

Download the following reports from eServices (or ask Squadron commander to send them to you) look them over:

- Member Reports: **Specialty Track Report (A1Q05, E2Q07)**
 - Member Reports: All Duties: **Duty Assignment Report (D3Q05, D5Q01, E1Q01,**
 - Member Reports: TLC Progress B1 Q05
 - Member Reports CPPT Complete B1Q11
 - Member Reports: Quality Cadet Unit Report
 - Cadet Programs: Cadet Promotions: QCUA Details
 - Cadet Programs: Cadet Promotions:
 - Member Reports: Cadet Orientation Report (O-Flights)
-

- B1--Cadet Programs--DCC
 - Q05 TLC Progression
 - Q06 CP Goals
 - Q07 Agendas/Attendance (Dec/Jan/Feb, Mar/Apr/May, June/July/Aug or Sep/Oct/Nov)
 - Q11 CPPT Completion Report
- E1--Command (Q3 for any abuse, Q5 fundraising approvals, Q9 POV letter)
 - Q01 Duty Assignment Report**
 - Q04 EO Report
 - Q05 Fundraising (Car Wash? Donate Link, FMCR, Fundr Letter/Call, Parking Detail, WAA, Wing Conf)
 - Q09 POV

--In eServices, IG, IG, Home, Pulldown menu, Documentation

When uploading a file, choose a specialty area (it will automatically att "B1_CAPID#_" to the front of the filename) & will show what date it's uploaded it, but eservices sometimes accidentally resets all the date.

--On a PC, create a new folder "CAP <SquadronName> SUI <YYMM> Uploads"

--Download latest blank worksheets from gocivilairpatrol.com, CAP Members, Natl Staff Areas, IG, SUI Info, Individual worksheets (not the zipped ones). Open the downloaded pdf to fill it in

--When completing the worksheet, try saving it & see if the filled-in version is what gets saved, not just a blank document

--Save as X#_XX_WORKSHEET_YYMMDD (where X# is code like B1, XX is the word abbreviation for the specialty like AE, CP, PD, FIN, ADM, PERS, PA, SUP, TRANS, CC, SAF)

--Download any supporting docs from Google Drive or PC (where I have been uploading over time if applicable). Temporarily Download them to whatever computer you're working on, upload them to the eservices IG system, then delete the downloaded doc on computer you're using.

--In IG system, delete previous quarter's documents that are thus updated in the IG system now if only quarterly info required

--Delete the following only annually when replacing with new one

B1_CP--Q6annual goals & progress