

JUMS and CPS

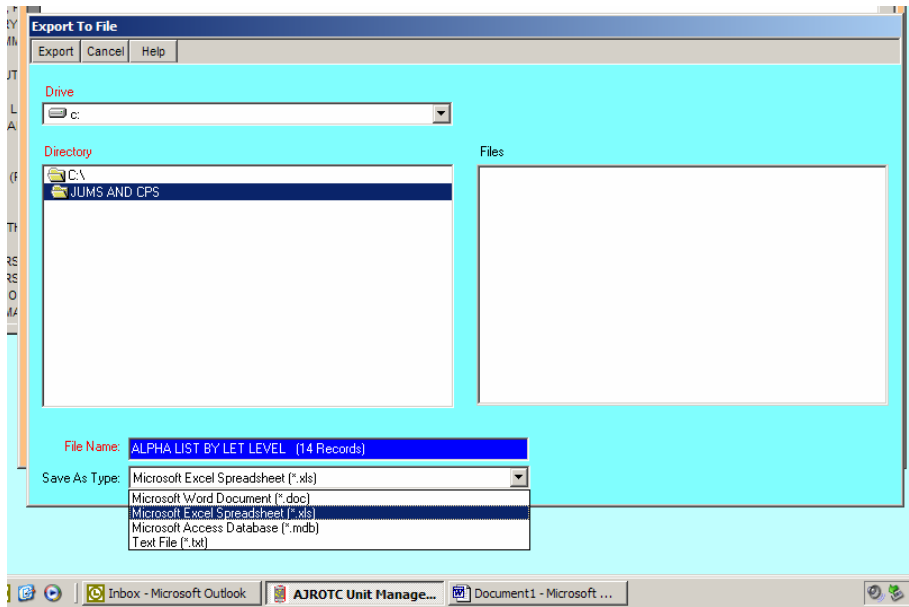
Exporting your file from JUMS

1. Start JUMS, enter your password and click **Login**.
2. Click on the “**Cadets**” menu.
3. Click “**File**” menu.
4. Choose “**Export Cadet Data**”.
5. Choose “**Comma Delimited Data File**”.
6. Choose “**FirstName,LastName,ID**”.

The screenshot shows the 'AJROTC Unit Management System' window. The 'File' menu is open, and the 'Export Cadet Data' option is selected. A sub-menu is displayed with 'Comma Delimited Data File' and 'First Name, Last Name, ID' highlighted. The main window displays the profile for 'C/SSG Allen A. Adams' with various fields for personal and contact information.

| RELATIONSHIP | NAME | STREET | APARTMENT | CITY | STATE | ZIP CODE |
|--------------|------|--------|-----------|------|-------|----------|
| | | | | | | |

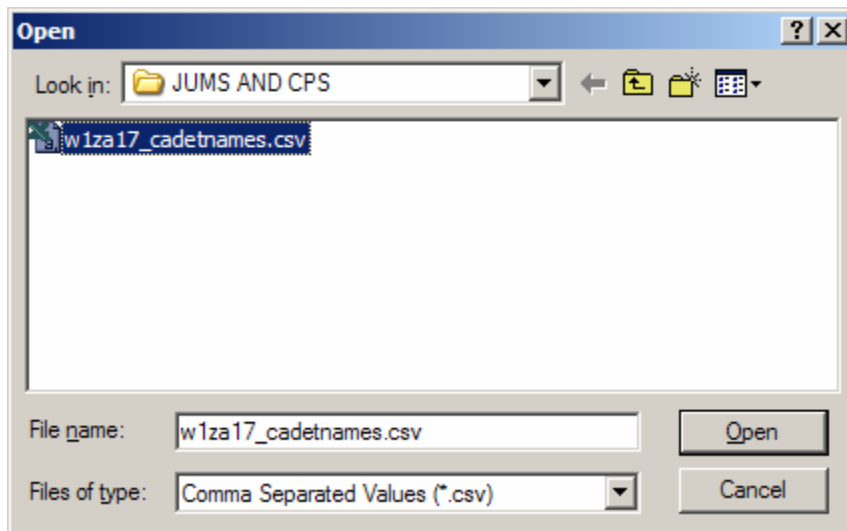
7. Select the students you wish to export to CPS and move them to the right-hand pane using the right-arrow button. Use the double right arrow to move all of the students in your list.
8. Click **Continue**. The Select Export File Location will appear.
9. Click **Select**.
10. Choose the drive and directory to export the file. You will need to browse to this location in the directions that follow. (Suggestion: create a folder to export to on the C drive and name it JUMS AND CPS)



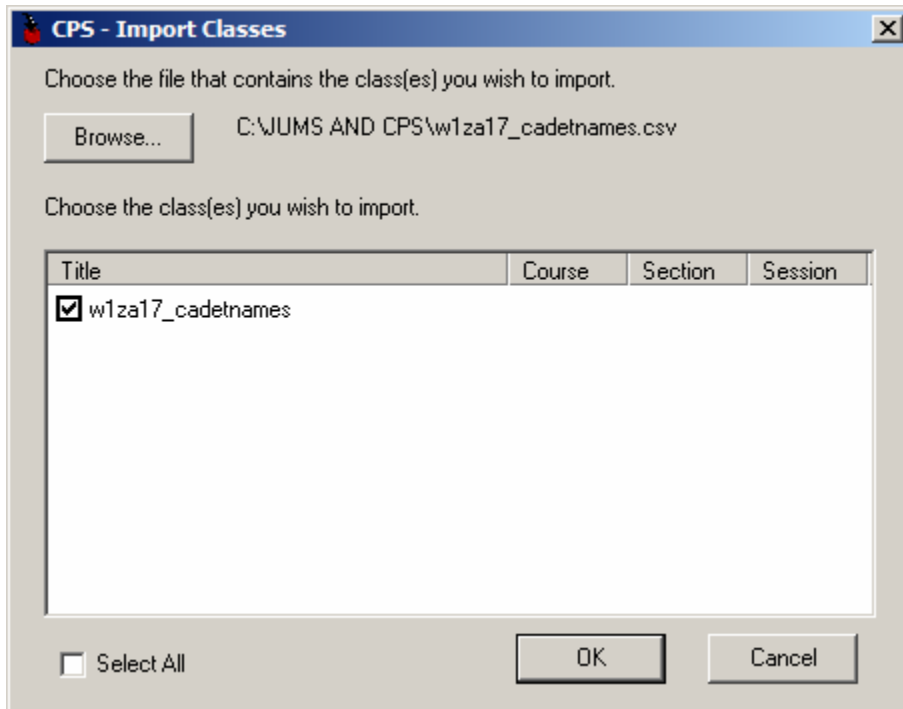
12. Click **OK** to file successfully created.
13. Click **Close** on all windows and close JUMS.

Opening your CPS file in JUMS

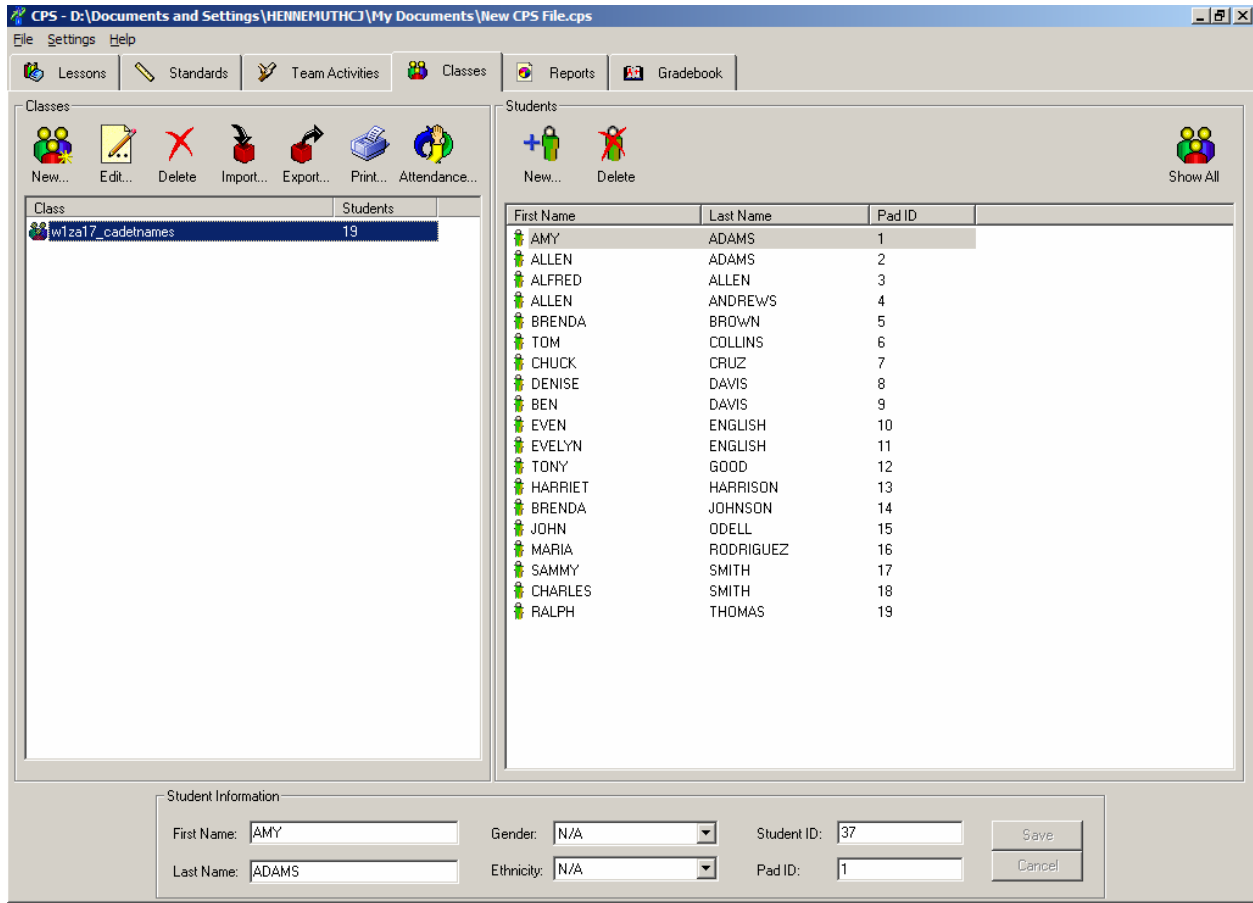
1. Open CPS from your desktop icon.
2. Click on the “Classes” tab.
3. Click **Import**.
4. Click **Browse**.
5. Change the “Files of Type” to “Comma Separated Values (*.csv)”.



6. Click on the file name.
7. Click the **Open** button.
8. Check the **Class** title in the list and click **OK**.



9. Click on the file name to choose the class.



Your JUMS class is now available in CPS. Lessons can be administered and class information can now be edited using CPS.