

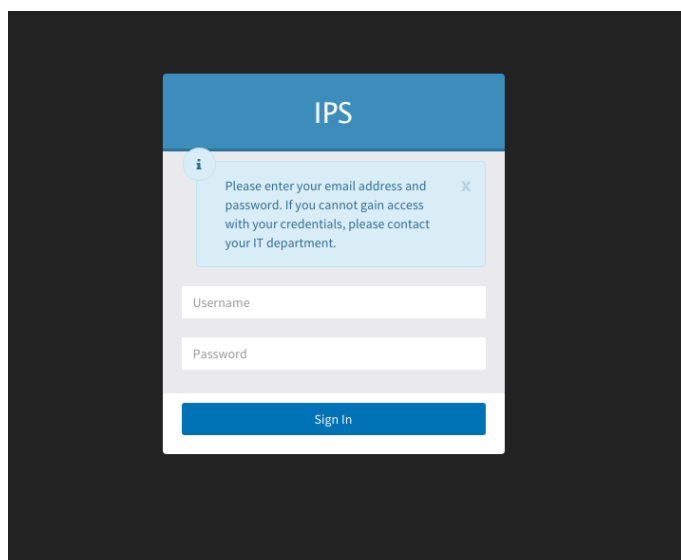


International Personnel System

To enter the International Personnel System (IPS), type <https://ips.salvationarmy.org> into your browser.

Security

The database contains details pertaining to each officer in The Salvation Army. These details are very sensitive, so access to the system can only be obtained through use of a user name and password. (This is the Lotus Notes address password even if your territory has migrated to Office 365. Territorial/Command IT can create this.) This information is entered on the Sign In page, which is displayed when the web page is first accessed, which can be seen below:



After clicking the **Sign In** button (provided the given credentials are valid), you will be taken to the IPS home page, which is discussed in detail in the following pages.

To log out, click the link at the top righthand corner of any page within the IPS and click **Sign Out**. For security reason, if you do not sign out yourself you will be logged out automatically after one hour.

It is extremely important that you use your own user name and password at all times. Never disclose your own login credentials to anyone, and if you think that the security of the system has been compromised, please contact the IT team at servicedesk@salvationarmy.org immediately.

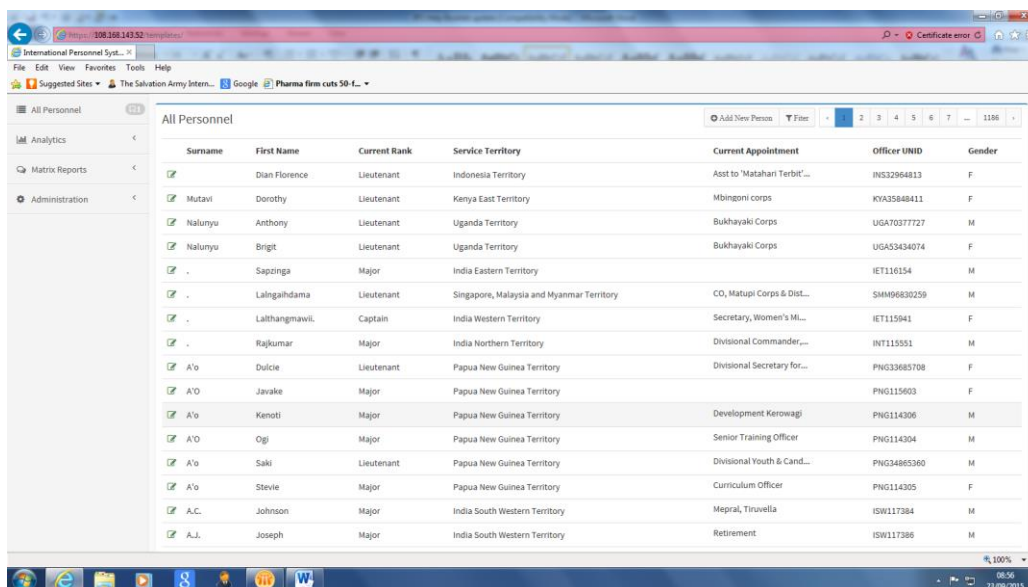
Access Levels

Access is arranged by your territory through the zone.

- Your International Secretary and Zonal Under Secretary at IHQ have edit/write access to all people within the zone.
- Territorial/Command leaders have edit access to all officers currently serving in their territory/command. They will also have read access to their own officers serving outside of the territory.
- Each territory has an IPS editor with editor access to all officers with current appointments in that territory. They will also have read access to their own officers serving outside of the territory.

The Home Page

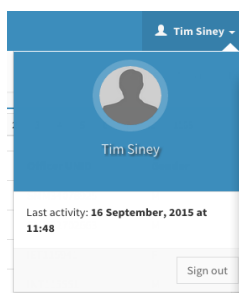
This is the page that is brought up after the user has been authenticated.



The screenshot shows a web browser window displaying the International Personnel System (IPS) home page. The page title is "All Personnel". The table lists personnel with columns for Surname, First Name, Current Rank, Service Territory, Current Appointment, Officer UNID, and Gender. The table contains 18 rows of data.

Surname	First Name	Current Rank	Service Territory	Current Appointment	Officer UNID	Gender
✓	Dian Florence	Lieutenant	Indonesia Territory	Asst to 'Matahari Terbit'...	INS32964813	F
✓	Mutavi	Dorothy	Kenya East Territory	Mbingoni corps	KYA35848411	F
✓	Nalunyu	Anthony	Uganda Territory	Bukhayaki Corps	UGA70377727	M
✓	Nalunyu	Brigit	Uganda Territory	Bukhayaki Corps	UGA53434074	F
✓	Saponga	Major	India Eastern Territory		NET116154	M
✓	Lalingaldama	Lieutenant	Singapore, Malaysia and Myanmar Territory	CO, Matupi Corps & Dist...	SMH96830259	M
✓	Lalthangmawil	Captain	India Western Territory	Secretary, Women's M...	NET115941	F
✓	Rajkumar	Major	India Northern Territory	Divisional Commander,...	INT115551	M
✓	A'o	Dulcie	Papua New Guinea Territory	Divisional Secretary for...	PNG33685708	F
✓	A'o	Javake	Papua New Guinea Territory		PNG115603	F
✓	A'o	Kenoti	Papua New Guinea Territory	Development Kerowagi	PNG114306	M
✓	A'o	Ogi	Papua New Guinea Territory	Senior Training Officer	PNG114304	M
✓	A'o	Saki	Papua New Guinea Territory	Divisional Youth & Cand...	PNG34865360	M
✓	A'o	Stevie	Papua New Guinea Territory	Curriculum Officer	PNG114305	F
✓	A.C.	Johnson	India South Western Territory	Meprai, Tiruvella	ISW117384	M
✓	A.J.	Joseph	India South Western Territory	Retirement	ISW117386	M

At the top right-hand corner of the page some basic information about you, the user, is shown.



This shows the current user (this should be your name), the date and time you logged in. If this is different from the time you personally logged in last and there is reason to believe that security has been compromised, please contact the administrator immediately. When you have finished your session, please click the **Sign out** button and you will be logged out and taken back to the sign in screen.

People

The records are easily searchable, by using the filter button at the top right of the page, you will see the following:

Filters

Using the options below will apply filters to the data you see in the people grid.

Person Name

First

Last

Search for Text

Appointment Name

Officer UNID

Search All Fields

Gender

-- Select a Gender --

Marital Status

-- Select a Marital Status --

Date of Birth

Date From

Service Details

-- Select an Officer Status --

Home & Service Territories

-- Select a Service Territory --

-- Select a Home Territory --

Has Served In

-- Select a Territory --

Current Rank

-- Select a Rank --

Length of Service

From...

To...

Appointment Experience

Accounts

Administration

Business

Candidate

Qualification Level

-- Select a Level --

Education Areas

-- Select a Territory --

Accounting

Administration

Business

Languages

-- Select a Language --

Adhibasi

Afrikaans

Amoy

Adding a New Person

An editor should only add a new record for a person if they are cadet or a new officer. If an officer's record is missing, if an officer transfers from another territory and you cannot see the IPS record, or if someone is reaccepted and his/her record is not available to the territory, the International Personnel Department must be contacted via the zonal office. They will conduct a search and if a record exists, they will transfer the record to your territory, enabling you to see it and edit accordingly.

Adding a new person may be achieved by clicking on this button **Add New Person** at the top right-hand side of the screen.

When this has been done, the following screen is shown:

Enter the details as requested, and a new officer will be created. In the Date of Birth field, (as with all date fields) click the calendar icon on the left and a date can be easily selected. **Do not forget to save!** The save button is on the bottom right of the page.

PERSON SNAPSHOT

This is the page that appears when a person is first selected from the list. It shows, at-a-glance, all the important facts about an individual.

On the right-hand side of the page you will see what is called **Career Timeline**. This is generated automatically as information is entered and shows significant dates and events in the officer's history.

On the left you will see the following links are shown:

- Person snapshot
- Basic details
- Documents
- Contacts

- Service history
- Education
- Affiliation
- Family
- Comments

The information on the Person Snapshot is as follows:

- General Information
 - Status - This can be Active, Retired, Resigned, Terminated or PTG.
 - Gender
 - Unique ID
 - Date of Birth
 - Marital Status
- Spouse information
 - Name
 - ID
 - Rank
- Officer Information Section
 - Current Rank
 - Current Rank attained on – The date the officer was promoted to his or her current rank.
 - Commissioning Date.
 - Projected Retirement Date – If the officer is over 50, then the anticipated retirement date supplied by the territory will be displayed.
 - Actual Retirement Date – To be filled in once an officer retires.
 - Home Territory
 - Service territory
- Appointment Section
 - This lists all the appointments the officer has had, with the most recent at the top and the oldest at the bottom.
- Qualifications Section
 - This lists all the qualifications the officer has, along with the level of the qualification. This can be at School, College, University (undergraduate, graduate, doctoral), or professional certificate level. Please include the name of the institution attended.
- Children Section
 - Lists the officer's children and their dates of birth.
- Appointments by Territory Chart
 - This contains a pie chart, showing the number of appointments served within each territory.
- Appointment Experience Chart
 - When an officer undertakes an appointment, he or she will gain experience in certain areas. The amount of experience in each area is graphically shown in this pie chart. This data is taken from the information provided within each individual appointment (the boxes ticked in 'appointment experience').

Editing an Officer's Record

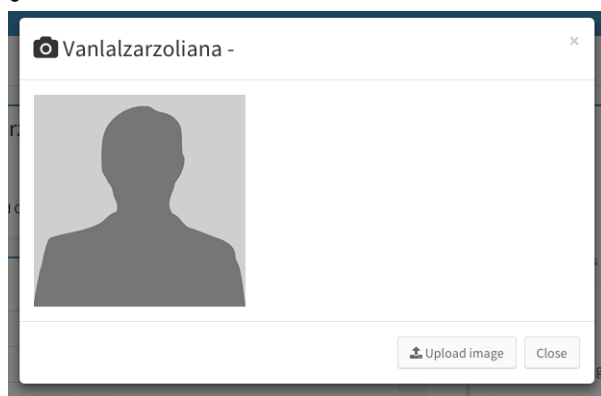
You will only be able to edit an officer's record if you have editor access to IPS. Territories, Commands and Regions only have editor access to all officers in their territory/command. Each section is listed on the left-hand side, with a guide how to add, edit or delete the current information.

When you have finished editing the fields, click the Save Changes button in the left-hand corner of the panel, and the fields will be updated. Then go to the Basic Details section and click the Save Changes button on the bottom right-hand corner of the page.

Adding Photographs

If the record is missing a photograph (or you need to update an image), the following directions will enable you to add a photo:

- Save a photograph – jpeg – on your computer.
- Click **on photo icon** and the following instructions are shown.
-



- Find your saved jpg – click **upload image** – then **save**.
- The image should show on the officer's opening page.

PERSON DETAILS

Under **BASIC DETAILS** the following fields are found:

- First Name
- Middle Name
- Last Name
- Known as – The officer's common name or nickname (if applicable)
- Maiden Name – This is the wife's surname before marriage
- Gender
- Officer Status – The current status of the officer: active, retired, resigned, terminated or promoted to Glory (PTG).
- Marital Status
- Date of Birth
- Birth Place/Homeland
- Birth Country – The country where the officer was born (required).
- Projected Retirement Date – this becomes a required field once the officer turns 50
- Actual Retirement Date – **Do not enter the date until it happens!**
- Date of PTG – The date the officer died (if applicable).

Under **Officership Details** the following fields are found:

- Officer UNID – This is the Unique ID for the officer. It is automatically generated and can only be edited by IHQ IT with the permission of the International Personnel Section.
- Commissioning date – The date of which the officer was commissioned. If the person is a non-commissioned officer or a cadet, then this should be left blank.
- Base service date – The date of which the officer entered service. This is not required for cadets.
- Home territory – The officer's home territory. Any proposal for a change of home territory must be presented to Chief of the Staff's Business through the IHQ zonal office. Any change of home territory will **not** alter the Unique ID number.
- Training college session – The name of the training college session in which the officer trained. The correct sessional name should be chosen from the drop-down list.
- Home corps
- Resignation Date
- Re-Acceptance date
- Projected Retirement date (if known)
- Last full medical examination date
- Long Service Credit (if applicable)

Please note that specific details of health and disciplinary action should never be placed on the IPS but kept in another confidential file at Territorial/International Headquarters.

CONTACTS

It is especially important that all officers have an **Emergency Contact** person and **Next of Kin** contact. It is best to have someone other than the spouse as the Emergency Contact.

SERVICE HISTORY

You will see there are four main areas under this title:
Promotions, Appointments, Events, Employment

- Promotions – click on **New Promotion** button and complete the required details
- Appointments – see further details below
- Events – this includes Long Service, Broken Service, Annual Reviews, Promotions, Brengle, ICO
- **Employment** - all work/jobs prior to officer ship

NOTE: Adding a new appointment

1. This requires name of appointment, date, territory (there is a drop-down box), appointment location, appointment type (a drop-down box; choose the most relevant)
2. Primary Appointment - The word refers to the officer's main new appointment. If it is an Additional appointment, please click "No".

★ Indicates the MAIN (Primary) appointment. There is only one primary appointment.

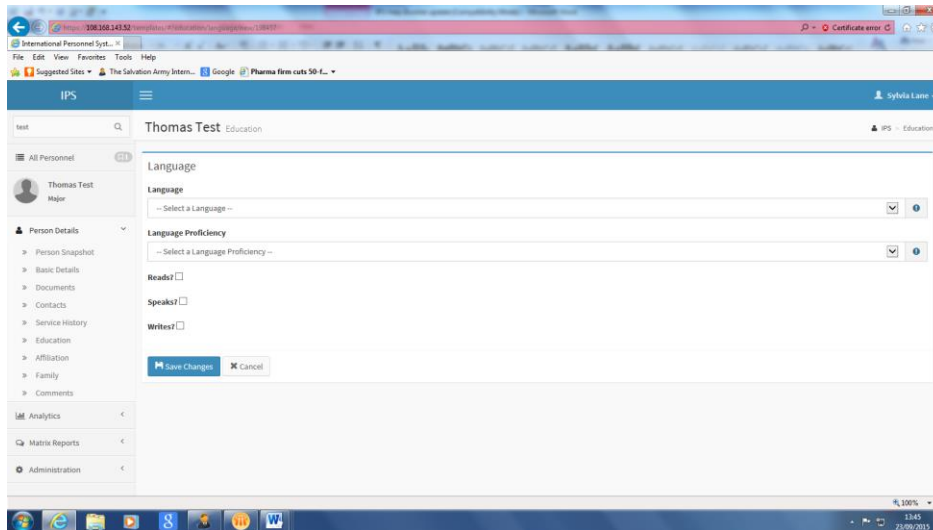
☆ Indicates ADDITIONAL appointment

3. **Appointment Categories** - On the right-hand side of the page – please tick as many as are applicable to the appointment.
4. **Previous appointment** – At this point add an end date to the previous appointment.
Please note that this is a required field.

Don't forget to **Save** changes! Save changes in both this page and the BASIC DETAILS section.

EDUCATION

This allows you to record qualifications, courses attended, cadet history and languages –

The screenshot shows a web browser window displaying the 'International Personnel System' (IPS) interface. The user is logged in as 'Sylvia Lane'. The main content area is titled 'Thomas Test Education'. On the left, there is a sidebar with navigation links: 'All Personnel', 'Thomas Test Major', 'Person Details', 'Person Snapshot', 'Basic Details', 'Documents', 'Contacts', 'Service History', 'Education', 'Affiliation', 'Family', and 'Comments'. The 'Education' section is currently active. The main form area has a 'Language' section with a dropdown menu labeled '-- Select a Language --'. Below this is a 'Language Proficiency' section with a dropdown menu labeled '-- Select a Language Proficiency --'. There are also checkboxes for 'Reads?', 'Speaks?', and 'Writes?'. At the bottom of the form are 'Save Changes' and 'Cancel' buttons. The browser's address bar shows the URL 'https://308.308.143.52/...'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 11:45 on 25/08/2015.

- Qualifications
- Courses
- Cadet History
- Languages - Select language from drop down box.
 - Language Proficiency – the level of ability to communicate in that language – whether Fair, Good, Fluent, Fluent/Mother Tongue
 - **Please note:** Everyone should have at least ONE language recorded because the mother tongue should be included!

AFFILIATION

Please give details of membership of professional organisations and groups where membership is a requirement for the appointment.

FAMILY

In this section you may edit a person's immediate family. This is divided into 4 tabs:

- Marriage
- Children
- Parents – filled in only if there are officer parents.
- Siblings – filled in only if there are officer siblings.

Adding a spouse:

Click on Add Spouse icon and you will see the following:

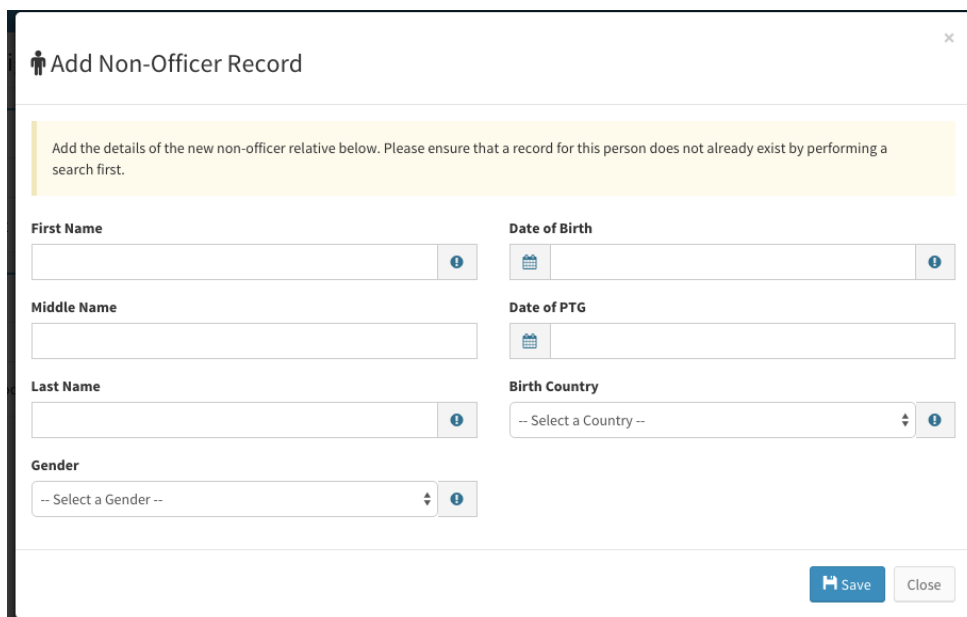


The screenshot shows a modal window titled "Marriage to" with a close button (X) in the top right corner. Below the title is a yellow instruction box: "Select the Marriage date and end date (if applicable)." The form contains two date selection fields: "Marriage Date" and "Marriage End Date", each with a calendar icon and an information icon (i). At the bottom right, there are two buttons: "Create Marriage" (with a house icon) and "Close".

You will need to enter the marriage date and then select name of spouse and **Save** changes.

Adding a child:

- Before you can add a child, you need to create a **Non-Officer record** for him/her.



The screenshot shows a modal window titled "Add Non-Officer Record" with a close button (X) in the top right corner. Below the title is a yellow instruction box: "Add the details of the new non-officer relative below. Please ensure that a record for this person does not already exist by performing a search first." The form is divided into two columns. The left column contains fields for "First Name", "Middle Name", "Last Name", and "Gender" (a dropdown menu with "-- Select a Gender --"). The right column contains fields for "Date of Birth", "Date of PTG", and "Birth Country" (a dropdown menu with "-- Select a Country --"). Each field has a calendar icon or an information icon (i). At the bottom right, there are two buttons: "Save" (with a house icon) and "Close".

Complete the details and **Save**.

With the record of one of the parents open, choose the **Children** tab and then **add child**. The following screen appears:

The screenshot shows the 'Thomas Test' family record in the IPS system. The 'Children' tab is selected, displaying a table with columns: Child Name, Birth Date, PTG Date, Adopted?, and Adoption Date. Below the table is an 'Add Child' button. Other tabs visible include Marriages, Parents, and Siblings, each with an 'Add' button. The left sidebar shows navigation options like Person Details, Analytics, and Administration.

- Click on **Add Child** icon, then highlight the name of the child and answer the question **Add Current Spouse as Parent?** by clicking on drop down box and answering Yes or No.
- Do the same with **Adopted?** Box. If the child has been adopted, please enter date of adoption using the calendar icon to help you. **Please note** only LEGAL adoptions must be entered.
- Remember to press the **Save** button. The child should appear on the IPS record of both parents.

Procedure for Adding an Officer Parent to an IPS Record

Adding, editing or deleting Parents is done in a very similar way to the last two. Go into the relevant tab and choose **Add Parent**. This will bring up the following panel:

The screenshot shows the 'Create Relationship' panel. On the left, 'Parent Details' includes a dropdown for 'Adopted Parent?' and a date picker for 'Adoption Date'. On the right, the 'People' section displays a table of potential parents with columns: Surname, First Name, Service Territory, DOB, and Gender. A search bar and toggle buttons are at the top of the table.

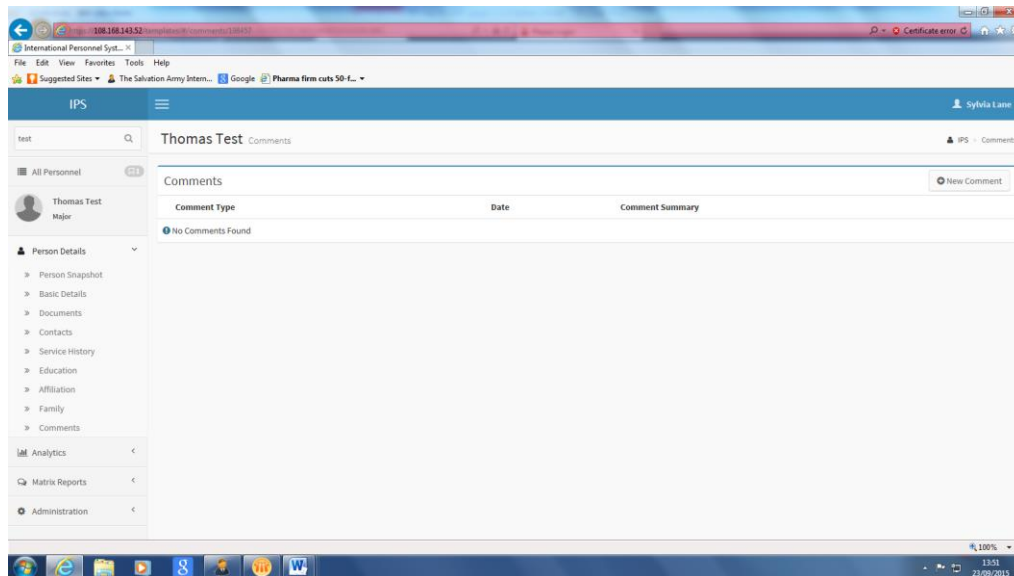
Surname	First Name	Service Territory	DOB	Gender
✚	Dian Florence	Indonesia Territory	08 February, 1987	F
✚	Mutavi	Kenya East Territory	28 October, 1986	F
✚	Nalunyu	Uganda Territory	19 April, 1982	M
✚	Nalunyu	Uganda Territory	16 April, 1984	F
✚	.	India Eastern Territory	01 November, 1928	M
✚	Lalngalhdama	Singapore, Malaysia and Myanmar Territory	19 February, 1986	M
✚	Lalthangmawii.	India Western Territory	21 December, 1973	F
✚	Rajkumar	India Northern Territory	07 August, 1964	M
✚	A'o	Papua New Guinea Territory	09 December, 1982	F
✚	A'O	Papua New Guinea Territory	10 April, 1961	F

Procedure for Adding an Officer Sibling to an IPS Record

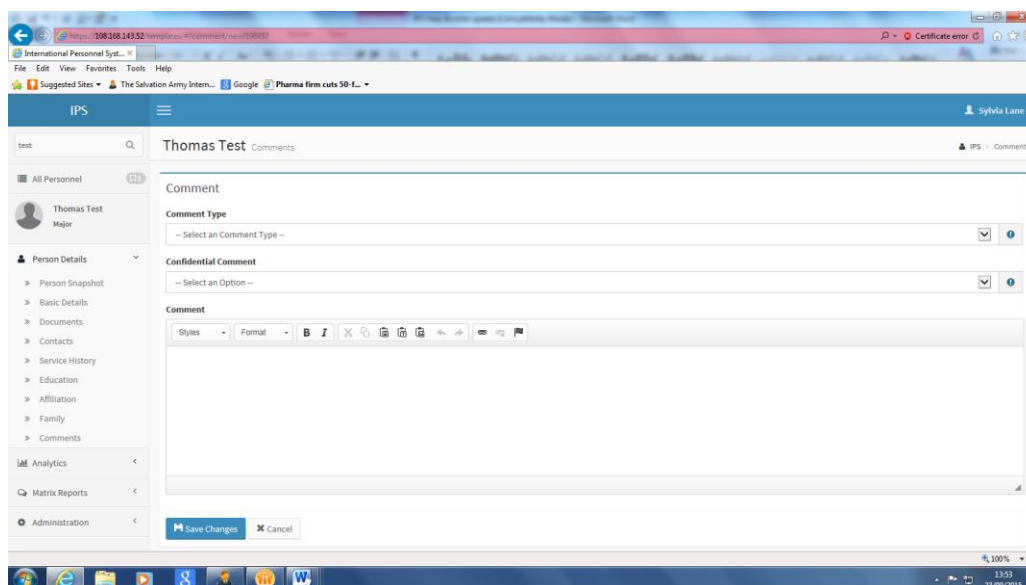
Siblings are different from the last three sections in that they are automatically obtained based on the previously supplied information and as such, they are not directly editable. Only siblings who are officers are to be recorded on the IPS. Please note that the parent's records must list their children and the children's records must list the parents in the family section for this to work. If the officers are not all currently serving in the same territory, IHQ should be requested to link the records.

COMMENTS

In this final editing section you may add notes relating to the officer.



Click on **New Comment** icon in top right – this will open the following page:



- Complete **Comment Type** from drop down box.
- Select option under **Confidential Comment**. Add your comments. You have the option to change the style, bold or italic, etc.

- When the notes have been added, click the **Save Changes** button and all comments will be saved to the officer's record.

Please do not add details on health history or disciplinary matters. These details should not be kept on the IPS, but rather in a separate confidential file at Headquarters.

PRINT PDF REPORT AND VERIFY ACCURACY

To print out a report open at **Person Snapshot**, click on the **Create PDF icon at the top** and IPS will automatically generate a Portable Document Format (PDF) file. This will be ready for printing or for saving as a PDF document. Do not try to print the entire record on an individual.

Every two years, territories are asked to provide all officers with a pdf of their IPS report for verification and updating. Officers are asked to check their information and send the updated information back to THQ.

Note: This is the report that is used for all Chief's Business proposals.

PERSONAL REPORTS

Only the four members of the territorial leadership team, International Secretaries, and a few other selected individuals have access to create personal reports on the IPS. This may be accomplished by following the instructions below.

- After entering the IPS system, go to the record of the individual for whom a Personal Report is required.
- Click the **Create Personal Report** button at the top of the page.
- Click on 'Select Record' and use the filter at the top of the dialogue box to access your own file. Type in your own name and click the magnifying glass to the right. Then click on your own name, highlighting it, and then click 'Select Record' in the bottom right-hand corner of the box.
- Select your current appointment from the list provided.
- Complete the report as usual. Please note for security reasons the IPS will automatically log you off after 30 minutes. Therefore, it is vital to save your document to draft before all information is lost. (Spell check is only available for Google and Firefox users.)
- Once the report is complete, click the 'Save as Draft' button at the bottom of the page, and then 'Submit to IHQ' button on the right-hand side of the screen.
- After the report has been filed, you will not be able to make any changes. You will be able to view previous reports you have filed on an individual by clicking on 'Personal Reports' under the 'More' column on the right-hand side of the individual's Snapshot page.

A few selected individuals at IHQ have viewing only access to the personal reports. You will be able to view reports on that individual by clicking on 'Personal Reports' under the 'More' column on the right-hand side of the individual's Snapshot page.

IPS Technical Assistance

All questions pertaining to creating and maintaining IPS records and creating personal reports should be directed to your zonal office at IHQ. If they are unable to help you, they will seek assistance from the International Personnel Section