

INFORMATION PAPER

CEFC-S
29 October 2001

SUBJECT: Corps of Engineers Financial Management System (CEFMS) Training Module

1. **PURPOSE:** To provide the Resource Managers with a current status of the CEFMS Training Module.
2. **BACKGROUND:** At the request of the Director of Resource Management, the CEFMS Development and Maintenance Team (CEFC-S) began developing a web-based training module in CEFMS. In September 2000, a survey was conducted to determine which business processes in CEFMS were the most critical to users. The responses received from each activity indicated that credit card, travel, and creation of purchase requests were the top three processes that would most benefit from web-based training. Based on the survey results, the team began designing a training module in CEFMS.
3. **FACTS:**

In March 2001, the first CEFMS video "Help" was released to the field. This help consisted of 19 separate videos covering every screen related to the credit card process. Each video contained the actual CEFMS screen along with a 2-6 minute audio of step-by-step instructions on how to properly complete each screen. In June 2001, 16 videos for the travel process were released. These videos covered the travel process except for the travel voucher and PCS process.

The videos can be accessed two ways. While in a CEFMS screen, a user can click on the toolbar Help function and select Get Video Help. The user will be taken to a web page where instructions will be given on how to download the video help for that screen. The user will be able to see and hear the verbal directions on how to complete each field on that form. A second method for accessing the videos is to go directly to the web page at http://rmf22.usace.army.mil:1526/webhelp/cefms_help.build_video_help_list?v_form_name_in. All the help videos available are listed on the web page and the user can select a video to view.

Additionally, there are other toolbar Help functions available in CEFMS. These are:

- ?? Get Form Help--contains an explanation of the process performed by the screen.
- ?? Get Item Help--contains information about a specific field when the cursor is in that field.
- ?? View Online Manuals--takes the user to a web page where all CEFMS user manuals are available.

4. **CURRENT STATUS:** During the first quarter of FY02, the remainder of the travel training videos will be released along with the training video for purchase requests and DD Form 1556. The team then plans to conduct a follow-on survey of all USACE activities to validate the usefulness of the web-based training and to prioritize development of training for the remaining CEFMS business processes.
5. **APPROVED BY:** Stephen Coakley, Director Resource Management, CERM, 202-761-0077.

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