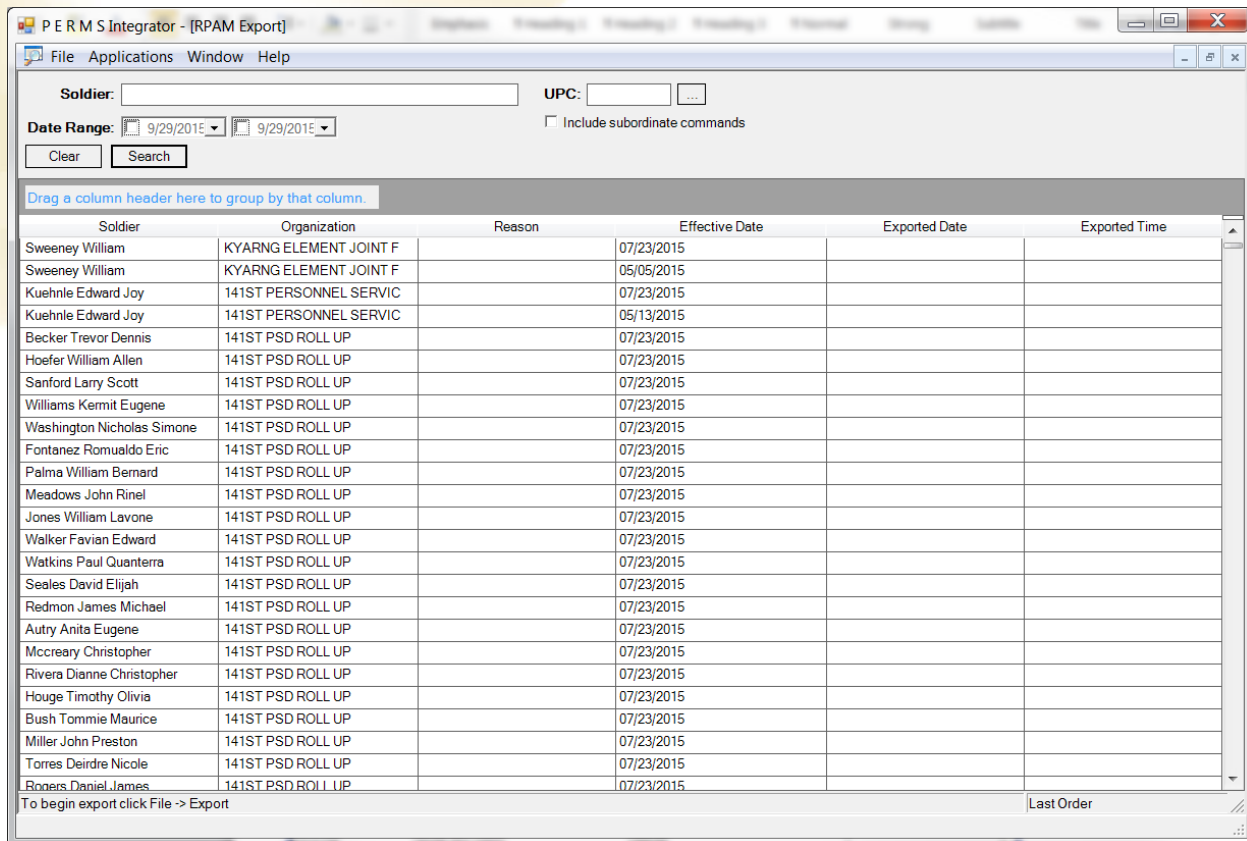
The “Exported Date” will show a date if the order has already been exported to PERMS by PERMS Integrator, so should not be exported again. NOTE: If you export orders that have this date filled in, you could create duplicate documents in PERMS.

To export the orders, select the orders you want to export, then use the menu option, File->Export.

If you want to print hard copies of orders instead of exporting them to PERMS, you can change the printer in the Configuration from PERMS Integrator to your local printer. You can then come to this screen and select File->Export to print to that printer.

Importing RPAM NGB23 Statements into PERMS

When you select Application->RPAM, you will see the following screen:



The screenshot shows the PERMS Integrator - [RPAM Export] window. It features a search interface with fields for Soldier, UPC, and Date Range (9/29/2015 to 9/29/2015). There are buttons for Clear and Search, and a checkbox for 'Include subordinate commands'. Below the search fields is a table with the following columns: Soldier, Organization, Reason, Effective Date, Exported Date, and Exported Time. The table contains 25 rows of data, including names like Sweeney William, Kuehnl Edward Joy, and Becker Trevor Dennis, all with an Effective Date of 07/23/2015. At the bottom of the window, there is a 'Last Order' button and a note: 'To begin export click File -> Export'.

NOTE: screen capture includes fictitious Names.

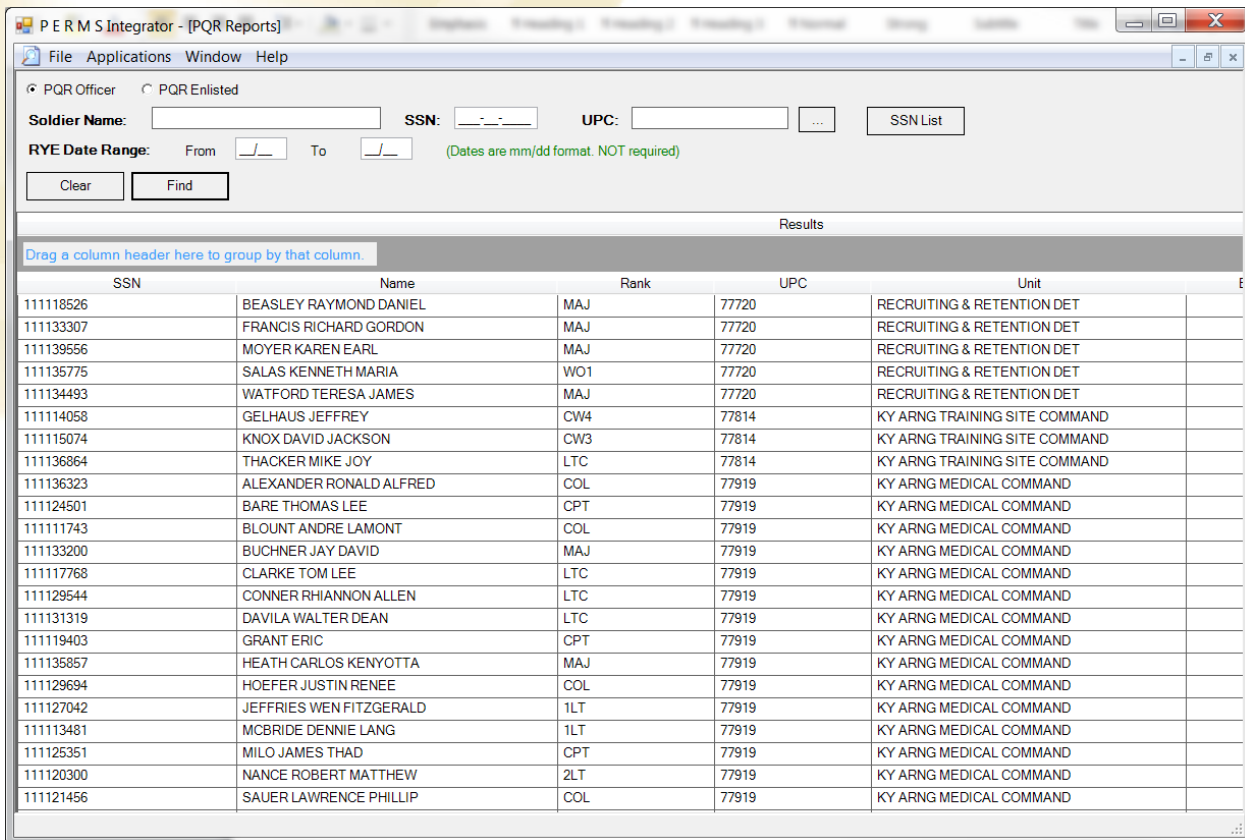
This screen will allow you to search the RPAM system for NGB23 statements that have been generated. You must first generate the NGB23 statements through RPAM before they will show up here. You can search by the Soldier Name, UPC, and a Date Range of when the NGB23 was generated. NOTE: The “Effective Date” used by PERMS Integrator is the date the NGB23 was generated.

You can sort this grid by clicking on the column headers, or group by a column by dragging the column header into the area where it states “Drag a column header here to group by that column.”

To send the documents to PERMS, select the records you want to send in the grid, then select File->Export.

Importing the PQR Report into PERMS

PERMS Integrator can create a PQR Report for soldiers and import this report into PERMS. Select Applications->PQR and you will see the following screen:



PERMS Integrator - [PQR Reports]

File Applications Window Help

PQR Officer PQR Enlisted

Soldier Name: SSN: UPC:

RYE Date Range: From To (Dates are mm/dd format. NOT required)

Results

Drag a column header here to group by that column.

SSN	Name	Rank	UPC	Unit
111118526	BEASLEY RAYMOND DANIEL	MAJ	77720	RECRUITING & RETENTION DET
111133307	FRANCIS RICHARD GORDON	MAJ	77720	RECRUITING & RETENTION DET
111139556	MOYER KAREN EARL	MAJ	77720	RECRUITING & RETENTION DET
111135775	SALAS KENNETH MARIA	WO1	77720	RECRUITING & RETENTION DET
111134493	WATFORD TERESA JAMES	MAJ	77720	RECRUITING & RETENTION DET
111114058	GELHAUS JEFFREY	CW4	77814	KY ARNG TRAINING SITE COMMAND
111115074	KNOX DAVID JACKSON	CW3	77814	KY ARNG TRAINING SITE COMMAND
111136864	THACKER MIKE JOY	LTC	77814	KY ARNG TRAINING SITE COMMAND
111136323	ALEXANDER RONALD ALFRED	COL	77919	KY ARNG MEDICAL COMMAND
111124501	BARE THOMAS LEE	CPT	77919	KY ARNG MEDICAL COMMAND
111111743	BLOUNT ANDRE LAMONT	COL	77919	KY ARNG MEDICAL COMMAND
111133200	BUCHNER JAY DAVID	MAJ	77919	KY ARNG MEDICAL COMMAND
111117768	CLARKE TOM LEE	LTC	77919	KY ARNG MEDICAL COMMAND
111129544	CONNER RHIANNON ALLEN	LTC	77919	KY ARNG MEDICAL COMMAND
111131319	DAVILA WALTER DEAN	LTC	77919	KY ARNG MEDICAL COMMAND
111119403	GRANT ERIC	CPT	77919	KY ARNG MEDICAL COMMAND
111135857	HEATH CARLOS KENYOTTA	MAJ	77919	KY ARNG MEDICAL COMMAND
111129694	HOEFER JUSTIN RENEE	COL	77919	KY ARNG MEDICAL COMMAND
111127042	JEFFRIES WEN FITZGERALD	1LT	77919	KY ARNG MEDICAL COMMAND
111113481	MCBRIDE DENNIE LANG	1LT	77919	KY ARNG MEDICAL COMMAND
111125351	MILO JAMES THAD	CPT	77919	KY ARNG MEDICAL COMMAND
111120300	NANCE ROBERT MATTHEW	2LT	77919	KY ARNG MEDICAL COMMAND
111121456	SAUER LAWRENCE PHILLIP	COL	77919	KY ARNG MEDICAL COMMAND

NOTE: screen capture includes fictitious names and SSNs

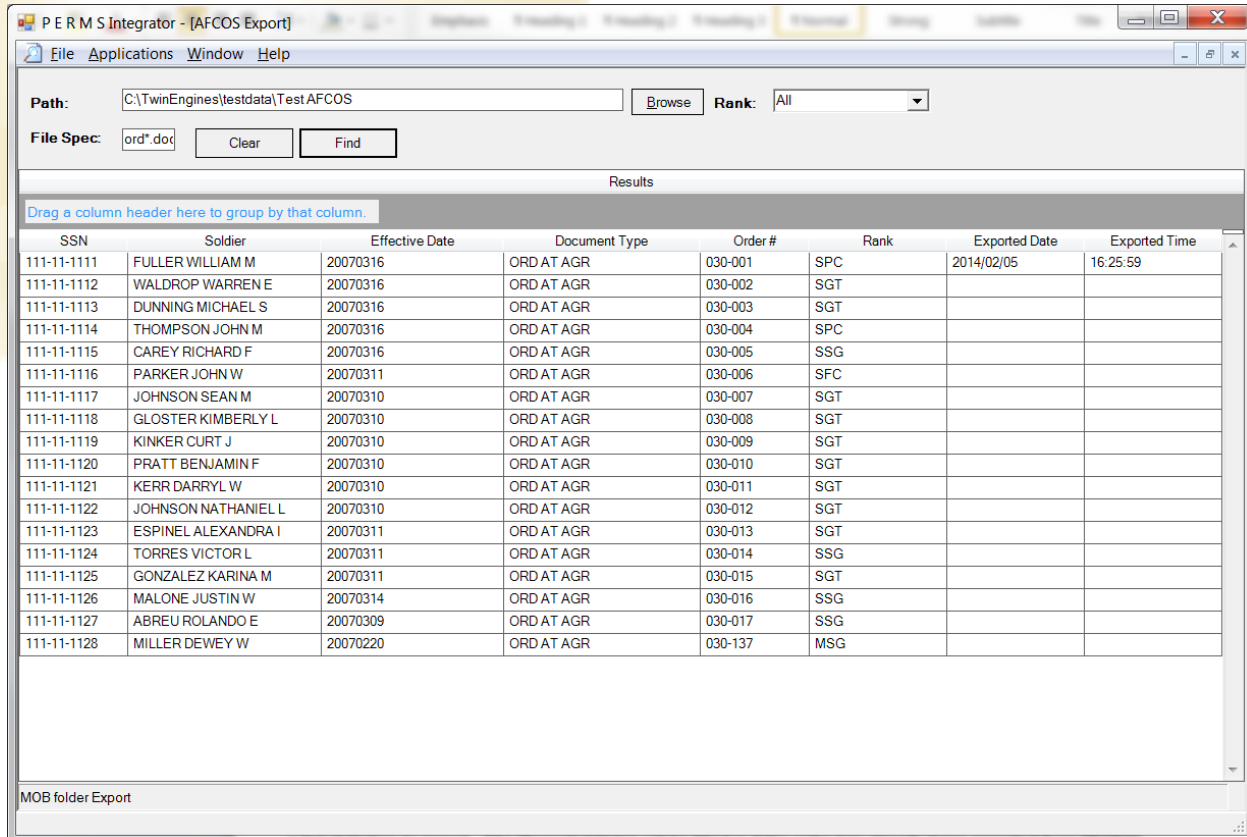
Select whether you want to generate PQR's for Officers or Enlisted via the PQR Officer/PQR Enlisted radio button. Enter your search criteria including Name, SSN, UPC, and RYE Date, or an SSN List and select "Find". When the results return, you can select the records you want to Export and select File->Export to export them to PERMS.

NOTE: The source of data for this report is the CMS database. This database is populated using the CMSWebServices Loader, which imports the same text files as the RCAS system. To ensure that the data is up to date, make sure the CMSWebServicesLoader has run recently.

Importing AFCOS Orders into PERMS

PERMS Integrator can import AFCOS Orders into PERMS. Find the AFCOS Orders that you want to import into PERMS, then copy them to a location that the PERMS Integrator workstation has access to (e.g. a local folder on your workstation).

Selecting Applications->AFCOS will show the following screen:



The screenshot shows the PERMS Integrator - [AFCOS Export] window. The interface includes a menu bar (File, Applications, Window, Help), a Path field with a browse button, a Rank dropdown menu, and a File Spec field with clear and find buttons. Below this is a Results section with a table of data.

SSN	Soldier	Effective Date	Document Type	Order #	Rank	Exported Date	Exported Time
111-11-1111	FULLER WILLIAM M	20070316	ORD AT AGR	030-001	SPC	2014/02/05	16:25:59
111-11-1112	WALDROP WARREN E	20070316	ORD AT AGR	030-002	SGT		
111-11-1113	DUNNING MICHAEL S	20070316	ORD AT AGR	030-003	SGT		
111-11-1114	THOMPSON JOHN M	20070316	ORD AT AGR	030-004	SPC		
111-11-1115	CAREY RICHARD F	20070316	ORD AT AGR	030-005	SSG		
111-11-1116	PARKER JOHN W	20070311	ORD AT AGR	030-006	SFC		
111-11-1117	JOHNSON SEAN M	20070310	ORD AT AGR	030-007	SGT		
111-11-1118	GLOSTER KIMBERLY L	20070310	ORD AT AGR	030-008	SGT		
111-11-1119	KINKER CURT J	20070310	ORD AT AGR	030-009	SGT		
111-11-1120	PRATT BENJAMIN F	20070310	ORD AT AGR	030-010	SGT		
111-11-1121	KERR DARRYL W	20070310	ORD AT AGR	030-011	SGT		
111-11-1122	JOHNSON NATHANIEL L	20070310	ORD AT AGR	030-012	SGT		
111-11-1123	ESPINEL ALEXANDRA I	20070311	ORD AT AGR	030-013	SGT		
111-11-1124	TORRES VICTOR L	20070311	ORD AT AGR	030-014	SSG		
111-11-1125	GONZALEZ KARINA M	20070311	ORD AT AGR	030-015	SGT		
111-11-1126	MALONE JUSTIN W	20070314	ORD AT AGR	030-016	SSG		
111-11-1127	ABREU ROLANDO E	20070309	ORD AT AGR	030-017	SSG		
111-11-1128	MILLER DEWEY W	20070220	ORD AT AGR	030-137	MSG		

MOB folder Export

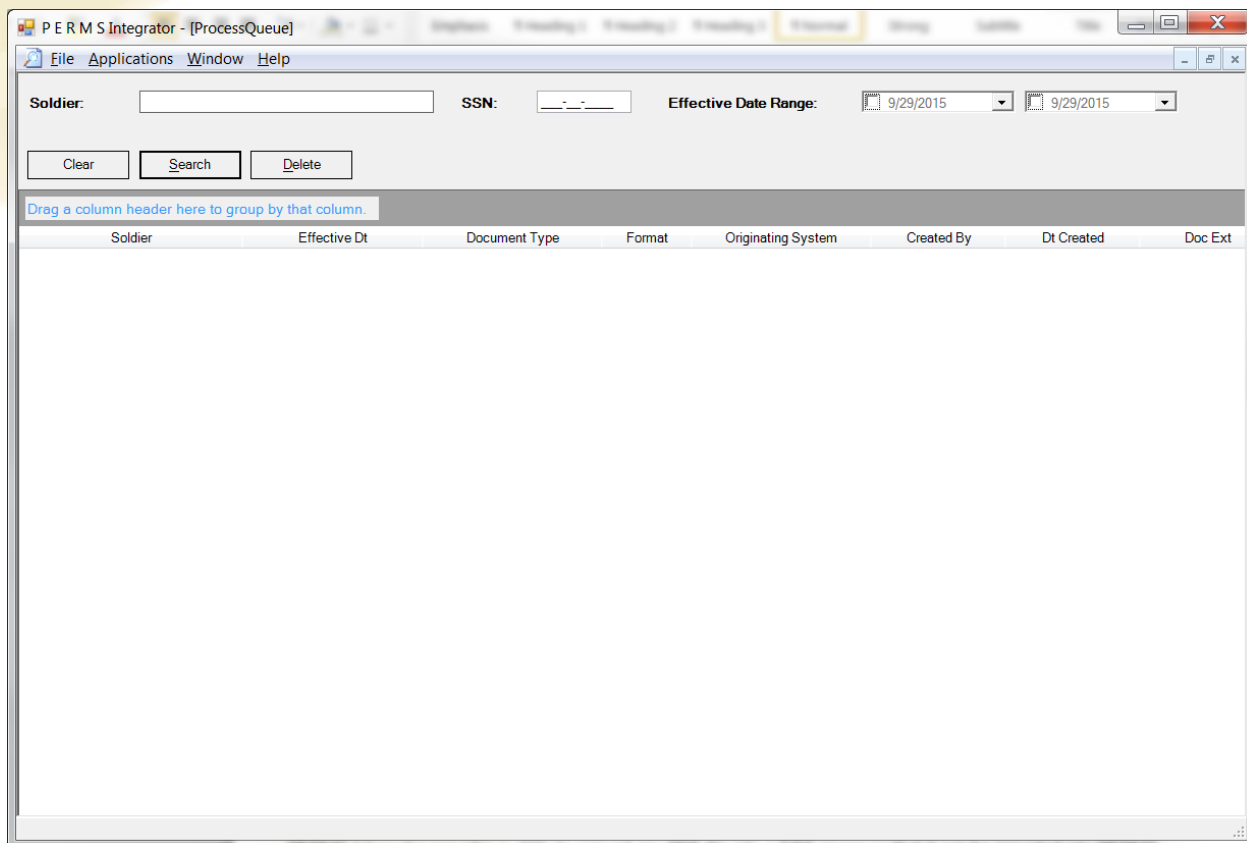
NOTE: screen capture includes fictitious Names and SSNs

Select the "Browse" button to locate the orders that you want to import, enter in the File Spec for the files you want to import (e.g. ord*.doc), then click "Find". PERMS Integrator will then parse through the files found in this directory and provide you with a list of Orders to export. The "Exported Date" will be filled in if the order has already been exported from PERMS Integrator, so those orders should not be exported again. Select the orders that you want exported and use the menu option, File->Export, to start the conversion process to send them to PERMS.

Process Queue

The Process Queue function in PERMS Integrator works in conjunction with other applications within the TwinEngines suite of products to allow you to send documents directly from one of those systems into PERMS. For example, in our Case Management system, you can attach documents to a case and, using a customizable workflow, send these documents to PERMS after appropriate approvals have been completed. Another example is with the Awards system – you can send award memos that are automatically created after an award is approved for publishing, directly to PERMS.

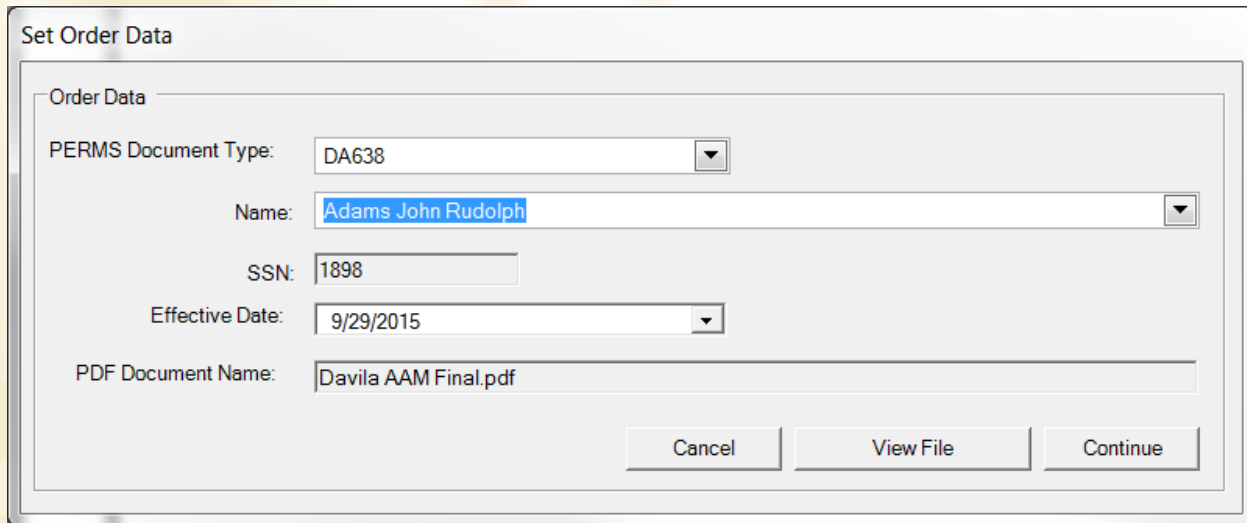
When documents are pushed from the other TwinEngines applications into PERMS Integrator for processing, they show here in the Process Queue function.



You can search by Soldier, SSN, and Effective Date range. Select the records you want to export, then use the File->Export option to send them to PERMS.

Converting PDF files to TIFF Images

PERMS Integrator provides a utility to convert any PDF file into a TIFF image so that it can be imported into PERMS. This is helpful when you have electronic packages that need to be imported into PERMS and keeps you from having to print them out and scan them back into PERMS. Go to File->PDF to TIFF and it will prompt you for the PDF file or files that you want to convert. It will convert the PDF to a TIFF image, then prompt you for the index data with this screen:



The image shows a 'Set Order Data' dialog box with the following fields and controls:

- PERMS Document Type: DA638 (dropdown menu)
- Name: Adams John Rudolph (dropdown menu)
- SSN: 1898 (text input)
- Effective Date: 9/29/2015 (dropdown menu)
- PDF Document Name: Davila AAM Final.pdf (text input)
- Buttons: Cancel, View File, Continue

NOTE: screen capture includes fictitious Names and SSNs

The PERMS Document Type includes any PERMS Document Types that have been used in the system, but if it has not been used, you can add it.

The Name is a combo box populated from the RCAS database and allows you to search for the soldier's name.

The SSN is the last 4 of the soldier's social and is populated once you select the soldier.

The Effective Date defaults to today's date, but can be changed.

The View File button will allow you to open the PDF to view the contents.

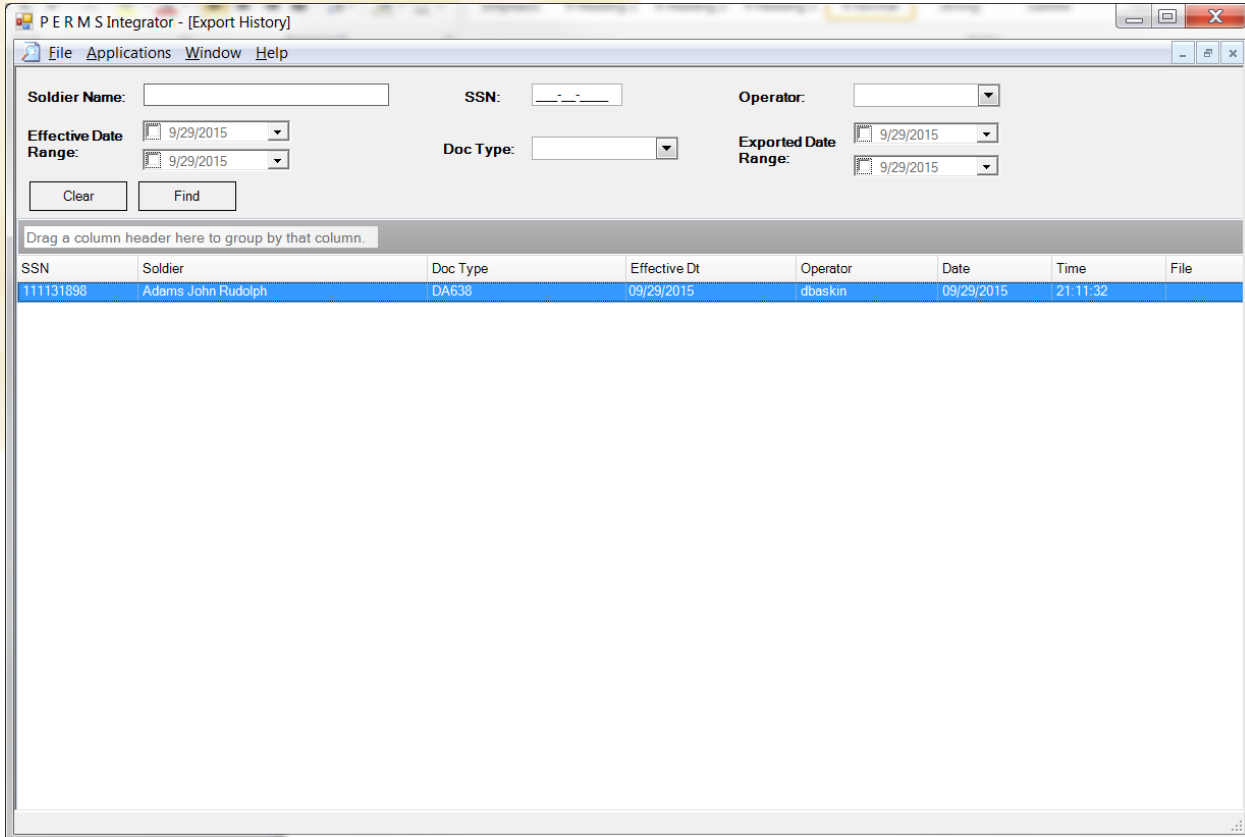
The Continue button will continue to the next PDF if multiple PDFs were selected. Once you reach the last PDF, the batch will be sent to PERMS.

Converting Word Documents to TIFF Images

PERMS Integrator can also be used to convert a Word document to TIFF. This functionality works just like the [PDF to TIFF](#) functionality described above and is accessed through the File->Word to TIFF menu option.

Export Log

The Export Log functionality allows you to view the log of all documents that PERMS Integrator has exported to PERMS.



PERMS Integrator - [Export History]

File Applications Window Help

Soldier Name: SSN: Operator:

Effective Date Range: 9/29/2015 Doc Type: Exported Date Range: 9/29/2015

Drag a column header here to group by that column.

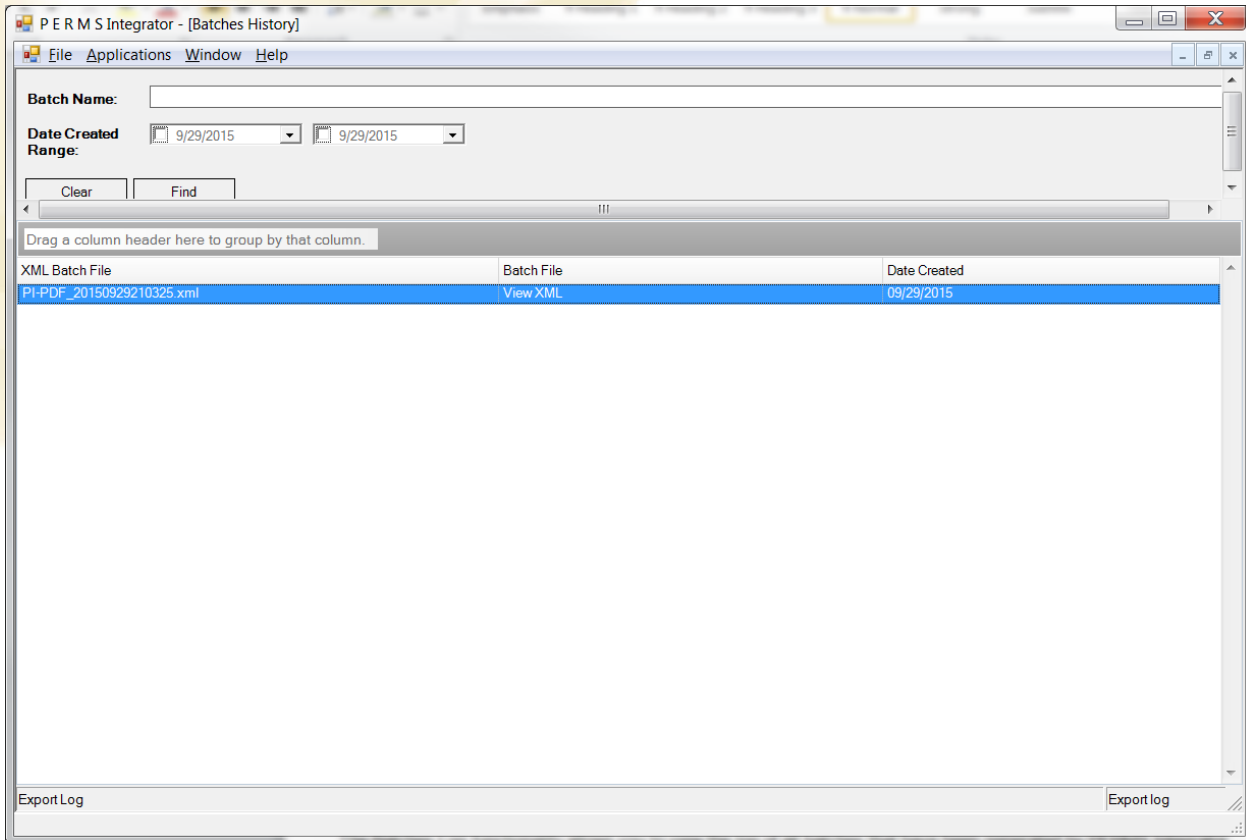
SSN	Soldier	Doc Type	Effective Dt	Operator	Date	Time	File
111131898	Adams John Rudolph	DA638	09/29/2015	dbaskin	09/29/2015	21:11:32	

NOTE: screen capture includes fictitious Names and SSNs

There are multiple criteria in which you can query the export log.

Batches Log

The Batches Log functionality allows you to view the log of all batches that have been generated by PERMS Integrator and sent to PERMS.



You can click on the View XML in the grid to view the actual batch XML that was sent to PERMS.