



Managing Wings in Strong Bonds ANG

User Guide

Version 1.2 June 14, 2019

Strong Bonds ANG

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Overview

Who Should Use this Guide?

This guide is dedicated to support ANG P&P Div Chiefs and ANG SBPM with appropriate system permissions to view and maintain wings. Wings can also be enabled and disabled as required.

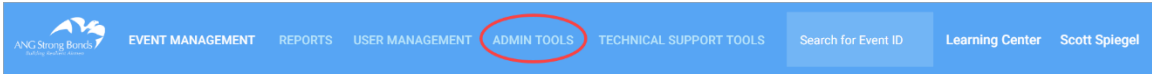
How this Guide Can Help?

This guide provides step-by-step instructions on how to:

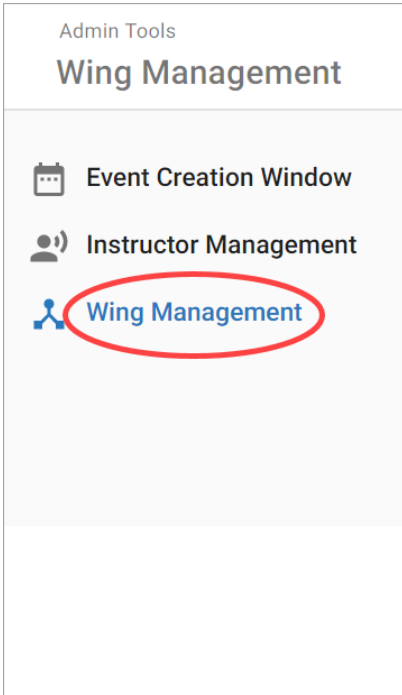
- Add new wings
- Add child wings
- Edit existing wings
- Move a wing
- Enable or disable wings

Viewing the Wing Hierarchy

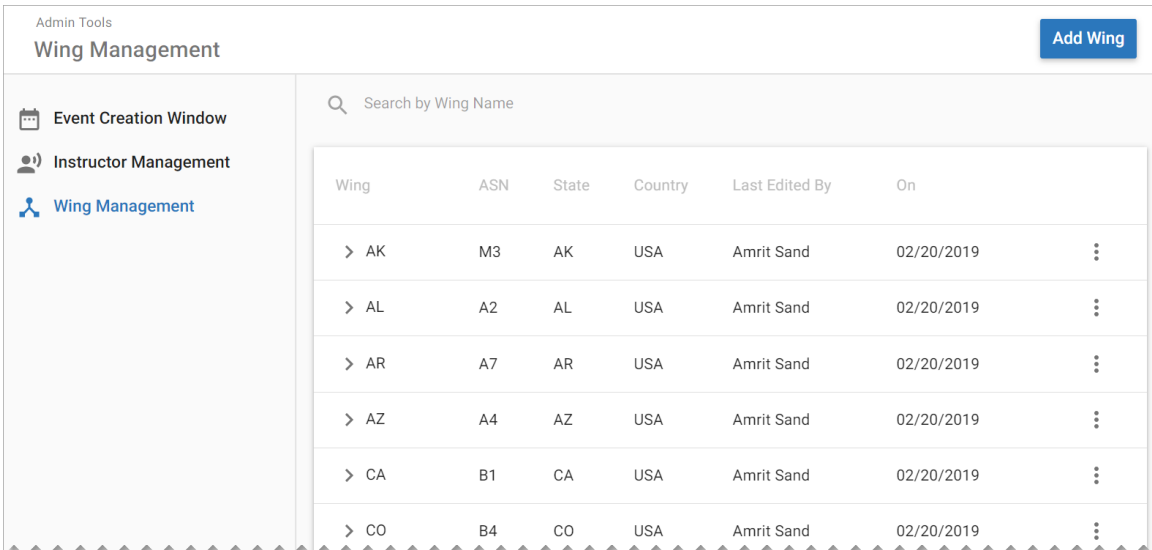
- To view the existing wings level:
 1. After logging in as an ANG P&P Div Chief and ANG SBPM, click *Admin Tools* in the Strong Bonds ANG menu bar.



2. Click *Wing Management* in the left sidebar of the *Admin Tools* page.



3. The *Wing Management* page appears.



4. Click the drop-down icon next to a parent wing name to view all child wings listed under it.

Admin Tools
Wing Management Add Wing

Event Creation Window
Instructor Management
Wing Management

Search by Wing Name

Wing	ASN	State	Country	Last Edited By	On	
> AK	M3	AK	USA	Amrit Sand	02/20/2019	⋮
> AL	A2	AL	USA	Amrit Sand	02/20/2019	⋮
> AR	A7	AR	USA	Amrit Sand	02/20/2019	⋮
> AZ	A4	AZ	USA	Amrit Sand	02/20/2019	⋮
> CA	B1	CA	USA	Amrit Sand	02/20/2019	⋮
> CO	B4	CO	USA	Amrit Sand	02/20/2019	⋮

All child wings will now be listed under the parent wing.

Admin Tools
Wing Management Add Wing

Event Creation Window
Instructor Management
Wing Management

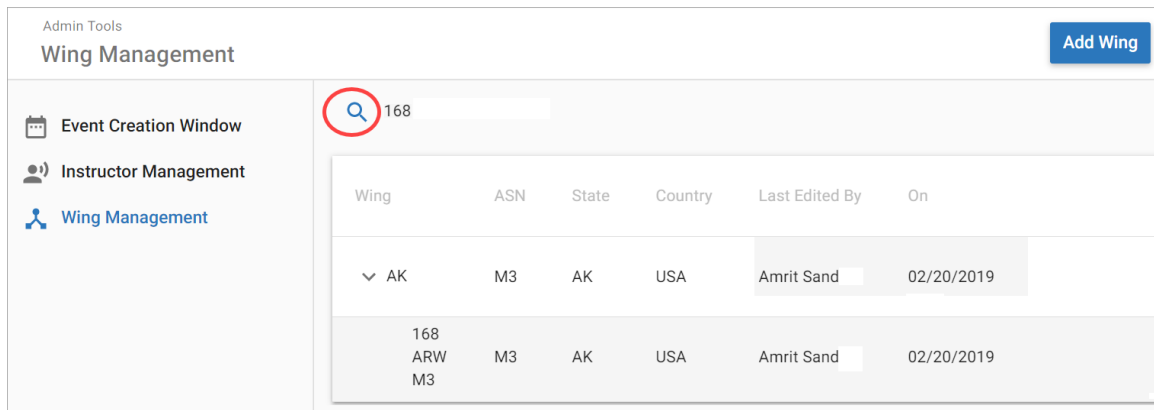
Search by Wing Name

Wing	ASN	State	Country	Last Edited By	On	
> AK	M3	AK	USA	Amrit Sand	02/20/2019	⋮
168 ARW M3	M3	AK	USA	Amrit Sand	02/20/2019	⋮
176 WG A3	A3	AK	USA	Amrit Sand	02/20/2019	⋮
> AL	A2	AL	USA	Amrit Sand	02/20/2019	⋮

Searching for a Wing

ANG P&P Div Chiefs and ANG SBPMs can search for a particular wing. The searched for wings will appear in the correct wing level i.e. child wings will appear under their parent wings.

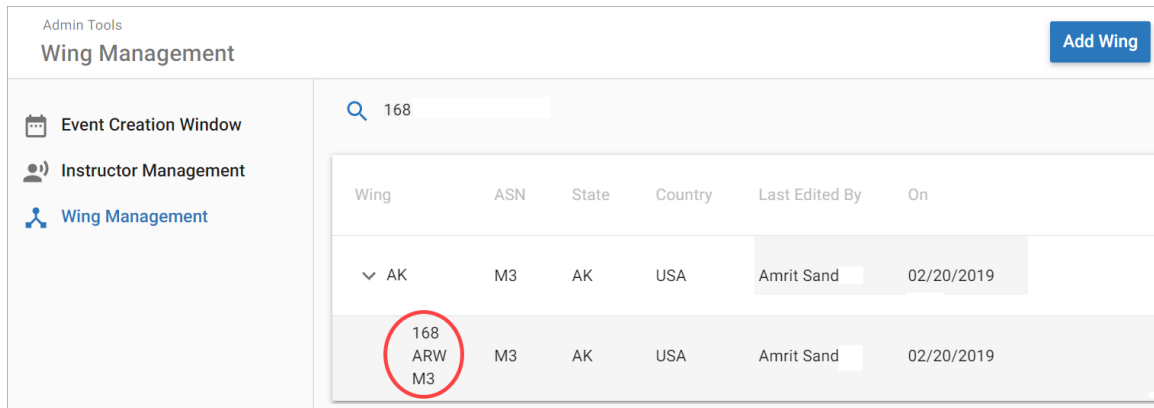
- To search for a particular wing:
 1. Type the wing name in the *Search by Wing Name* bar.
 2. Click the *Search* icon.



The screenshot shows the 'Wing Management' interface. On the left is a sidebar with navigation options: 'Event Creation Window', 'Instructor Management', and 'Wing Management'. The main area has a search bar with '168' entered and a magnifying glass icon circled in red. Below the search bar is a table with columns: Wing, ASN, State, Country, Last Edited By, and On. The table shows two rows: one for 'AK' (parent wing) and one for '168 ARW M3' (child wing). The child wing row is highlighted.

Wing	ASN	State	Country	Last Edited By	On
AK	M3	AK	USA	Amrit Sand	02/20/2019
168 ARW M3	M3	AK	USA	Amrit Sand	02/20/2019

3. If the wing is a child wing, then it will appear under its parent wing.



This screenshot is identical to the previous one, but the '168 ARW M3' row in the table is circled in red, indicating it is the result of the search.

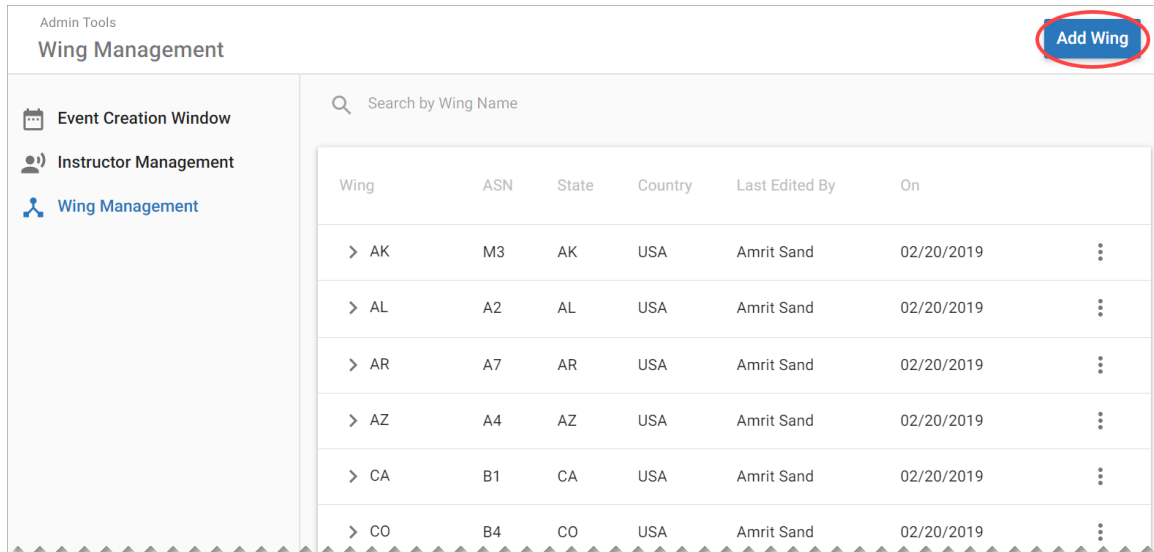
Notes:

- The search will operate as a keyword search.
- You must enter at least 3-characters to use the *Search by Wing Name* field.

Managing Wings

Adding a Parent Wing

- To add a parent wing:
 1. Navigate to the *Wing Management* page.
 2. Click the *Add Wing* button in the top-right corner of the *Wing Management* page.



3. In the *Add Wing* window, enter the following (all mandatory fields are marked with an asterisk):

Field Name	Action/Input
Wing Name*	Type the name of your Wing
ASN	Enter the ASN code. Note: ASN is an accounting code that will employed in the future.
State	Select a state from the <i>State</i> drop-down.
Country	Select a country from the <i>Country</i> drop-down. Note that selecting a country other than USA will change the <i>State</i> field into <i>Region</i> field. The <i>Region</i> field will be autocompleted as AE: Army Forces Europe, AP: Army Forces Pacific, and AA: Army Forces Americans based on the country you select.

4. Click the *Add* button.

Add Wing

Wing Name *
ANG/HC

ASN
M5

State Country
District of Columbia USA

Cancel
Add

The new wing will now be listed on the *Wing Management* page.

Admin Tools

Wing Management Add Wing

- Event Creation Window
- Instructor Management
- Wing Management

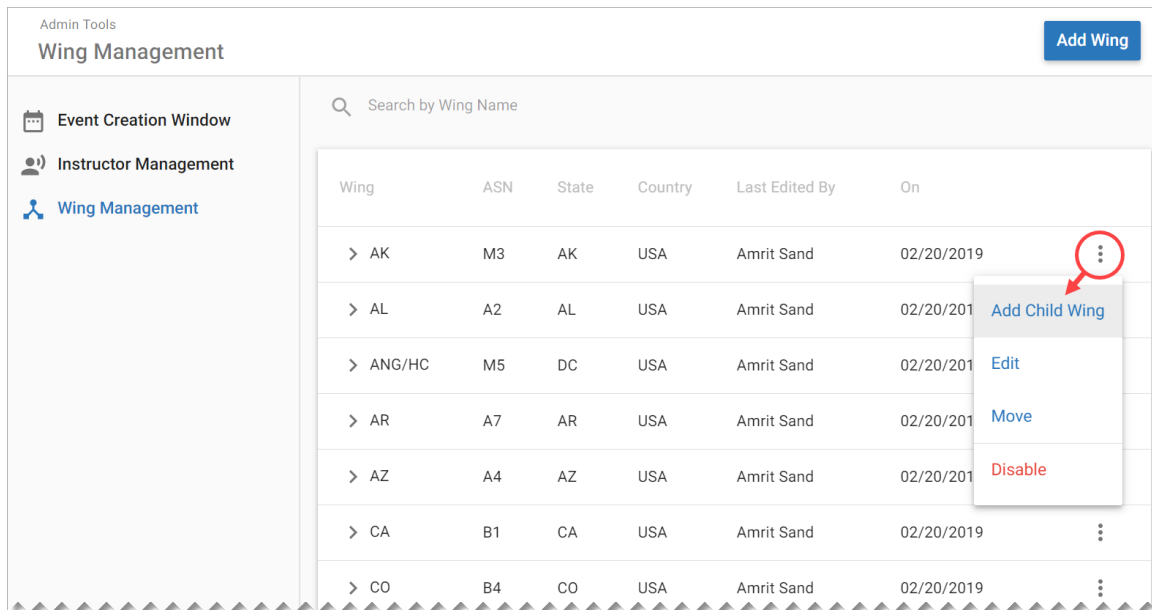
Search by Wing Name

Wing	ASN	State	Country	Last Edited By	On	
> AK	M3	AK	USA	Amrit Sand	02/20/2019	⋮
> AL	A2	AL	USA	Amrit Sand	02/20/2019	⋮
> ANG/HC	M5	DC	USA	Amrit Sand	a few seconds ago	⋮
> AR	A7	AR	USA	Amrit Sand	02/20/2019	⋮
> AZ	A4	AZ	USA	Amrit Sand	02/20/2019	⋮
> CA	B1	CA	USA	Amrit Sand	02/20/2019	⋮
> CO	B4	CO	USA	Amrit Sand	02/20/2019	⋮

- Notes:**
- You cannot create duplicate wings.
 - You cannot delete a wing.
 - Wings can be disabled but not deleted. To learn how to disable a wing, see the ***Enabled or Disabling Wings*** section of this guide.

Adding a Child Wing

- To add a child wing:
 1. Navigate to the *Wing Management* page.
 2. Click the *Menu* icon next to the wing you wish to make the parent wing, then select *Add Child Wing* from the drop-down.



3. In the *Add Child Wing* window, enter the following (all mandatory fields are marked with an asterisk):

Field Name	Action/Input
Wing Name*	Type the name of your Wing
ASN	Enter the ASN code. Note: ASN is an accounting code that will be employed in the future.
State	Select a state from the <i>State</i> drop-down.
Country	Select a country from the <i>Country</i> drop-down. Note that selecting a country other than USA will change the <i>State</i> field into <i>Region</i> field. The <i>Region</i> field will be auto-completed as AE: Army Forces Europe, AP: Army Forces Pacific, and AA: Army Forces Americans based on the country you select.

4. Click the *Add* button.

Add Child Wing

Wing Name *

176 WG A3

ASN

A3

State Country

Alaska USA

Cancel Add

5. The new child wing will now be listed on the *Wing Management* page.

Admin Tools Add Wing

Wing Management

Event Creation Window
Instructor Management
Wing Management

Search by Wing Name

Wing	ASN	State	Country	Last Edited By	On
> AK	M3	AK	USA	Amrit Sand	02/20/2019
168 ARW M3	M3	AK	USA	Amrit Sand	02/20/2019
176 WG A3	A3	AK	USA	Amrit Sand	02/20/2019
> AL	A2	AL	USA	Amrit Sand	02/20/2019

6. To add a child wing to a child wing, repeat steps 2-4 of this section.

7. All subsequent child wings will appear under the original parent wing in stepped level.

Admin Tools Add Wing

Wing Management

Event Creation Window
Instructor Management
Wing Management

Search by Wing Name

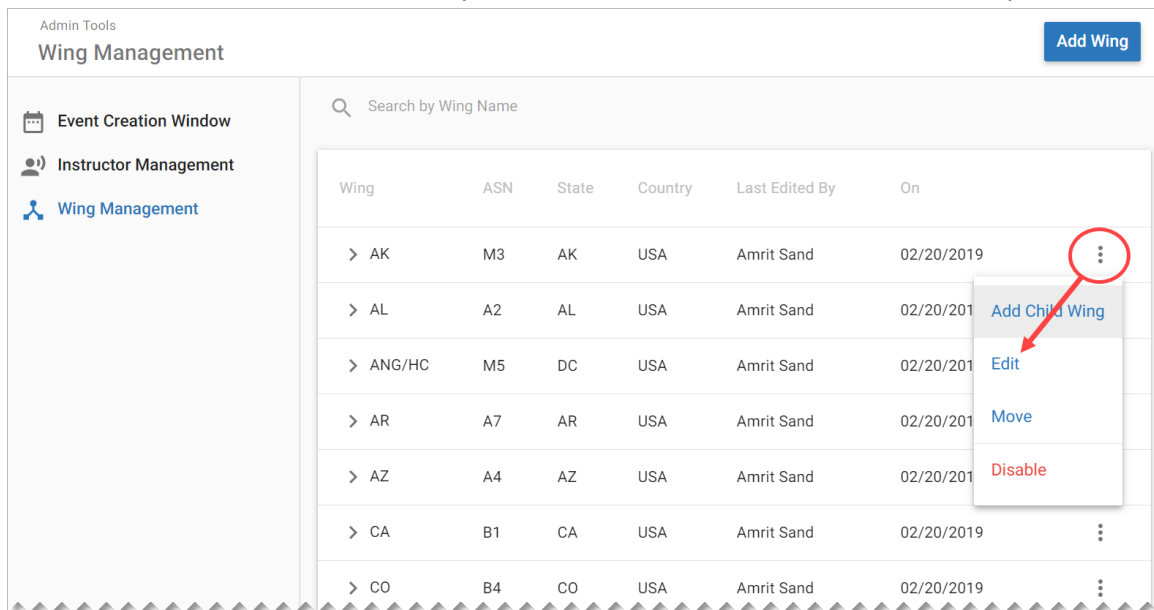
Wing	ASN	State	Country	Last Edited By	On
AK	M3	AK	USA	Amrit Sand	an hour ago
168 ARW M3	M3	AK	USA	Amrit Sand	02/20/2019
176 WG A3	A3	AK	USA	Amrit Sand	a few seconds ago
New Wing 01			USA	Amrit Sand	a few seconds ago
New Wing 02			USA	Amrit Sand	a few seconds ago
New Wing 03			USA	Amrit Sand	a few seconds ago

Notes:

- You cannot create duplicate child wings.
- Strong Bonds ANG allows a maximum of 5 wing levels. You cannot create more than five wing level i.e. one parent wing cannot have more than four levels of child wings.
- You cannot delete a child wing.
- Wings can disabled but not deleted. To learn how to disable a wing, see the **Enabled or Disabling Wings** section of this guide.

Editing Wings

- To edit a parent or child wing:
 1. Navigate to the *Wing Management* page.
 2. Click the *Menu* icon next to the event you wish to edit, then select *Edit* from the drop-down.



The screenshot shows the 'Wing Management' page in the Admin Tools. It features a search bar and a table of wings. A dropdown menu is open for the 'AK' wing, showing options: 'Add Child Wing', 'Edit', 'Move', and 'Disable'. A red circle highlights the menu icon, and a red arrow points to the 'Edit' option.

Wing	ASN	State	Country	Last Edited By	On	
> AK	M3	AK	USA	Amrit Sand	02/20/2019	⋮
> AL	A2	AL	USA	Amrit Sand	02/20/2019	
> ANG/HC	M5	DC	USA	Amrit Sand	02/20/2019	
> AR	A7	AR	USA	Amrit Sand	02/20/2019	
> AZ	A4	AZ	USA	Amrit Sand	02/20/2019	
> CA	B1	CA	USA	Amrit Sand	02/20/2019	⋮
> CO	B4	CO	USA	Amrit Sand	02/20/2019	⋮

3. Make changes to the fields, as shown in the **Adding a Parent Wing** section of this guide.

- Click *Save* to finalize your changes to the wing.

Edit Wing

Wing Name *

AK

ASN

M3

State Country

Alaska USA

Cancel Save

Moving Wings

- To move a parent or child wing:
 - Navigate to the *Wing Management* page.
 - Click the *Menu* icon next to the event you wish to move, then select *Move* from the drop-down.

Admin Tools Add Wing

Wing Management

Search by Wing Name

Wing	ASN	State	Country	Last Edited By	On	
> AK	M3	AK	USA	Amrit Sand	a day ago	⋮
> AL	A2	AL	USA	Amrit Sand	02/20/2019	⋮
∨ ANG/HC	M5	DC	USA	Amrit Sand	02/20/2019	⋮
∨ AR	A7	AR	USA	Amrit Sand	02/20/2019	⋮
> AZ	A4	AZ	USA	Amrit Sand	02/20/2019	⋮
> CA	B1	CA	USA	Amrit Sand	02/20/2019	⋮
> CO	B4	CO	USA	Amrit Sand	02/20/2019	⋮

⋮
 Add Child Wing
 Edit
 Move
 Disable

- Select the new wing in the *Move Wing to* window.

Move Wing to

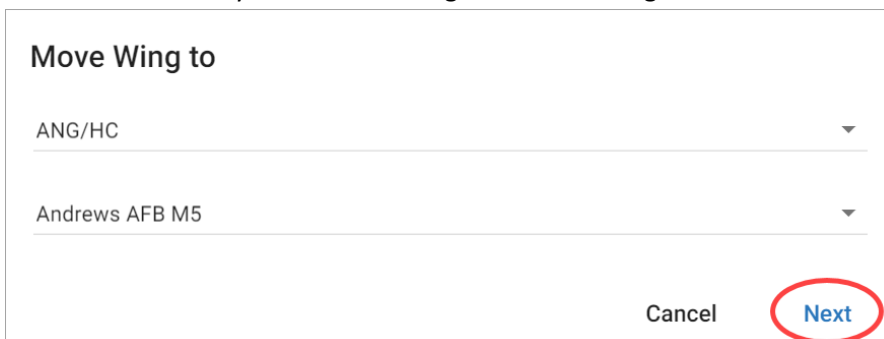
AL

Cancel Next

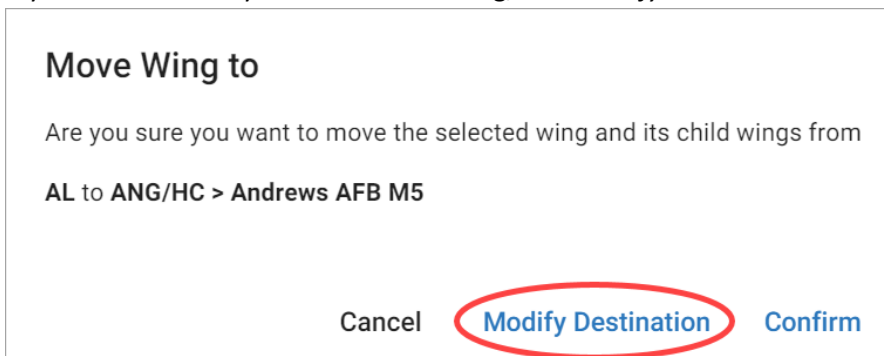
4. After selecting your new wing, you will be prompted to select a new parent wing.



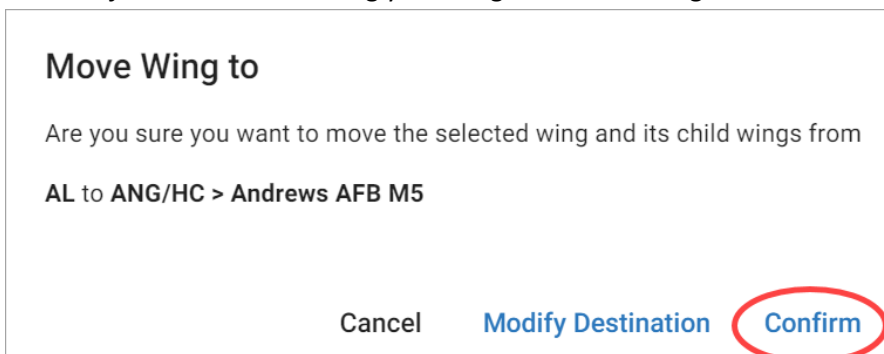
5. Click *Next* to move your selected wing to the new wing.



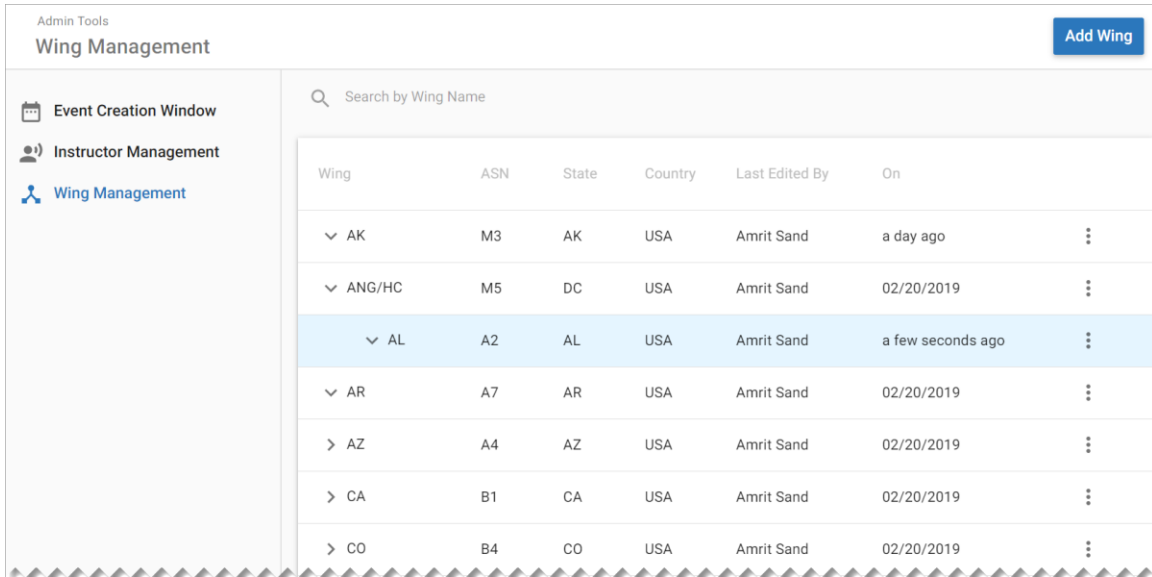
6. If you wish to modify the destination wing, click *Modify Destination*.



7. Click *Confirm* to finalize moving your wing to the new wing.



Your wing will now appear in its new location.



Admin Tools
Wing Management Add Wing

Event Creation Window
Instructor Management
Wing Management

Search by Wing Name

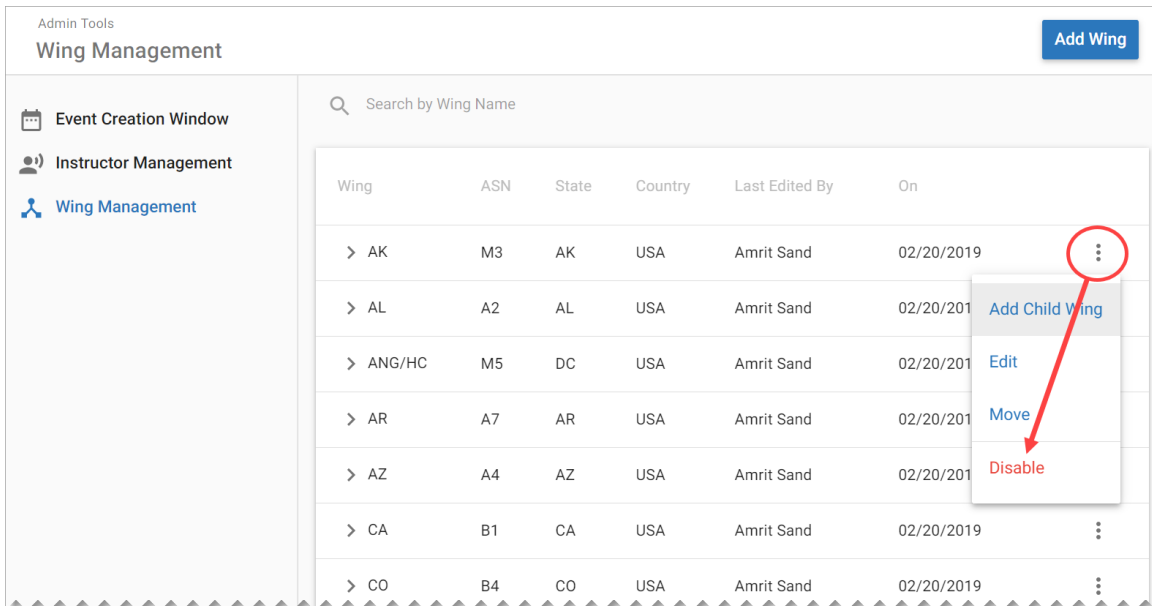
Wing	ASN	State	Country	Last Edited By	On
AK	M3	AK	USA	Amrit Sand	a day ago
ANG/HC	M5	DC	USA	Amrit Sand	02/20/2019
AL	A2	AL	USA	Amrit Sand	a few seconds ago
AR	A7	AR	USA	Amrit Sand	02/20/2019
AZ	A4	AZ	USA	Amrit Sand	02/20/2019
CA	B1	CA	USA	Amrit Sand	02/20/2019
CO	B4	CO	USA	Amrit Sand	02/20/2019

Note:

You cannot move a wing to another wing that already has five levels.

Enabled or Disabling Wings

- To enable or disable a parent or child wing:
 1. Navigate to the *Wing Management* page.
 2. To disable an active wing, click the *Menu* icon next to the event you wish to disable, then select *Disable* from the drop-down.



Admin Tools
Wing Management Add Wing

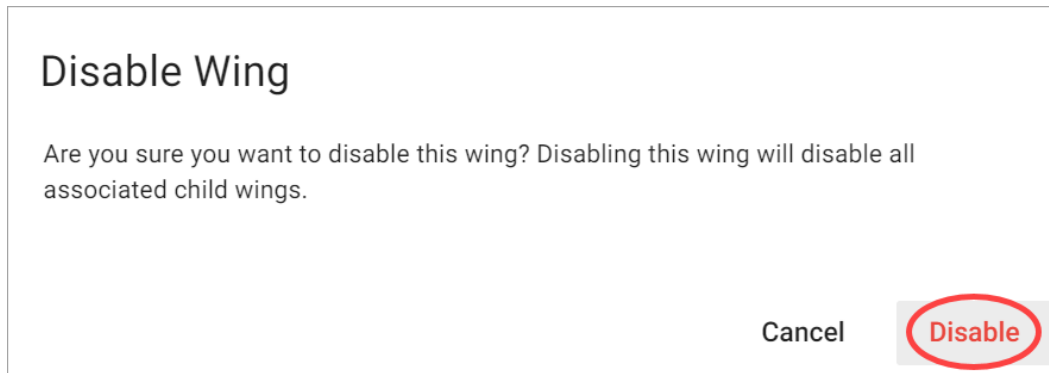
Event Creation Window
Instructor Management
Wing Management

Search by Wing Name

Wing	ASN	State	Country	Last Edited By	On
AK	M3	AK	USA	Amrit Sand	02/20/2019
AL	A2	AL	USA	Amrit Sand	02/20/2019
ANG/HC	M5	DC	USA	Amrit Sand	02/20/2019
AR	A7	AR	USA	Amrit Sand	02/20/2019
AZ	A4	AZ	USA	Amrit Sand	02/20/2019
CA	B1	CA	USA	Amrit Sand	02/20/2019
CO	B4	CO	USA	Amrit Sand	02/20/2019

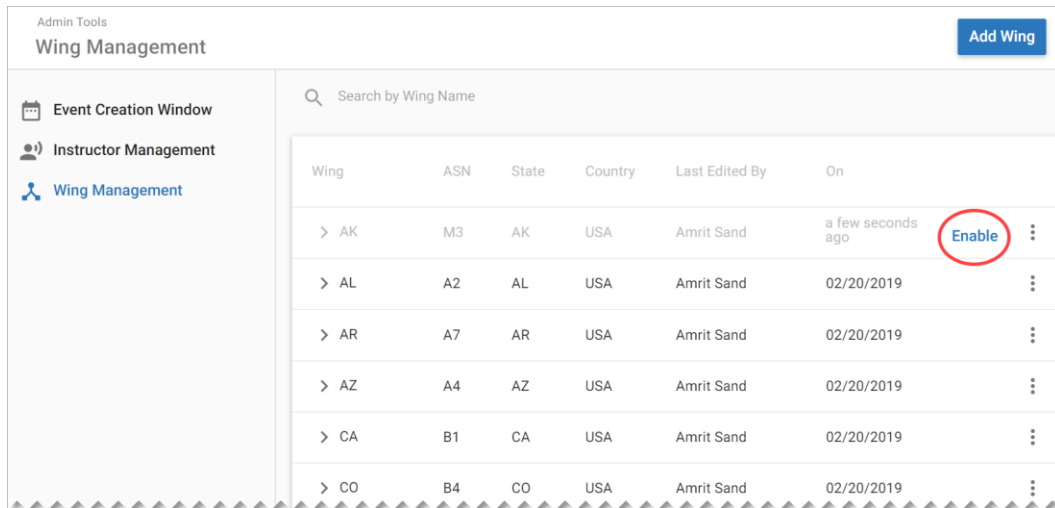
Dropdown menu for AK wing:
 Add Child Wing
 Edit
 Move
 Disable

3. Click *Disable* in the confirmation pop-up that appears.



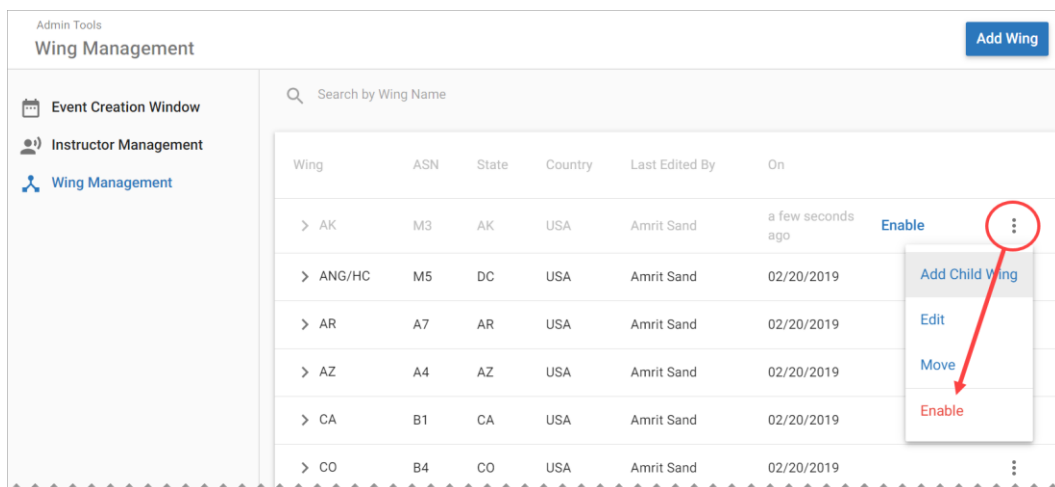
4. To enable a disabled wing, either:

- Click the *Enable* link.

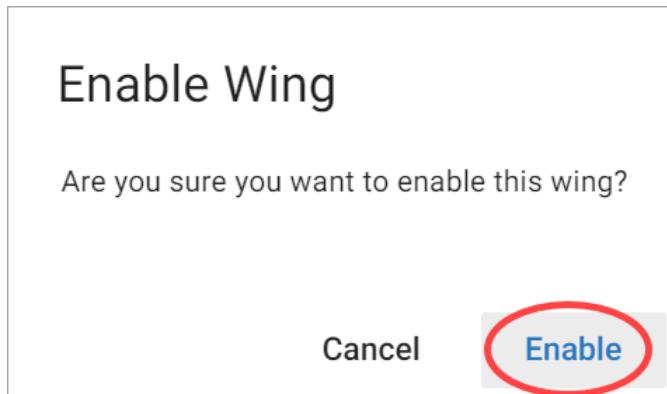


OR

- Click the *Menu* icon next to the event you wish to enable, then select *Enable* from the drop-down.



5. Click *Enable* in the confirmation pop-up.

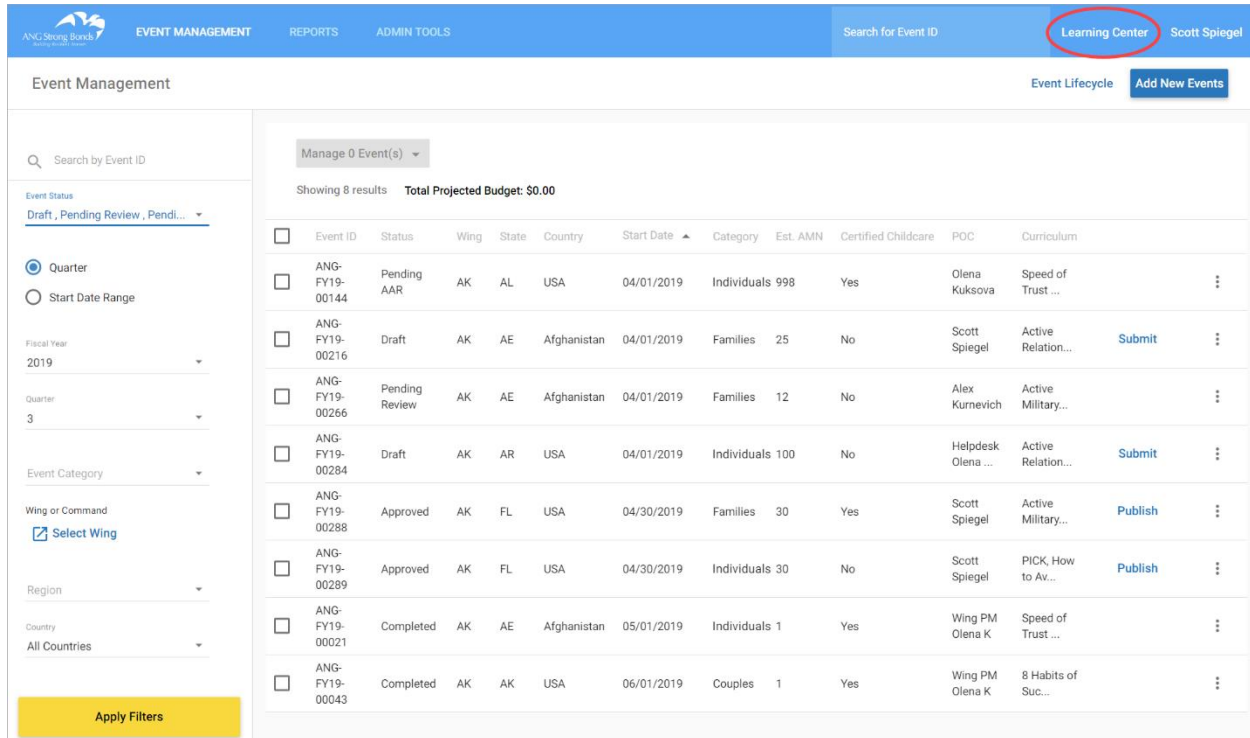


Note:

- Enabling or disabling a parent wing will enable/disable the child wings.
- If a disabled wing had been selected during event creation or for a user sign up, the system will continue to show this wing in these fields. However, if the wing selection is changed then it cannot be edited back to a disabled wing.

Next Steps

Congratulations! You have completed the Strong Bonds **Managing Wings in Strong Bonds ANG User Guide**. For more information, please visit the Strong Bonds ANG Learning Center.



Event Management

Search for Event ID Learning Center Scott Spiegel

Event Lifecycle Add New Events

Manage 0 Event(s) Total Projected Budget: \$0.00

Showing 8 results

<input type="checkbox"/>	Event ID	Status	Wing	State	Country	Start Date	Category	Est. AMN	Certified Childcare	POC	Curriculum	
<input type="checkbox"/>	ANG-FY19-00144	Pending AAR	AK	AL	USA	04/01/2019	Individuals 998	Yes		Olena Kuksova	Speed of Trust ...	⋮
<input type="checkbox"/>	ANG-FY19-00216	Draft	AK	AE	Afghanistan	04/01/2019	Families 25	No		Scott Spiegel	Active Relation...	Submit ⋮
<input type="checkbox"/>	ANG-FY19-00266	Pending Review	AK	AE	Afghanistan	04/01/2019	Families 12	No		Alex Kurnevich	Active Military...	⋮
<input type="checkbox"/>	ANG-FY19-00284	Draft	AK	AR	USA	04/01/2019	Individuals 100	No		Helpdesk Olena ...	Active Relation...	Submit ⋮
<input type="checkbox"/>	ANG-FY19-00288	Approved	AK	FL	USA	04/30/2019	Families 30	Yes		Scott Spiegel	Active Military...	Publish ⋮
<input type="checkbox"/>	ANG-FY19-00289	Approved	AK	FL	USA	04/30/2019	Individuals 30	No		Scott Spiegel	PICK, How to Av...	Publish ⋮
<input type="checkbox"/>	ANG-FY19-00021	Completed	AK	AE	Afghanistan	05/01/2019	Individuals 1	Yes		Wing PM Olena K	Speed of Trust ...	⋮
<input type="checkbox"/>	ANG-FY19-00043	Completed	AK	AK	USA	06/01/2019	Couples 1	Yes		Wing PM Olena K	8 Habits of Suc...	⋮

Apply Filters

Contact Us

Your feedback is important to us. If you have any questions or comments related to this guide, please contact the Strong Bonds Helpdesk available at via email at feedback@ANGStrongBonds.org or via telephone at 1-888-577-8003.

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