



ARMS

Reviewer/Area Commander/ Divisional Social Services User Handbook

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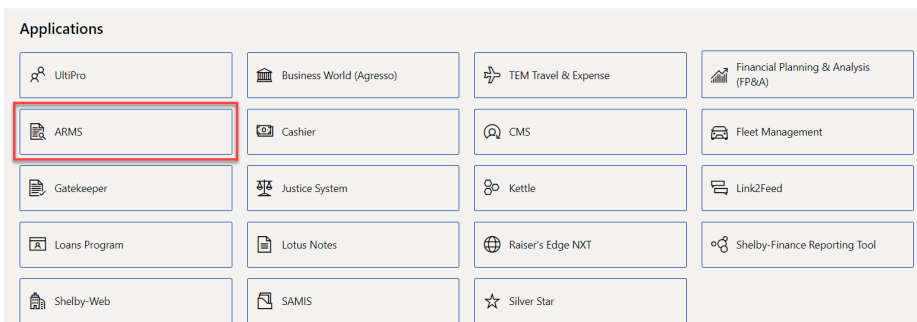
Overview

The Accreditation Review Management System (ARMS) Program is used to manage, schedule, and monitor the Social Services accreditation process. The Salvation Army's internal accreditation process provides an assessment of social service ministry units using standards which reflect organizational policy, legislative requirements, and best practices. These standards describe processes and systems in the areas of governance, employee relations management, facility management, spiritual and religious care, and program delivery.

The program is accessible via a secure internet connection through a server located at THQ.

Sign In

1. Open My Army > <http://myarmy.can.salvationarmy.org>
2. Scroll down to Applications
3. Click on the ARMS tile



3. Type your username
Your username has two format options
4. Type your password
Your password is the same as you use to log in on your computer/laptop
5. Click Sign In

The screenshot shows the sign-in page for ARMS. At the top left is the Salvation Army logo with the text "Giving Hope Today". To the right, it says "The Salvation Army Canada & Bermuda Territory Welcomes You". Below this is a sign-in form with the instruction "Please provide your user name and password below to Sign in to ARMS". The form has two input fields: "User Name:" and "Password:". An arrow points to the "User Name:" field with the text "Username: Firstname.Lastname or Email Address". Below the fields is a "Sign In" button and a link for "Reset / Forgot your password?".

The Banner

The common functions for ARMS are contained in the top banner (as shown below).

User Access Levels

There are several levels of access within ARMS for various users; users with different roles and responsibilities for the review will have access to different menu items.

Access Level	Roles
ARMS Coordinator	<ul style="list-style-type: none"> • THQ social services personnel • Oversees TSA Social Services Accreditation Review Program including rating, submit, approve, release review and approve action plan after proposed by MU • Schedules reviews, assigns chapters for reviews, selects review team and assigns chapters to reviewers • In charge of all maintenance functions of the application (chapters maintenance, review configuration maintenance, review document maintenance, & application maintenance)
Review Scheduler	<ul style="list-style-type: none"> • THQ social services Personnel • Schedules reviews • Views and updates schedule tracking procedure
Team Leader	<ul style="list-style-type: none"> • THQ social services personnel • Manages the accreditation review process cycle for accreditation reviews of ministry units that have been assigned to them • View documents submitted by MU • Able to re-select review team and reassign chapters to reviewers • Submits and approves completed ratings for reviews assigned to them
Area Commander/Divisional Social Services Secretary	<ul style="list-style-type: none"> • DHQ personnel • Review team member for reviews of ministry units that are under their jurisdiction • Submit completed ratings for chapters assigned • Approves & monitors resulting action plans; DHQ may also assign another DHQ approver for the action plan
Reviewer	<ul style="list-style-type: none"> • Submits completed ratings for chapters assigned to them • Views documents submitted by MU
MU Personnel	<ul style="list-style-type: none"> • Manages all documents and information that are required for their accreditation review process • Downloads template documents • Submits required documents prior to the accreditation review • Responsible for the development of the corresponding action plan resulting from the review

Review Process Management - Review

Review process management provides tools for organizing ministry unit reviews. THQ personnel are responsible for scheduling the review process. Once a Ministry Unit has a review scheduled in ARMS, it will be displayed in the reviews list.

The Ministry Unit undergoing the review process provides the required information and documents for the review. If there are standards that do not meet accreditation expectations, the ministry unit will design an action plan to address those standards.

Reviews List

All members of the review team will be able to view the reviews list. However, you will only see the reviews for the Ministry Units assigned to you in the review list once the review has been scheduled in ARMS.

Workflow ▾ Admin ▾ Reports ▾ Tools ▾ Sign Out

Reviews
Conditional Pass Review
Schedule Tracking

Click Workflow>Reviews

Accreditation Reviews

Schedule Chapters Teams **Using the search filters, locate desired MU** Settings Release Action Plan Close

Name <small>Grouped MUs</small>	Division	Started	Ended	Released
Toronto		From: <input type="text"/> To: <input type="text"/>		
Toronto CFS	OCE	12/27/2018	12/28/2018	
> East Toronto Men's Shelter	OCE			
Toronto CJS Services	OCE			
Toronto Genesis Centre	OCE			

Search filters

Click desired MU

View Documents

If a document has been submitted by the Ministry Unit Personnel, it can be viewed by the Reviewers and Area Commander/Divisional Social Services Secretary in View Documents.

Accreditation Reviews

Schedule Chapters Teams Reviewers **Add Documents** **View Documents**

Name <small>Grouped MUs</small>	Division	Started	Ended	Released	Closed	Chapters	Status	Leader
Discovery Women's Centre	OCE	11/26/2018	11/27/2018				Team Selected	Test_TeamLeader1
Golden Years Residence	NLD	11/26/2018	11/27/2018				Scheduled	
Northern Lights CFS			11/13/2018			1, 2, 3, 4,	Reviewer Assigned	Test_TeamLeader1
> Wellbeing Resource Hub	NLD	11/12/2018	11/13/2018			1, 2, 3, 4,	Chapter Configured	

2. Click View Documents

1. Click desired MU

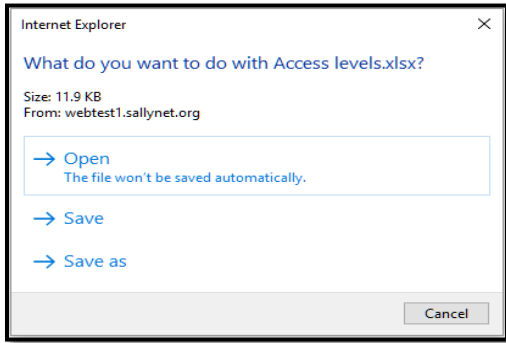
Review Documents

Close

Ministry Unit: Carmanville Corps
MU Chapters: 1, 2, 3, 4
Review Date: 11/12/2018 - 11/13/2018

Required Documents	Mandatory Documents	Submitted Documents	Submitted By	Document Link
011 - SAMS Reports for Previous 12 Months	<input type="checkbox"/>			
012 - Month-End Financial Statements (2 Recent Months)	<input checked="" type="checkbox"/>			
013 - Month-End Financial Statements (2 Recent Months)	<input checked="" type="checkbox"/>	https://webTest1.sallynet.org/ARMS_TEST_PH2/Documents/ReviewID_59/Financial Statement July		View Document
014 - Staff List (Names and Positions)	<input type="checkbox"/>			
015 - Position Descriptions of Management Team	<input type="checkbox"/>			
Required Document 1	<input checked="" type="checkbox"/>	https://webTest1.sallynet.org/ARMS_TEST_PH2/Documents/ReviewID_59/Updated Required Document 1.pdf	MU User1	View Document

3. Click View Document



4. Click open, save or save as

Open – opens document
 Save – saves document to downloads folder
 Save as – saves document to location of user choice
 Cancel – cancels the download process

**If you select save as, you will have to select a location to save the document

Ratings

There are standard rating sheets with each review that must be completed by the reviewers. The sheets are available and will be maintained within the system. The reviewer must assign a rating to the ministry unit. If a rating other than Substantial (S) is assigned to a particular standard, a comment explaining the rating must be inputted. To achieve accreditation status, a total of 80% must be earned in each and every chapter.

The rating box presents the compliance scale providing choices for the reviewer. All ratings besides Substantial and Not Applicable require the ministry unit to develop an action step.

Rating

S - Substantial – All requirements in the standard are met
P - Partial – Many of the required elements are in place
M - Minimal – Few of the requirements are met
NC - Non-Compliant – Requirements are not fulfilled in any way
NA - Not-Applicable – This rating is used when a standard does not apply to the situation or circumstance under review



Access Ratings

ARMS reviewers are required to enter ratings for each of the standards for the chapters they have been assigned to complete for the review.

Accreditation Reviews

Schedule Chapters Teams Reviewers **2. Click Ratings** Ratings Release Action Plan Close

Name	Division	Started	Ended	Released	Closed	Chapters	Status	Leader
Discovery Women's Centre	OCE	11/26/2018	11/27/2018				Team Selected	Test_TeamLeader1
Golden Years Residence	NLD	11/26/2018	11/27/2018				Scheduled	
Northern Lights CFS			11/13/2018			1, 2, 3, 4,	Reviewer Assigned	Test_TeamLeader1
Wellbeing Resource Hub	NLD	11/12/2018	11/13/2018			1, 2, 3, 4,	Chapter Configed	

1. Click MU Name

If reviewers have not been assigned to chapters, and you try to access ratings, you will get a message similar to the messages below depending upon where you are in the review process.

Accreditation Reviews

NOTE: The chapter rating is not available yet. Current status is 'Team Selected'

Accreditation Reviews

NOTE: The chapter rating is not available yet. Current status is 'Chapter Configured'

Complete Ratings

A reviewer will only see tabs for the chapters they are responsible to review

MU Chapters: 1, 2, 3, 4, 5
Review Date: 11/23/2018 - 11/23/2018

Ch2 **Ch5**

Chapter Rating

Chapter: 2 Employee Relations Reviewer: test_reviewer1

Ratings Completed

Section Name	Standard	Risk	Rating	Comment
Human Resources Management	2.1.1	H	<input type="radio"/> S <input type="radio"/> P <input type="radio"/> M <input type="radio"/> NC <input type="radio"/> NA	
	2.1.2	R	<input type="radio"/> S <input type="radio"/> P <input type="radio"/> M <input type="radio"/> NC <input type="radio"/> NA	
Policies and Procedures	2.2.1	H	<input type="radio"/> S <input type="radio"/> P <input type="radio"/> M <input type="radio"/> NC <input type="radio"/> NA	
	2.2.2	H	<input type="radio"/> S <input type="radio"/> P <input type="radio"/> M <input type="radio"/> NC <input type="radio"/> NA	

Reviewrs will enter ratings for all standards for the chapter. The information is saved automatically; if the reviewer selects a rating other than S, a comment is required to save the rating. If the reviewer does not input a comment for a rating other than S, the data is not saved. To confirm all ratings and comments have been entered, click Refresh.

MU Chapters: 1, 2, 3, 4, 5
Review Date: 11/23/2018 - 11/23/2018

Ch2 **Ch5**

Chapter Rating

Chapter: 2 Employee Relations Reviewer: test_reviewer1

Ratings Submitted

Section Name	Standard	Risk	Rating	Comment
Human Resources Management	2.1.1	H	<input type="radio"/> S <input type="radio"/> P <input type="radio"/> M <input type="radio"/> NC <input type="radio"/> NA	<input type="text"/>
			<input type="radio"/> S <input type="radio"/> P <input type="radio"/> M <input type="radio"/> NC <input type="radio"/> NA	Place comment here
Policies and Procedures	2.2.1	H	<input type="radio"/> S <input type="radio"/> P <input type="radio"/> M <input type="radio"/> NC <input type="radio"/> NA	<input type="text"/>
	2.2.2	H	<input type="radio"/> S <input type="radio"/> P <input type="radio"/> M <input type="radio"/> NC <input type="radio"/> NA	<input type="text"/>

Ratings

When the page has been refreshed, if all ratings and required comments have been entered, you will see a check in ratings completed. If you do not get a check in this box after refreshing, review the standards to ensure all information has been entered.

MU Chapters: 1, 2, 3, 4, 5
Review Date: 11/23/2018 - 11/23/2018

Ch1 **Ch2** Ch3 Ch4 Ch5 Scores

Chapter Rating

Chapter: 2 Employee Relations

Ratings Completed

Complete the above process for each chapter assigned to you as a reviewer. ARMS auto saves the ratings as you work through the system, so it is possible to exit and re-enter the Rating Sheet.

Print Details

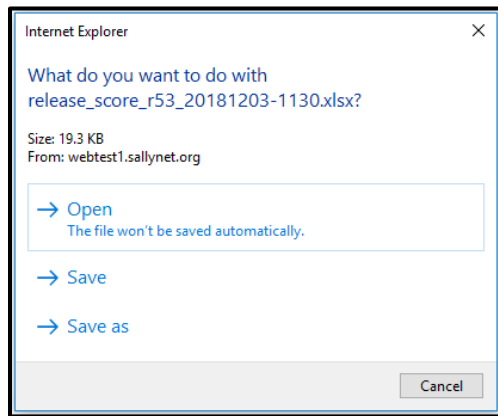
If you would like to print the summary sheets for the review, you can complete this process in Review Sheets and Scores.



Ratings

Submit Approve Refresh Print **Click Print**

MU Chapters: 1, 2, 3, 4, 5
Review Date: 11/23/2018 - 11/23/2018
Click the link to open. /ARMS_TEST_PH2/Excel/tmp/rating_r73_20181128-0907.xlsx **Click the link**



Internet Explorer

What do you want to do with
release_score_r53_20181203-1130.xlsx

Size: 19.3 KB
From: webtest1.sallynet.org

→ Open
The file won't be saved automatically.

→ Save

→ Save as

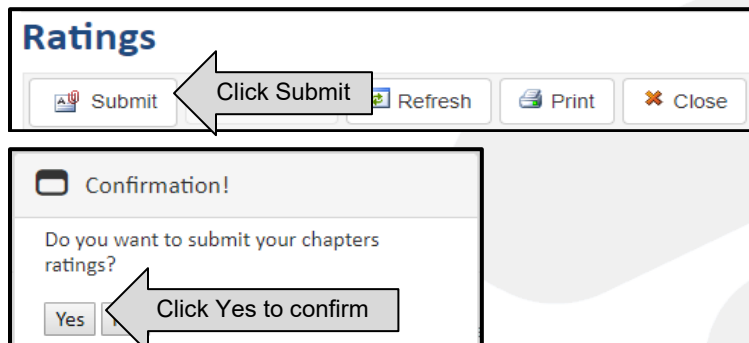
Cancel

Open: opens the report
Save: saves report to downloads
Save as: save the report to location of choice

The file will open in Microsoft Excel; you can treat this as any Microsoft Excel document.

Submit Ratings

As a reviewer, you are responsible to complete ratings for each standard and for all chapters that have been assigned to you. All chapters assigned to the reviewer are to have completed ratings and required comments before the chapters can be submitted. Otherwise, the submit button is greyed out. Once you have submitted review ratings, you will not be able to modify them. You are to be in review ratings to submit the ratings.



Ratings

Submit Refresh Print Close **Click Submit**

Confirmation!

Do you want to submit your chapters ratings?

Yes **Click Yes to confirm**

There will be a check mark in ratings submitted and you will get a confirmation message that the ratings were submitted

Ratings

Submit Approve Refresh Print Close

Discovery Women's Centre

OK: Your review ratings have been submitted.

Chapters: 1, 2, 3, 4

Review Date: Jan 15, 2019 - Jan 16, 2019

Ratings Submitted
 Ratings Approved

Scores can no longer be modified and all selections and comments are greyed out.

Chapter Rating

Chapter: 2 Employee Relations
Ratings Completed

Reviewer: test_reviewer1
 Ratings Submitted

Section Name	Standard	Risk	Rating	Comment
Human Resources Management	2.1.1	H	<input checked="" type="radio"/> S <input type="radio"/> P <input type="radio"/> M <input type="radio"/> NC <input type="radio"/> NA	
	2.1.2	R	<input type="radio"/> S <input checked="" type="radio"/> P <input type="radio"/> M <input type="radio"/> NC <input type="radio"/> NA	Place comment here

The status on Accreditation Reviews page shows status as Chapter Rated.

Accreditation Reviews

Schedule Chapters Teams Reviewers Add Documents View Documents Ratings Release Action Plan Close

Name	Grouped MUs	Division	Started	Ended	Released	Closed	Chapters	Status
Discovery Women's Centre		NLD	1/15/2019	1/16/2019			1, 2, 3, 4	Chapter Rated
Northern Lights CFS		NLD	12/6/2018	12/6/2018	12/6/2018		1, 2, 3, 4	Conditional Pass accepted

Action Plan

After a review has been released, the Ministry Unit will review the ratings. The Ministry Unit personnel will be responsible for developing an action plan to address any ratings that were not rated substantial or not applicable.

When the plan has been formulated by the Ministry Unit personnel, the action plan reviewer (typically a DHQ representative) will review the action plan as outlined by the Ministry Unit. The action plan reviewer then decides to approve or decline the action plan.

Divisional Approval of Action Plan

The DHQ action plan reviewer must approve the action plan so that it is then available to THQ team lead. If a team member attempts to access the action plan before it has been approved by the DHQ action plan approver, a message similar to the message below will be displayed.

Accreditation Reviews

NOTE: The action plan is not available to view because it has not been submitted to THQ yet.

The DHQ action plan reviewer will select the Ministry Unit from the reviews list, and click action plan. The DHQ action plan reviewer will review the action plan as outlined by the Ministry Unit personnel and will approve the action plan once they are satisfied with it.

Action Plan

Print Close Refresh

Northern Lights CFS
Review Date: 11/09/2018
Status: Action Plan Submitted (to DHQ)

Unit Lead: test_muCoord11, Divisional Lead: test_AreaCommander2, Team Lead: Test_TeamLeader2

Submit 12/04/2018
Resubmit to DHQ
Resubmit to THQ

Approve Decline

Approve Decline

Confirmation!

Do you want to approve the action plan?

Yes **Click Yes**

Approve has a check mark and the date is displayed

Divisional Lead: test_AreaCommander2,

Approve 12/04/2018
Decline

The status is updated to show DHQ Approved.

Accreditation Reviews

Schedule Chapters Teams Reviewers Add Documents View Documents Ratings Release Action Plan Close

Name	Division	Started	Ended	Released	Closed	Chapters	Status
Wellbeing Resource Hub	NLD	9/20/2018	9/21/2018	12/3/2018		1, 2, 3, 4,	THQ Approved Action Plan
Northern Lights CFS	NLD	11/9/2018	11/9/2018	12/4/2018		1, 2, 3, 4,	DHQ Approved

If you now go into action plan, everything is greyed out and cannot be edited.

Chapter 1 Chapter 2 Chapter 3

3 Facility

Completed Submitted

Section Name	Standards	Rating	Comments	Action Step	Person(s) Responsible
Housekeeping and Maintenance Services	3.4.1	NC	TR2 02/20/2019	Update standard to reflect our changes	
	3.4.2	NC	TR2 02/20/2019	Standard to be met by hiring new staff	
	3.4.4	NC	TR2 02/20/2019	Update to cleaning tools	

Divisional Decline of Action Plan

The DHQ action plan approver can decline the action plan outlined by the Ministry Unit if it is not satisfactory.

Action Plan

Print Close Refresh

Northern Lights CFS
Review Date: 11/09/2018
Status: Action Plan Submitted (to DHQ)

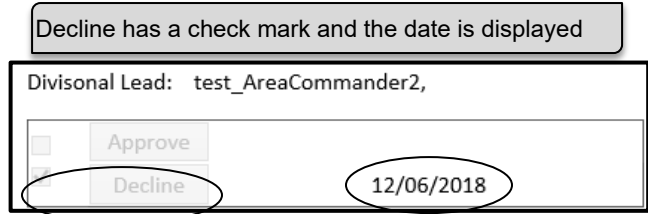
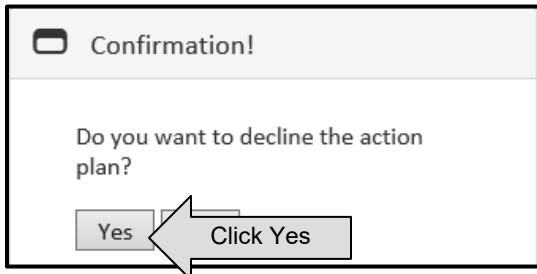
Unit Lead: test_muCoord11, Divisional Lead: test_AreaCommander2, Team Lead: Test_TeamLeader2

Submit 12/04/2018
Resubmit to DHQ
Resubmit to THQ

Approve Decline

Approve Decline

Open the action plan and click decline



The status is updated to show DHQ Declined and further development is required from the Ministry Unit on the action plan.

Accreditation Reviews

Schedule Chapters Teams Reviewers Add Documents View Documents Ratings Release Action Plan Close

Name	Division	Started	Ended	Released	Closed	Chapters	Status
> Northern Lights CFS	NLD	12/6/2018	12/6/2018	12/6/2018		1, 2, 3, 4,	Further Development Required (DHQ Declined)

Action plan standards can now be edited in preparation for resubmitting the action plan to DHQ.

3 Facility

Completed Submitted

Section Name	Standards	Rating	Comments	Action Step	Person(s) Responsible
Housekeeping and Maintenance Services	3.4.1	NC	TR2 02/20/2019	Update standard to reflect our changes	
	3.4.2	NC	TR2 02/20/2019	Standard to be met by hiring new staff	
	3.4.4	NC	TR2 02/20/2019	Update to cleaning tools	

THQ Approval/Decline of Action Plan

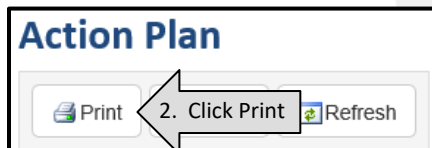
When the DHQ action plan reviewer has approved the Ministry Unit action plan, the action plan will be available to the team lead for review. The THQ representative will review the action plan as outlined by the Ministry Unit and approved by the DHQ Representative and decide to approve or decline the action plan.

If the action plan is approved by the THQ representative, the review will be closed. If the action plan is declined by the THQ representative, the Ministry Unit is given the opportunity to update the action plan based on comments from the THQ team lead.

Download Action Plan

If you want to view the action plan outside of the application, it can be downloaded as an Excel file.

1. Open the action plan by clicking Action Plan button



Action Plan

Print Close Refresh

Westgagge Women's Centre

Review Date: Aug 19, 2019

Status: Action Plan Submitted (DHQ)

Download: [/ARMS_TRAIN/Excel/tmp/action_plan_r10_s20190819.xlsx](#)

Unit Lead: Hamilton Grace-Haven, test muCoord1,

3. Click the excel file name

Internet Explorer

What do you want to do with
action_plan_r10_s20190819.xlsx?

Size: 84.0 KB
Type: Microsoft Excel 12
From: webtest1.sallynet.org

→ Open
The file won't be saved automatically.

→ Save

→ Save as

Cancel

4. Open, save or select save as for excel file

Open: Open file

Save: saves to download folder automatically

Save as: choose where to save file

Action Plan Notes

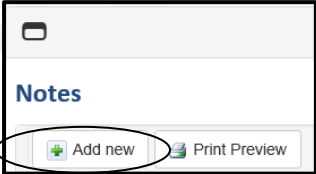
DHQ and THQ review team members can enter notes for the Ministry Unit if they want to question or make a recommendation on the action plan. The notes can then be viewed by Ministry Unit personnel.

Create Action Plan Notes

1. Open the action plan and click Note



2. Click Add new



Notes

Cancel Save

4. Click Save

Created Date	Created By	Note	Status
Created Date: Jan 28, 2019	Created By: Test_TeamLeader2	Status: Action Plan Re-submitted (THQ)	
Please review the procedure for posting the procedure for fire drill and outline clearly the muster stations			

3. Type information

The note is now available for Ministry Unit, DHQ and THQ to view

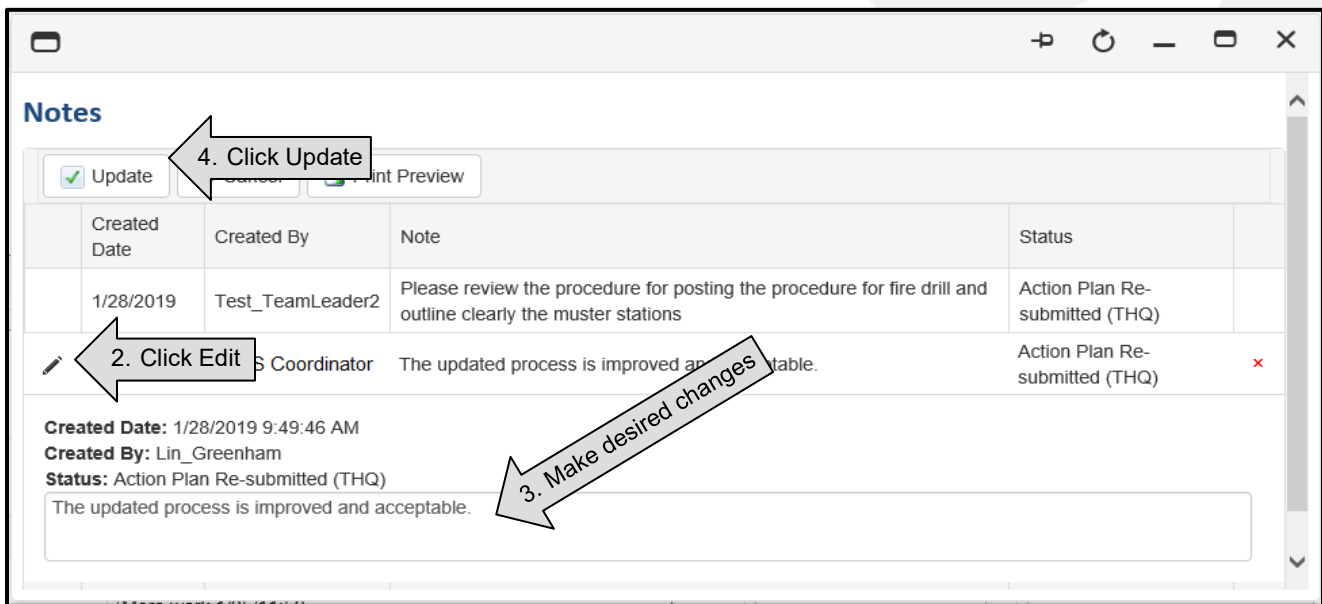


Edit Action Plan Notes

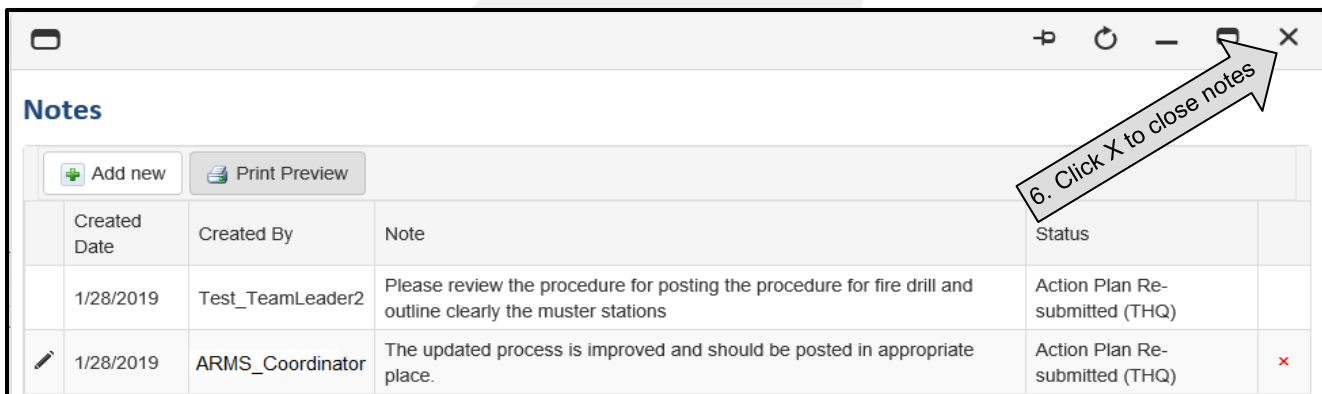
Action plan notes can be edited by the individual that created the note. No person can edit notes created by another person.



1. Open the action plan and click Note



You will now be able to view your changes to notes



View Action Plan Notes

The Ministry Unit, DHQ and THQ can view action plan notes. DHQ and THQ can enter action plan notes but the Ministry Unit cannot.

1. Open the action plan and click Note
2. View each desired note
3. Click X to close notes

Created Date	Created By	Note	Status
1/28/2019	Test_TeamLeader2	Please review the procedure for posting the procedure for fire drill and outline clearly the muster stations	Action Plan Re-submitted (THQ)
1/28/2019	ARMS_Coordinator	The updated process is improved and should be posted in appropriate place.	Action Plan Re-submitted (THQ)

Print Action Plan Notes

All review team members can print the action plan notes.

1. Open the action plan and click Note
2. Click Print Preview

6. Click X to close notes

Created Date	Created By	Note	Status
12/6/2018	test_AreaCommander2	Please review the procedure for posting the procedure for fire drill and outline clearly the muster stations. Include a location map.	Further Development Required (DHQ Declined)

3. Click Print

Action Plan Notes
Arnold's Cove Corps

Review Start: Dec 06, 2018
Review End: Dec 06, 2018

Notes

Created: Dec 06, 2018 @ 10:29 AM
User: test_AreaCommander2
Status: Further_Development_Required_DHQ_Declined
Note: Please review the procedure for posting the procedure for fire drill and outline clearly the muster stations. Include a location map.

4. Select printer

5. Click Print

Print dialog box showing printer selection (HP966EBD) and page range (1).

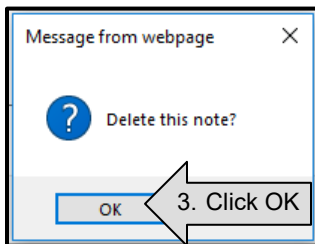
Delete Action Plan Notes

Action plan notes can be deleted by the individual that created the note. No person can delete notes created by another person.



1. Open the action plan and click Note

Created Date	Created By	Note	Status
1/28/2019	Test_TeamLeader2	Please review the procedure for posting the procedure for fire drill and outline clearly the muster stations	Action submitted (THQ)
1/28/2019	ARMS_Coordinator	The updated process is improved and should be posted in appropriate place.	Action Plan Re-submitted (THQ)



Review Scores

When the ARMS Coordinator has closed the review, the Area Commanders and Social Services Secretary are able to view the scores.

Access Scores

Name	Division	Started	Ended	Released	Closed	Chapters	Status	Leader
Discovery Women's Centre	OCE	11/26/2018	11/27/2018				Team Selected	Test_TeamLeader1
Golden Years Residence	NLD	11/26/2018	11/27/2018				Scheduled	
Northern Lights CFS			11/13/2018			1, 2, 3, 4,	Reviewer Assigned	Test_TeamLeader1
Wellbeing Resource Hub	NLD	11/12/2018	11/13/2018			1, 2, 3, 4,	Chapter Configured	

Ratings

Submit Approve Refresh Print Close

Discovery Women's Centre

NOTE: Review ratings are approved.


Chapters: 1, 2, 3, 4 Ratings Submitted
 Review Date: Jan 22, 2019 - Jan 23, 2019 Ratings Approved

Ch1 Ch2 Ch3 Ch4 **Scores**

Chapter #	Chapter Title	Score %	High Risk %	Critical %	Regular %
1	Governance & Management & kh	100.00	100.00	100.00	100.00
2	Employee Relations kh test	93.12	86.36	100.00	100.00
3	Facility	92.18	85.71	75.00	85.71
4	Spiritual & Religious Care	68.77	50.00	50.00	28.57

Calendar

The calendar provides an easy way to view scheduled reviews. You cannot modify calendar entries in this view. You will only be able to see the reviews assigned to you in the calendar view.



Giving Hope Today

ARMS Version 1.0 (TEST PH2)
Welcome Test Teamleader

Workflow Admin Reports Tools Sign Out

Click Tools>Calendar

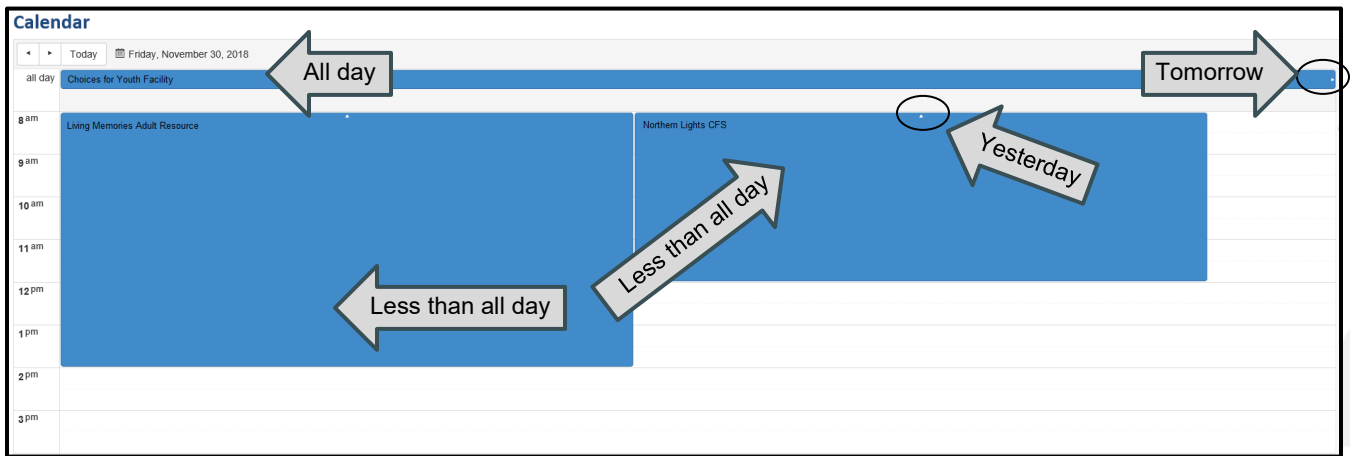
Calendar

Click more to get a timeframe view

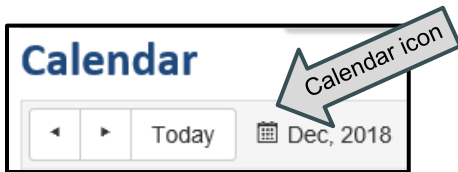
Calendar

Today Dec. 2018

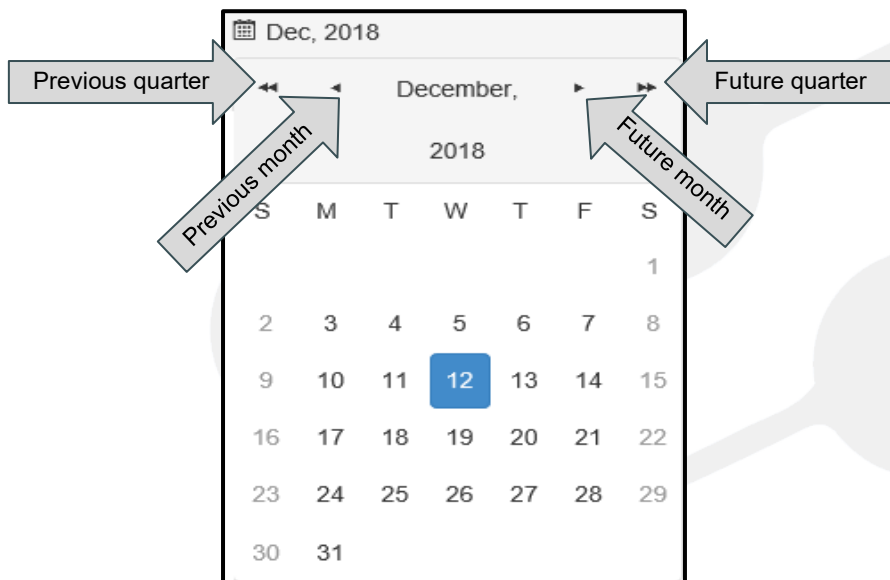
Mon	Tue	Wed	Thu	Fri
26	27	28	29	30
The Oasis Centre	Golden Years Home	more...	Destiny Community Church	more...
3	4	5	6	7
Genesis CFS	Learning Resources Centre	more...	Northern Lights CFS	Centrepont CFS
10	11	12	13	14
Compassion Resource Home	Wellbeing Resource Hub	Discovery Women's Centre	Lifebridge Community Church	
17	18	19	20	21
Welcome Home Seniors Residence	The Healing Place	more...		
24	25	26	27	28
Rest Awhile Shelter	Choices for Youth Facility	more...	Forever Young Seniors Residence	Courage Rehabilitation Centre

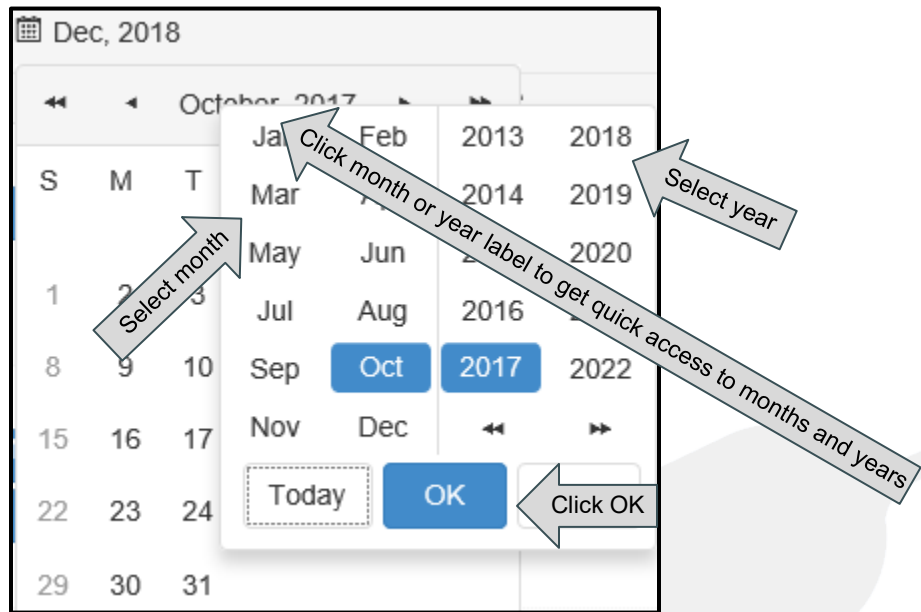


Calendar Controls



Click calendar icon → Calendar displays

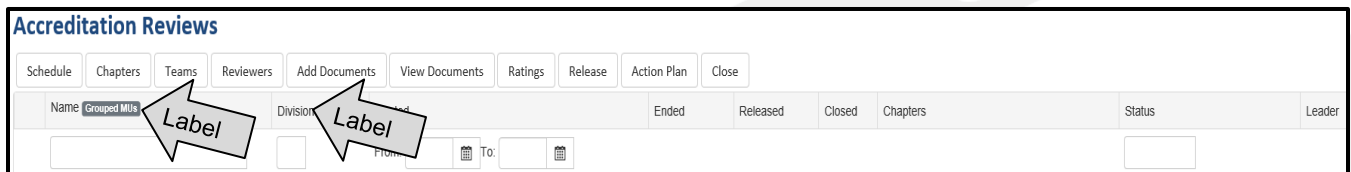




Sort

Sorting means you can change the order in which items are displayed. Labels are used as sorting fields. Typically you can sort alphabetically and numerically. You can click the label name to sort. You can only sort on one field at a time. In ARMS you can sort on many different screens.

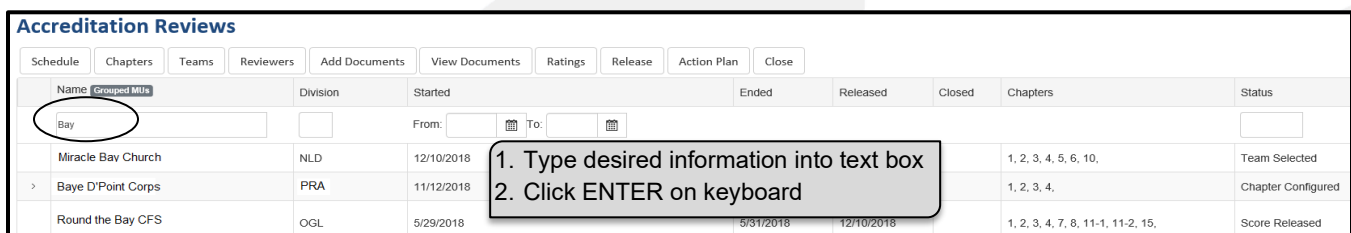
Reviews List



Filters

Filters are used to make it easier to find information. When you filter information, you search text that fit a certain criteria. In ARMS you can filter on many different screens. Any screen where you see a text box below the label or there is a drop-down, you can filter on that field. You can filter on more than one field at a time.

Text Box Filters



Example of part of word for search

Accreditation Reviews

Schedule Chapters Teams Reviewers Add Documents View Documents Ratings Release Action Plan Close

Name	Grouped MUs	Division	Started	Ended	Released	Closed	Chapters	Status	Leader
	<input type="text" value=""/>	<input type="text" value=""/>	From: <input type="text" value=""/> To: <input type="text" value=""/>						Test
Miracle Bay Church		NLD	12/10/2018	12/10/2018			1, 2, 3, 4, 5, 6, 10,	Team Selected	Test_reviewer
> Baye D'Point Corps		PRA	11/12/2018	11/13/2018			1, 2, 3, 4,	Reviewer Assigned	
Round the Bay CFS		OGL	5/29/2018	5/31/2018	12/10/2018		1, 2, 3, 4, 7, 8, 11-1, 11-2, 15,	Chapter Configured	Test_Teamleader1

Example of entire word for search

Accreditation Reviews

Schedule Chapters Teams Reviewers Add Documents View Documents Ratings Release Action Plan Close

Name	Grouped MUs	Division	Started	Ended	Released	Closed	Chapters	Status	Leader
Miracle Bay Church			From: <input type="text" value=""/> To: <input type="text" value=""/>						
Miracle Bay Church		NLD	12/10/2018	12/10/2018			1, 2, 3, 4, 5, 6, 10,	Team Selected	Test_reviewer

As well you can use more than one filter at a time.

Example of using more than one filter

Accreditation Reviews

Schedule Chapters Teams Reviewers Add Documents View Documents Ratings Release Action Plan Close

Name	Grouped MUs	Division	Started	Ended	Released	Closed	Chapters	Status
Bay			From: <input type="text" value=""/> To: <input type="text" value=""/>					Team
Miracle Bay Church		NLD	12/10/2018	12/10/2018			1, 2, 3, 4, 5, 6, 10,	Team Selected
> Baye D'Point Corps		PRA	11/12/2018	11/13/2018			1, 2, 3, 4,	Team Selected
Round the Bay CFS		OGL	5/29/2018	5/31/2018	12/10/2018		1, 2, 3, 4, 7, 8, 11-1, 11-2, 15,	Team Selected

Remove Filter


To remove the filter, you can highlight the contents of the filter, and press Delete on the keyboard or you can click the x in the filter field. Then press Enter on keyboard.

Accreditation Reviews

Schedule Chapters Teams Reviewers Add Documents View Documents Ratings Release

Name	Grouped MUs	Division	Started
Bay	X		From: <input type="text" value=""/> To: <input type="text" value=""/>
Miracle Bay Church		NLD	12/10/2018
> Baye D'Point Corps		PRA	11/12/2018

Sign Out



ARMS [TEST]

Sign Out test muCoord10

Workflow Admin Reports Tools

Accreditation Reviews