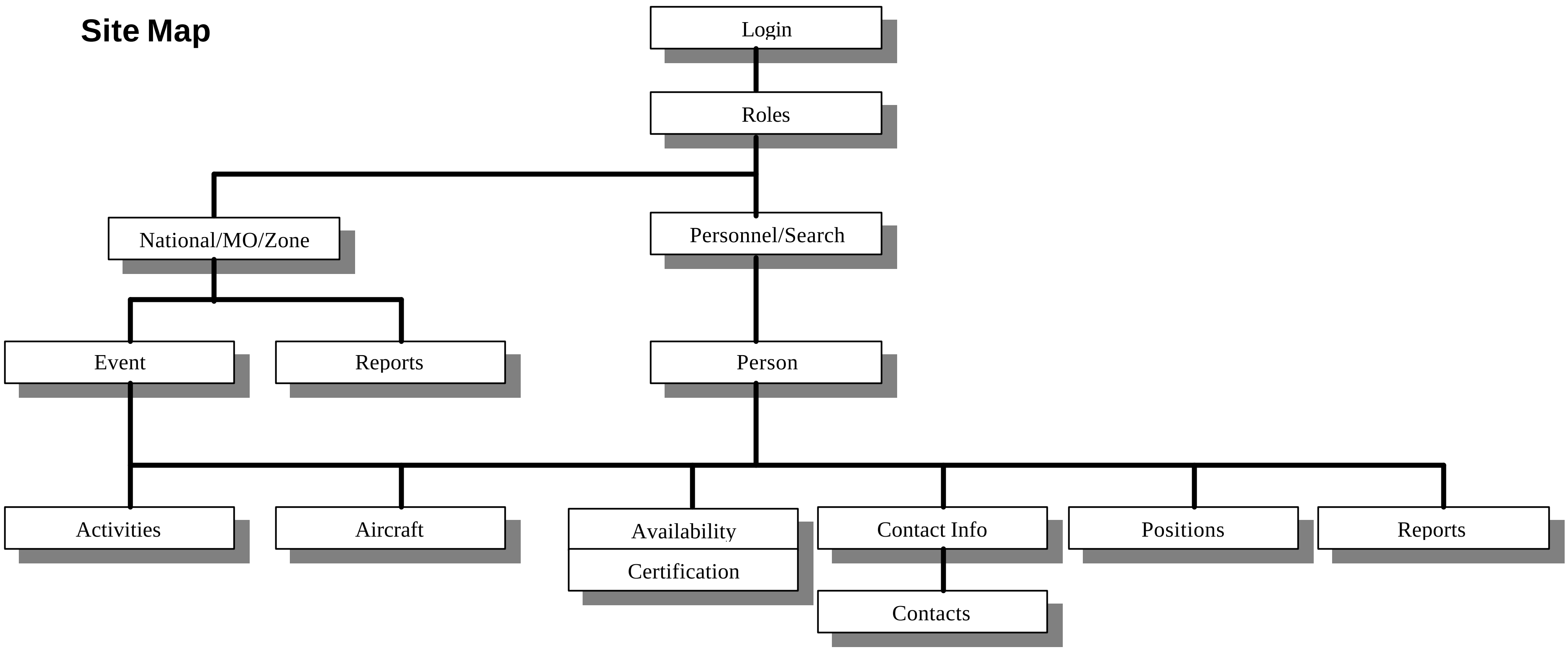
CMS Help

Civil Air Search and Rescue Association

CASARA Management System

Version 1.2

Site Map


Login
Roles
National/MO/Zone
Personnel/Search
Event
Reports
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Activities
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Availability
Certification
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Positions
Reports

Login

Purpose

As the system contains confidential information, only authorized CASARA personnel will have access. The amount of information that an authorized CASARA member can access (and modify) is determined by security rules that are built into the system.

Obtaining Access

To obtain access to the system, send an E-mail to the appropriate person as dictated/appointed by CASARA.

Navigate To

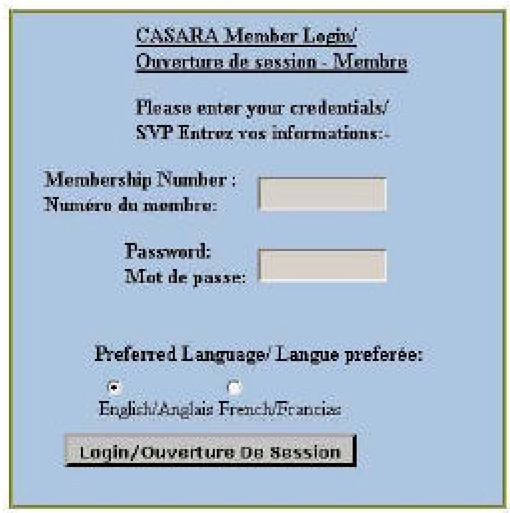
1. Go to the web site on the Internet. (http://www.casara.ca/casara1)

Or

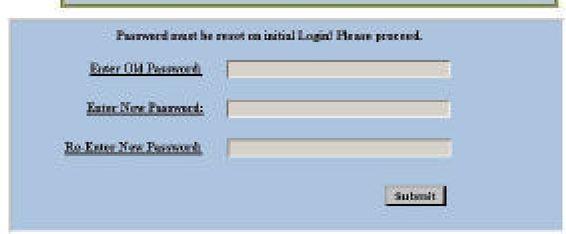
1. If in the site, click the "Logout" button on the left side panel.

Steps

1. Type User ID.
2. Type Password.
3. Pick language.
4. Click Login button.



5. If this is a first time login, the Change Password screen will be displayed.



Notes

1. The password information is case sensitive and the password must exactly match the issued password.
2. Any information entered into the system is retained and displayed in the language (French/English) used during data entry.
3. Passwords must be a minimum of 6 characters in length. Good passwords contain numbers, letters (upper & lower case), and special characters.

Roles

Purpose

The Roles screen determines the amount of information that you can access (and modify). Your role is determined by your position in the overall organization. Zone personnel can access their own zone, MO personnel can access their own MO, and National personnel can access all membership data.

Navigate To

1. Log into the web site.

Or

1. Click the “Roles” button on the left side panel.

Steps

1. Click on the Position that you want to use while viewing and modifying information.

Position	Organization
National Director	National
MO Director	CASARA Alberta
Zone Training Officer	Red Deer

Notes

1. The number of Roles that appear in the list may vary (can be one or more).
2. If you have more than one role, you can change your role at any time by returning to the Roles screen.
3. With the exception of the Member Organization screen, if you can view the screen you have the ability to add, update, and delete information.

Member Organizations

Purpose

The Member Organizations (MO) screen displays the official and common name for the organization, the business and mailing address, and limited information on the board members. In addition to the information for each MO, CASARA National information is also displayed on this screen.

Navigate To

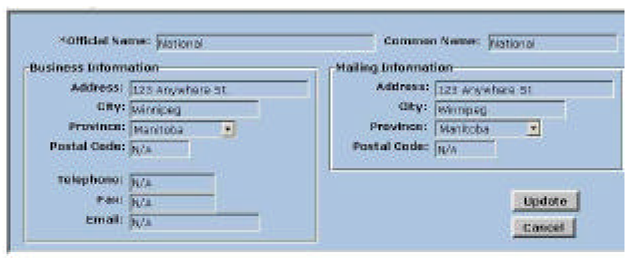
1. Login to web site.
2. Pick a role.

Or

1. Click on “MO” button on the left side panel.
   This button is not visible if you are on the MO screen.

Steps

1. Update the information.
2. Click the “Update” button to make the changes.



Notes

1. Your access determines what information if any you can change.

Zone Access	Able to view but not change CASARA National information.
MO Access	Able to view but not change CASARA National information. Able to view and change their own MO information.
National Access	Able to view and change CASARA National. Able to view and change MO information.

2. To return the screen to the original data without making any changes, click “Cancel”.
3. The CASARA National option also gives you limited information for the National Administrator.
4. If you have the ability to change information on this screen, you can quickly access board member information by clicking on the name of the person you wish to access.
5. MO information can only be updated. Creating new MO or deleting a MO requires programmer intervention.

Zone Members

Purpose

The Zone Members screen displays the official and common name for the Zone (or Resource Unit), the business and mailing address, and limited information on the board members.

Navigate To

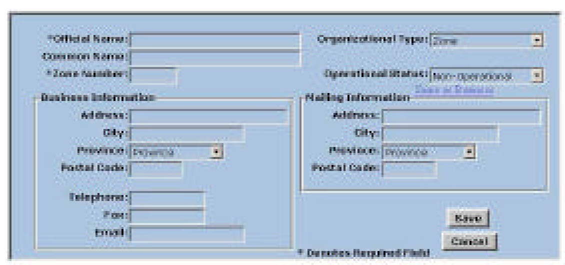
1. Click the “Zone” button on the left side panel.
   This button is not visible if you are on the Zone screen.

Steps

1. Click on the Member Organization that the Zone or Resource Unit is a member of.

2. If you want to include Resource Units in your list of Zones place a check mark in the Resource Unit check box.

3. If you are adding a new Zone or Resource Unit click the “Add” button.
   If you are updating an existing Zone or Resource Unit, highlight the zone you wish to update.
4. If you are adding a new Zone, insert the information and click the “Save” button.
   If you are updating an existing Zone, update the information and click the “Save” button.



Notes

1. If you only have Zone level access, you will automatically skip this step.
2. To remove Resource Units from the list of Zones, remove the check mark from the Resource Unit check box.
3. The “Cancel” button will refresh the screen without saving any changes.
4. If you only have Zone level access, you can not add a new Zone or a new Resource Unit. You will have to contact at the MO level or above to have a Zone or Resource Unit added.
5. Zones and Resource Units can **NOT** be deleted except by programmer intervention.

Personnel Search

Purpose

The personnel search screen allows you to search for a person in a number of different ways. You can search by

- ID Number
- Partial Last Name
- Aircraft Registration
- Zone or Resource Unit

When searching with partial information, you can also extend or limit the search results by

- Selecting an availability
- Changing the Status of the personnel
- Choosing a Zone or Resource Unit

This screen is also the starting point to add a new member.

Navigate To

1. Click the “Personnel” button on the left side panel.
   This button changes names to the “Search” button if you are on the “Personal Info” screen.
2. If the button is not on the panel, return to “Role”, “MO”, or “Zone” screens by clicking one of these buttons on the left side panel.

Steps

Search By Membership Number

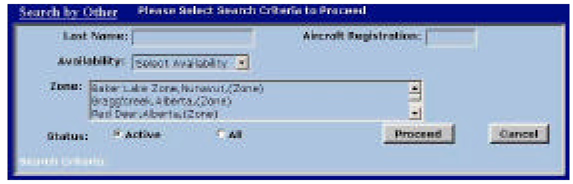
1. Type the membership number and click “Search”.

Search By Aircraft Registration

1. Type the aircraft registration number and click the “Proceed” button.
2. Check the search criteria information (in white) in the lower left corner of the “Search by Other” frame.
3. Click the “Search” button to complete the search.

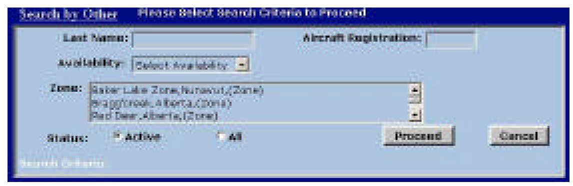
Search By Last Name

1. Type a partial or complete Last Name.
2. If you wish, change the “Availability”.
3. If you wish, limit the search by clicking on a Zone or Resource Unit.
4. Expand or limit the search by clicking on the appropriate “Status” radio button.
5. Click the “Proceed” button.
6. Check the search criteria information (in white) in the lower left corner of the “Search by Other” frame.
7. Click the “Search” button to complete the search.



Search By Zone or Resource Unit

1. Choose a Zone or Resource Unit from the list by clicking on the Zone or Resource Unit name.
8. Click the “Proceed” button.
9. Check the search criteria information (in white) in the lower left corner of the “Search by Other” frame.
2. Click the “Search” button to complete the search.



Choosing a Member to Update

1. If your search found one or more matches, the information will be displayed in the “Personnel Information” frame.
2. Click on the member you wish to update or view.

Adding a New Member

1. Click the “Add New” button.

Notes

Search By Membership Number

1. Searching by Membership Number requires a complete number. Partial membership number searches are not allowed.

Search by Aircraft Registration

1. Searching by Aircraft Registration requires a complete registration number. Partial aircraft registration numbers are not allowed.
2. The search returns any person that has access to that airplane. It does not limit the search to airplane owners.
3. If you limit the search by specifying a Zone/Resource Unit, this will limit the search to members in that particular unit.
4. If you limit the search by specifying a partial last name, this will limit the search to members with that partial last name.
5. Clicking the “Cancel” button will reset the “Search by Other” frame, removing any data that you have entered.

Search by Last Name

1. Searching by Last Name, can be a partial last name (e.g. all last names starting with letter “t”) or a complete last name. Any letters you type in are assumed to be at the beginning of the last name.
2. You can limit the search by adding other search criteria, such as Zone or Resource Unit.
3. Clicking the “Cancel” button will reset the “Search by Other” frame, removing any data that you have entered.

Search by Zone or Resource Unit

1. Searching by Zone or Resource Unit can be limited or expanded by giving a partial last name, an aircraft registration number, by choosing availability or selecting a status.
2. Clicking the “Cancel” button will reset the “Search by Other” frame, removing any data that you have entered.

Choosing a Member to Update

1. Bring the mouse over the name that you want to update and clicking will advance you to the Personal Information screen

Adding a New Member

1. Clicking the “Add” button will disregard any information that you have filled in and advance you to the Personal Information screen so that you can add a new member.

Personal Information

Purpose

The Personal Information screen allows you to enter member information. This screen collects unique information such as name. Information such as phone numbers, where a member may have more than one phone number is collected on other screens.

Navigate To

1. Click the “Personnel”/”Search” button.
2. Complete a search.
3. Click on a name in the list at the bottom screen.

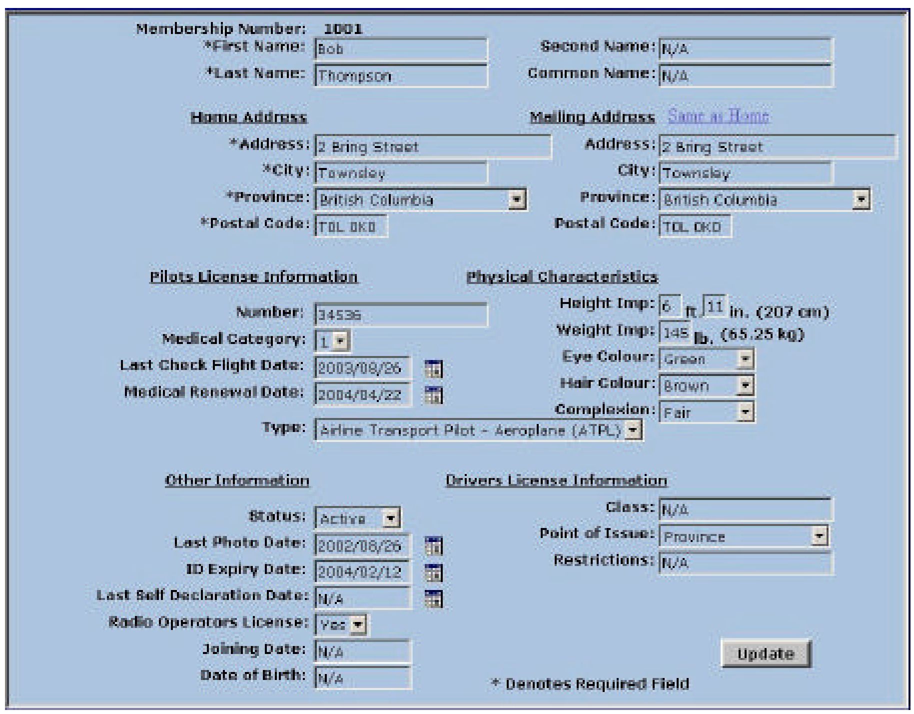
Steps

Adding a New Member

1. Fill in the applicable information.
2. Click “Add”.

Updating a Member

1. Fill in the applicable information.
2. Click “Update”.



Notes

1. The asterisk (*) before the title indicates that that information is required.
2. Postal Codes must be in the format of H2H 2H2.
3. Phone numbers must be in the format (123) 456-7890.
4. After filling in the Home Address information, you can click “Same as Home” and the mailing address will be completed with the Home Address information.
5. After a member has been added their membership number is displayed at the top of the screen.
6. After adding a member, remember to give them a “Position” with an organization. To be included on any reports, the person **must** have a position of “Member”.

Positions

Purpose

The Positions screen allows you to add and modify members association with organizations (e.g. National, MO, Zone, and Resource Unit). The screen also allows the option so that you can review a members position history.

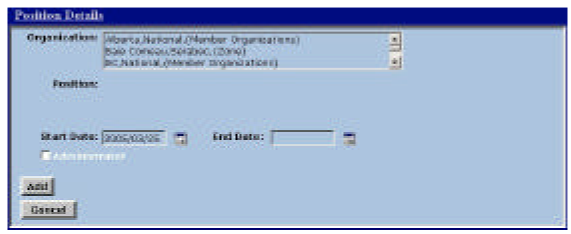
Navigate to

1. Click the “Personnel”/”Search” button.
2. Complete a search.
3. Click on a name at the bottom of the “CASARA Membership” screen.
4. Click the “Positions” button on the left side panel.

Steps

Adding a Position

1. Pick the Organization that you are going to associate the member to in the Position Details frame.
2. Pick the Position the member is going to hold.
3. If the person is NOT a member of CASARA, but needs access to the system, place a check mark in the “Administrator” blank.
4. Choose a start date.
5. Click the “Add” button.



Modifying a Position

1. Click on the “Edit” text.
2. The line you have chosen will appear in the Position Details frame. Update the information
3. Click the “Update” button.

Removing a Position

1. Click the “Remove” text.

Show Position History

1. To show Position History, click on the check box to place a check mark in the box.
2. To show Current positions only, click on the check box to remove the check mark from the box.

Notes

1. The system access is based on the current positions held. You can only assign positions based on your system access.
2. If you place a check mark in the “Administrator” blank, the person will not be considered a member of CASARA and statistical data will not be reported. People that would be considered “Administrator” are CASARA employees, Canadian Military, or others that may need system access but are not part of the volunteer organization.
3. A person **must** be attached to a zone as a “Member” before that person will be included in the reports.

Aircraft

Purpose

The Aircraft screen is to associate an aircraft to member. This is an aircraft that a member can access for CASARA assignments. It is not limited to aircraft that the member owns. Any aircraft that the member has the use of can be associated to the member (e.g. owner, charters, rental, or borrows).

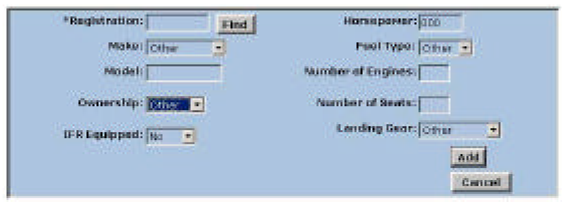
Navigate to

1. Click the "Personnel"/"Search" button.
2. Complete a search.
3. Click on a name at the bottom of the "CASARA Membership" screen.
4. Click the "Aircraft" button on the left side panel.

Steps

Add an Aircraft

1. Enter the Registration Number.
2. Click the "Find" button, if the aircraft is already on file, the remaining information will automatically be filled in.
3. If the aircraft is not on file or the information needs to be amended, change or add the additional information.
4. Click "Add".



Modifying an Aircraft

1. Click the "Edit" text next to the aircraft that you want to modify.
2. Make the modifications in the Aircraft Details frame.
3. Click the "Update" button.

Registration	Make	Ownership	Edit	Remove
C-GFWR	Cessna	Owned	Edit	Remove
< >				

Removing an Aircraft Association

1. Click the "Remove" text next to the aircraft that you want to remove.

Registration	Make	Ownership	Edit	Remove
C-GFWR	Cessna	Owned	Edit	Remove
< >				

Notes

1. **Always** use the find button after you have entered an Aircraft Registration number. Any aircraft that has ever been entered into the system will remain in the system, even though it is not associated to any members.
2. An aircraft can be associated to many members. This allows for joint ownership, owner – renter associations, etc.
3. If you update the aircraft details, it will be updated for all members associated to that aircraft. You do not have to update the details for each person associated to it.

Contact Info – Phone Numbers

Purpose

This is a multi-purpose screen that displays a members, phone numbers, e-mail addresses, and emergency contacts. This page deals with Phone numbers only.

Navigate to

1. Click the “Personnel”/”Search” button.
2. Complete a search.
3. Click on a name at the bottom of the “CASARA Membership” screen.
4. Click the “Contact Info” button on the left side panel.

Steps

Adding a Member’s Phone Number

1. Click the “Edit” text next to the phone number that you want to change.
2. Enter the phone number.
3. If this is the preferred phone number choose “Yes” in the Preferred drop down list.
4. Click the “Update” text.

Number Type	Number	Preferred	Edit
Business Cell	(123)456-7890	Yes	Edit
Business Fax	(123)456-0987	No	Edit
Business Pager	N/A	No	Edit
Business Voice	N/A	No	Edit
Personal Voice	N/A	No	Edit
Personal Fax	N/A	No	Edit
Personal Cell	N/A	No	Edit
Personal Pager	N/A	No	Edit
Other	N/A	No	Edit

Modifying a Member’s Phone Number

1. Click the “Edit” text next to the phone number that you want to change.
2. Enter the phone number.
3. If this is the preferred phone number choose “Yes” in the Preferred drop down list.
4. Click the “Update” text.

Deleting a Member’s Phone Number

1. Click the “Edit” text next to the phone number that you want to change.
2. Delete the phone number.
3. Click the “Update” text.

Notes

1. A member can only have one preferred phone number. While updating if you make that number the preferred number, the preferred status will be changed to that phone number.
2. The preferred number is the number that is displayed when a member’s information is displayed on other screens. If a member does not have a preferred number, the phone number will be blank when the member’s information is displayed on other screens.
3. When entering a phone number it must be in the format (123)456-7890.
4. When you are in “Edit” mode, you can back out of your changes by clicking the “Cancel” text next to the entry you are working on.

Contact Info – E-mail Addresses

Purpose

This is a multi-purpose screen that displays a members, phone numbers, e-mail addresses, and emergency contacts. This page deals with e-mail addresses only.

Navigate to

1. Click the “Personnel”/”Search” button.
2. Complete a search.
3. Click on a name at the bottom of the “CASARA Membership” screen.
4. Click the “Positions” button on the left side panel.

Steps

Adding a Member’s e-mail address

1. Click the “Edit” text next to the e-mail address that you want to change.
2. Enter the e-mail address.
3. If this is the preferred e-mail address choose “Yes” in the Preferred drop down list.
4. Click the “Update” text.

Modifying a Member’s e-mail address

1. Click the “Edit” text next to the e-mail address that you want to change.
2. Enter the e-mail address.
3. If this is the e-mail address, choose “Yes” in the Preferred drop down list.
4. Click the “Update” text.

Deleting a Member’s e-mail address

1. Click the “Edit” text next to the e-mail address that you want to change.
2. Delete the phone number.
3. Click the “Update” text.

Notes

1. A member can only have one preferred e-mail address. While updating if you make that e-mail address the preferred e-mail address, the preferred status will be changed to that e-mail address.
2. The preferred e-mail address is the number that is displayed when a member’s information is displayed on other screens. If a member does not have a preferred e-mail address, the e-mail address will be blank when the member’s information is displayed on other screens.
3. E-mail addresses must be in an acceptable format. Containing an “@” symbol and a dot in the domain name.
4. When you are in “Edit” mode, you can back out of your changes by clicking the “Cancel” text next to the entry you are working on.

Contact Info – Emergency Contacts

Purpose

This is a multi-purpose screen that displays a member's phone numbers, e-mail addresses, and emergency contacts. This page deals with emergency contacts only.

Navigate to

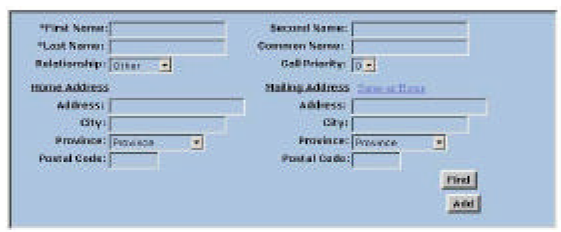
1. Click the "Personnel"/"Search" button.
2. Complete a search.
3. Click on a name at the bottom of the "CASARA Membership" screen.
4. Click the "Positions" button on the left side panel.
5. Click on a name in the list in the "Emergency Contact" panel.

Steps

Adding a Member's Emergency Contact

1. Click the "Add" button next to the Emergency Contact information.

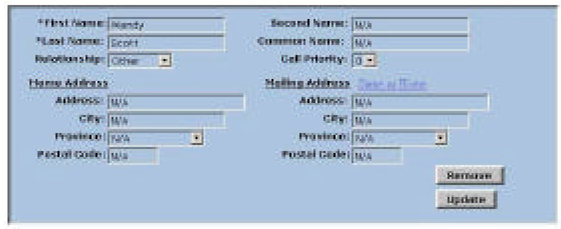
2. Before entering any data click the "Find" button and do a search to see if that person already exists in the database.
3. If person is in the list, click on the appropriate line, this will return the person's information to the emergency contact information frame
   If the person is not in the list, click the "Cancel" button.
4. Complete the emergency contact information and click "Add".
5. Once you have added the emergency contact, the phone number and e-mail address frames will be enabled to allow you to enter phone and e-mail information (see Contact Info – Phone numbers & Contact Info – E-mail address pages for information on how these frames work).



Modifying a Member’s Emergency Contact

1. Click the on the line for the emergency contact that you wish to update.

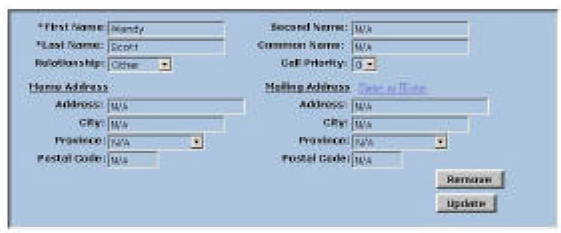
2. Modify the information and click “Update”.
3. If you are modifying phone numbers or e-mail addresses, they are modified as soon as you click the “Update” text next to the entry. (see Contact Info – Phone numbers & Contact Info – E-mail address pages for information on how these frames work).



Removing a Member’s Emergency Contact

4. Click the on the line for the emergency contact that you wish to update.

5. Click the “Remove” button



Notes

1. If you are adding a new emergency contact, use the “Find” button to find people that are already in the database. This will save you data entry time and will also link the information, so that the emergency contact information will be updated as soon as the member’s information is updated.
2. When entering a phone number it must be in the format (123)456-7890
3. E-mail addresses must be in an acceptable format. Containing an “@” symbol and a dot in the domain name.

Availability and Certification – Availability

Purpose

The available and Certification screen is a multi-purpose screen. This page deals with availability only. Availability refers in general terms to the times that a member is available to assist in a CASARA event.

Navigate to

1. Click the "Personnel"/"Search" button
2. Complete a search
3. Click on a name at the bottom of the "CASARA Membership" screen
4. Click the "Availability" or "Certification" button on the left side panel

Steps

1. Click the "Edit" text next to the entry you wish to change
2. Change the Yes/No drop down list information
3. Click the "Update" text to update the entry

Availability		Edit
Anytime	Yes	Update Cancel
N/A	No	Edit
Other	No	Edit
Weekday-Days	No	Edit
Weekday-Evenings	No	Edit
Weekend-Days	No	Edit
Weekend-Evenings	No	Edit

Notes

1. More than one entry can have a "Yes" designation
2. When you are in update mode, clicking the "Cancel" text will take you out of update mode and display the original information.

Availability and Certification – Certification

Purpose

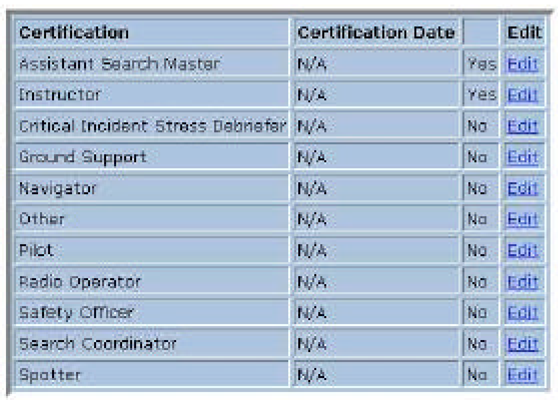
The available and Certification screen is a multi-purpose screen. This page deals with certification only.

Navigate to

1. Click the “Personnel”/”Search” button
2. Complete a search
3. Click on a name at the bottom of the “CASARA Membership” screen
4. Click the “Availability” or “Certification” button on the left side panel

Steps

1. Click the “Edit” text next to the entry you wish to change
2. Change the Yes/No drop down list information
3. Click the “Update” text to update the entry



Certification	Certification Date		Edit
Assistant Search Master	N/A	Yes	Edit
Instructor	N/A	Yes	Edit
Critical Incident Stress Debriefer	N/A	No	Edit
Ground Support	N/A	No	Edit
Navigator	N/A	No	Edit
Other	N/A	No	Edit
Pilot	N/A	No	Edit
Radio Operator	N/A	No	Edit
Safety Officer	N/A	No	Edit
Search Coordinator	N/A	No	Edit
Spotter	N/A	No	Edit

Notes

1. Certification dates must be in the format yyyy/mm/ dd
2. If the certification refers to a position that must be maintained by currency requirements (e.g. pilot, navigator, spotter) a certification date **MUST** be included for the currency reports to work correctly.
3. Currency requirements are maintained on the Activities screen.

Events

Purpose

The Events screen captures information about a CASARA occurrence. Events can be described as anything that “takes place”, that is significant enough for CASARA to document. Event examples are, but not limited to, SAR, Training, Fly-in Breakfast, Zone Meeting, Annual Meeting. This screen only documents the event, it does not document the people and time that can be attributed to the event, that information is documented on the Activities screen.

Navigate To

1. Click the “MO” or “Zone” button on the left side panel
2. Click the “Events” button on the left side panel

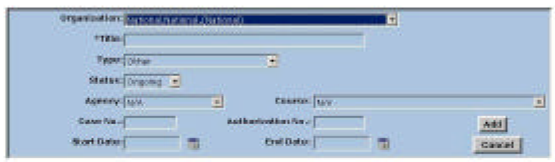
Or

1. Click the “Activities” button on the left side panel
2. Click the “Events” button that appears on the “Activities” page

Steps

Adding an Event

1. Insert the information to cover the event
2. Click the “Add” button



Updating an Event

1. In the “Event Detail” frame, pick the organization that hosted the event
2. Pick the event by clicking the “Edit” text on the list that appears for that organization
3. Up the event information in the “Event Detail” frame.
4. Click the “Update” button

Title	Type	Status	Start	End	Edit
AGM	Administration Time	Closed	2004/11/24	2004/11/24	Edit
Test	Aviation Safety	Ongoing	2004/11/09	N/A	Edit
Lectures	Lecture/Course	Ongoing	2004/11/08	N/A	Edit
Training	Lecture/Course	Reopened	2004/11/05	2004/11/05	Edit
Exercise	Air Training Exercise	Closed	2004/11/03	2004/11/03	Edit
Exercise	Air Training Exercise	Closed	2004/11/03	2004/11/03	Edit
Fly in Breakfast - RNH	Aviation Safety	Closed	2004/09/12	2004/09/12	Edit
Flying exercise 10 Sep	Air Training Exercise	Closed	2004/09/10	2004/09/10	Edit
Test Event 10Sept04	Air Training Exercise	Closed	2004/09/08	2004/09/08	Edit
Testing one	Air Training Exercise	Closed	2004/09/04	2004/09/04	Edit

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Notes

1. **Make sure** your Event Titles are unique and have enough detail to identify a unique event
2. Events are any occurrence that is significant to CASARA.
3. Events can last for a period of time, but each event should be unique. An example would be zone meetings, do not open an event that lasts the entire year. Create a new event for each zone meeting, giving each event a unique name in the Title (e.g. Zone Meeting 01Apr04, to indicate that it was the zone meeting that took place on April 1, 2004). If the event is a SAR operation that lasted for a week, then it would be one event with a start and end date.
4. The Events and Activities screens are used to collect statistical data on volunteer hours that CASARA members have donated.
5. Any level from Resource Unit to National can host events.

Activities

Purpose

The Activities screen documents member's involvement in an Event. A member can have one to many activities in an Event. An example would be a training exercise that involved a flight crew doing three search patterns during a single flight There would be three activities for each person in the flight crew, one activity entry for each search pattern.

Navigate to

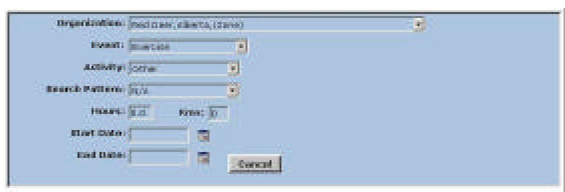
1. If you are on a member information screen, click MO" or "Zone" button on the left panel
2. Click "Activities" button

Steps – Bulk Add

The "Bulk Add" is used where a number of members all did the same activity. An example would be, 30 members attended a National General Meeting. In this case, the activity for each member would be the same. This method of data entry allows you to search and pick all the members that attended then fill in the activity portion of the screen once.

Adding Same Activity for a Number of People

1. You have to start from any Organization screen, so go to any Organization screen (e.g. Zone, MO)
2. Click "Activities"
3. On the Activities screen click "Search"
4. On the Personnel screen complete a search to provide you with an appropriate list of people.
5. Place check marks in the check mark box next to the member's names that you want to choose for this activity.
6. Click the "Activity Entry" button
7. If your list is not complete, repeat steps 3 to 6
8. Pick the Organization that hosted the Event
9. Complete the "Activity Detail" frame
10. Click the "Update Activity" button



Notes

1. You have to start from an Organization screen (e.g. MO, Zone) to be able to do a bulk adds.
2. This method only allows you to add Activities.
3. If you want to update or remove an Activity for a member you must start from a Member screen.
4. To view a member's activities, you must follow the "Member Modify" steps below.
5. A member can have more than one activity for an event

Steps – Member Modify

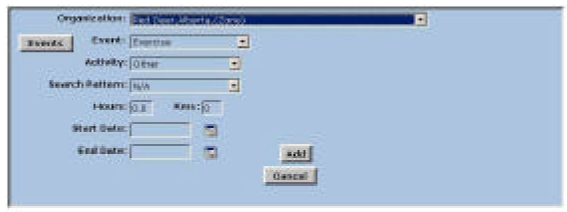
The member modify, allows you to add, modify and remove an activity for a specific member.

Navigate To

1. Click the “Personnel”/”Search” button
2. Complete a search
3. Click on a name at the bottom of the “CASARA Membership” screen
4. Click the “Activities” button on the left side panel

Add Activity

1. You have to start from a member screen to add an activity for a member
2. Click “Activities”
3. Complete the information in the “Activity Detail” frame
4. Click “Add”

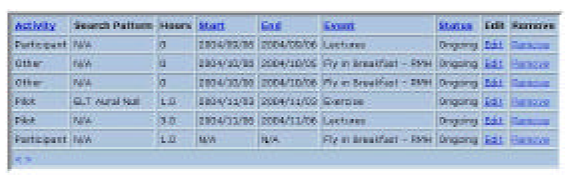


Modify Activity

1. You have to start from a member screen to modify an activity for a member.
2. Click “Activities”
3. Click the “Edit” text for the activity you wish to modify.
4. Complete the information in the “Activity Detail” frame.
5. Click “Update”

Delete Activity

1. You have to start from a member screen to modify an activity for a member
2. Click “Activities”
3. Click the “Remove” text for the activity you wish to remove.



Notes

1. You can not add or modify an activity for an event that is closed. If information comes to light after an event has been closed, reopen the event, add the information, then close the event again.
2. A member can have more than one activity for an event

Reports – By Organization

Purpose

The report screen allows you to select criteria and generate a report that can be viewed on screen and, if required, send that report to your printer. This section deals with reports relating to organizations (e.g. Zone, MO, and National). As the report feature will change as reports are added and removed, this section is very generic.

Navigate to

1. If you are on a member information screen, click the "MO" or "Zone" button on the left panel
2. Click "Reports" button

Steps

1. You have to start from any Organization screen, so go to any Organization screen (e.g. Zone, MO)
2. Click "Reports"
3. Click on the "Select Report" list
   The "Select Parameters" will change based on the report you have selected
4. Pick the report parameters from the "Select Parameters" area
5. Click "Generate"
6. To send the report to the printer, click on the "Print" text that is in the top right corner of the report
7. To return to the "Reports" screen, click on the "Back" text that is in the top right corner of the report

Notes

Annual Report

1. Pilots, Navigator, and Spotter totals are based on the certification and currency requirements as laid out in the CASARA documentation. The currency requirements are calculated based on the previous 365 days.
2. Search Coordinators and Ground Personnel are not certified positions, therefore they will always have the value of zero.
3. Total Certified is calculated by totaling the Pilots, Navigators, Spotters, Search Coordinators, and Ground Personnel.
4. Total Members is a count of all personnel that have a position of "Member" and the "End Date" for that position is blank or the "End Date" is during the year requested in the search criteria.
5. Aircraft counts are based on the fact that they associated to an active member.
6. Taskings portion of the report is based on the "Event Type".
   These totals apply to each agency (ie. JRCC, Police, etc..)
   - ✍ Air Taskings: A total of all the following event taskings for the report year.
     Flying Actual - ELT Search,
     Flying Actual - Missing/Overdue Aircraft,
     Flying Actual - Missing/Overdue Vessel,

Flying Actual - Missing Person(s) ,
Flying Actual - Asst. Local Authorities.

- Ground Taskings:
  A total of all the following event taskings for the report year.
  Ground Actual - ELT Search,
  Ground Actual - Missing/Overdue Aircraft,
  Ground Actual - Missing/Overdue Vessel,
  Ground Actual - Missing Person(s),
  Ground Actual - Asst. Local Authorities.
- Total Hours Flown: Total of all Pilot activity hours for the Air Taskings above.
- Total Vehicle Hours: Total of all Driver activity hours for the Ground Taskings above.
- Total Volunteer Hours: Total of all hours spent in Taskings above.

7. Training portion of the report is based on
   - Ground Training Exercises:
     Total of all the following training events for the report year.
     Ground - Training Exercise,
     Ground - Vehicle Search Training Exercise.
   - Total Kilometers is the total Km recorded under Driver activity for the above events.
   - Total Volunteers Hours is the total hours spent during the above as well as the following two events:
     Ground - Lecture/Course,
     Ground - Academic Training.
   - Flying Training Exercises: Total of the following training event for the report year.
     Flying - Air Training Exercise.
   - Total Aircraft Hours is the number of hours spent in the Pilot activity during the above event.
   - Total Volunteer Hours is the sum of all activity hours for the above event.
   - Total Administration Hours. Total of the following training event for the report year.
     Administration Time.
8. Transport Canada Safety:
   - Safety Lecture/Briefing Given By CASARA:
     Total of the following training event for the report year.
   - Aviation Safety.
     The number of these events and also the total hours spent as activity type Instructor.
   - Safety Lecture/Briefing Taken By CASARA:
     Total of the following training event for the report year.
   - Aviation Safety.
     The number of these events and also the total hours spent as activity type other then Instructor (ie. Any other activity type)

Availability Report

1. This report uses exactly the same selection criteria as the Annual report to decide if a member is certified and current to operate in a given position (i.e. Pilot, Spotter).
2. It also has the added Availability filter entered by the user. This filters the members to only those with the selected availability, combined with those who have availability “Anytime” selected on the Availability screen.

The report is run using the current day date as the report date. Therefore it looks for member certified and current within the last 365 days. This is the same as the Annual Report, except the Annual Report allows a reporting date to be entered.

List Of Members Report

1. The report is filtered by the Status selected by the user (i.e. Active, Inactive, etc..)
2. All current members (i.e. those without an End Date) having the selected status are returned by this report.

Reports – By Member

Purpose

The report screen allows you to select criteria and generate a report that can be viewed on screen and, if required, send that report to your printer. This section deals with reports relating to an individual member. As the report feature will change as reports are added and removed, this section is very generic.

Navigate to

1. Click the “Personnel”/”Search” button
2. Complete a search
3. Click on a name at the bottom of the “CASARA Membership” screen
4. Click the “Reports” button on the left side panel

Steps

1. You have to start from a member screen to view reports for a member.
2. Click “Reports”
3. Click on the “Select Report” list
   The “Select Parameters” will change based on the report you have selected
4. Pick the report parameters from the “Select Parameters” area
5. Click “Generate”
6. To send the report to the printer, click on the “Print” text that is in the top right corner of the report
7. To return to the “Reports” screen, click on the “Back” text that is in the top right corner of the report

Notes

Training Record Report

1. The report is filtered by the timeline entered by the user (either Last 365 days or Since Joining). These are the two date criteria available. The Last 365 days as it implies give the members activity record for the 365 days prior to the report date. Since joining returns all member activity, from member start date, in history from the report date.
2. The hours for each activity are totaled and any associated search patterns are returned.

APPENDIX A

Event Types

Admin - Meeting
Administration Time
Aviation Safety
Flying - Air Training Exercise
Flying - Other
Flying Actual - Asst. Local Authorities
Flying Actual - ELT Search
Flying Actual - Missing Person(s)
Flying Actual - Missing/Overdue Aircraft
Flying Actual - Missing/Overdue Vessel
Ground - Lecture/Course
Ground - Training Exercise
Ground - Vehicle Search Training Exercise
Ground Actual - Asst. Local Authorities
Ground Actual - ELT Search
Ground Actual - Missing Person(s)
Ground Actual - Missing/Overdue Aircraft
Ground Actual - Missing/Overdue Vessel

Activity Types

Asst. Search Master
Driver
Instructor
Navigator - Air
Navigator - Ground
Other
Participant
Pilot
Search Coordinator
Spotter - Air
Spotter - Ground
Spotter - Military

Position Types

Member
MO Admin
MO Deputy Director
MO Director
MO Quartermaster
MO Secretary
MO Training Officer
MO Treasurer
National Admin
National Administrator
National Director
National President
National Quartermaster
National Secretary
National Treasurer
National Vice President
National VP Finance
National VP Planning/Equipment
National VP Training/Operations
Zone Admin
Zone Commander