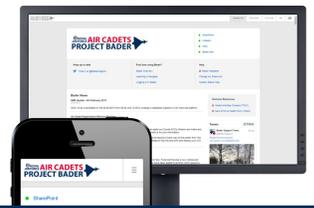


# ROYAL AIR FORCE AIR CADETS PROJECT BADER



Project Bader Newsletter

Monday 2<sup>nd</sup> February 2015

## Bader Mail

### Storage Limits

One of the most requested changes asked for by BADER users is an increase in mailbox size. With effect from today all Bader Mail inboxes will see their storage limit go from **40MB** up to **150 MB!**

### SPAM Filtering Trial

The Bader Team are currently trialing a new SPAM and virus filtering service from AppRiver. All users should notice a reduction in the amount of SPAM they receive and will receive an email from AppRiver detailing any mail that has been held by them as suspected SPAM, if you do not receive an email no SPAM has been blocked.

If you have any queries or issues during this trial, please raise a service request via the helpdesk in the normal way.

Users *SHOULD NOT* contact AppRiver directly, if required the Bader Team will do this on your behalf.



Mail > Inbox 592 Items

**37.93 MB of mailbox space used.** At 40 MB you won't be able to send mail.

favourites

- Inbox (29)**
- Unread Mail (29)**
- Sent Items**

## Welcome to the first Project Bader newsletter

The purpose of this newsletter is to help you stay up to date on the latest developments, changes and new features across all of the Project Bader sites.

We really value your feedback, so whether or not you find this newsletter useful please send us your thoughts:

[helpdesk@aircadets.org](mailto:helpdesk@aircadets.org)

## THE LATEST CHANGES IN BADER SMS

### SMS Activities Applications

The Participating Units tab now shows the breakdown of male / female cadets from each unit.

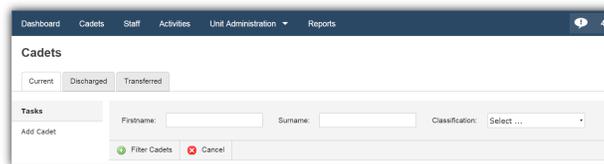
### Cadet Filtering

Like activities, you now have the option to search and filter Cadet records by name and classifications.

Let us know if you would like to see more filters!

### Shooting Applications

You can now create Activity applications for shooting.



## Bader Helpdesk

The helpdesk opening hours are:

- Monday 0830 - 1630
- Tuesday 0830 - 2100
- Wednesday 0830 - 1630
- Thursday 0830 - 2100
- Friday 0830 - 1630

E-mail: [helpdesk@aircadets.org](mailto:helpdesk@aircadets.org)

Phone: 030 6770 4905

## SMS 'Fields'

In the December update, the Bader Team added new functionality in SMS for Wings and Regions, under the working title 'Fields'. This feature allows you to view key statistics about the qualifications and awards held, and the activities being run within your field (for example Adventure Training) in your Wing / Region.

As well as displaying qualifications that have (or are close to becoming) expired, Fields will also indicate any changes staff make to their qualifications in their personnel record in SMS, allowing you to keep track of additions and changes.

Navigation	Change	Personnel	Qualification
Changes	NEW	<a href="#">FS Chris Preston</a>	Basic Expedition Leader - BE
Expiration	UPDATED	<a href="#">Fit Lt Bloggs</a>	BCU Level 2 Coach

Qualifications List



## Squadron Postal Addresses

You can now add a postal address for your Squadron in SMS (under Unit Administration > Squadron Information).

This address is now used for the automated distribution of First Class workbooks when you add a new Cadet to SMS.

**It is important that this postal address is accurate.**

## Did you know? Bulk add Qualifications

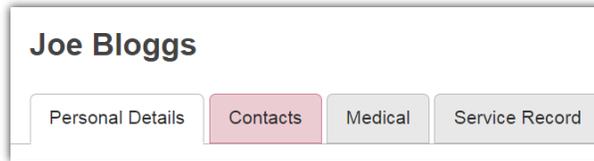
You can bulk add qualifications to several staff or cadet SMS records through SMS Activities Applications.

When completing a post activity report there is a link to add qualifications to any of the Staff or Cadets listed on the application. Particularly useful if you've run a training course and several awards were gained from your activity!

## UniVerse data checks in SMS

More checks have been put in place to ensure the data stored in SMS matches that stored in the UniVerse personnel management system (used by HQAC). These checks, which up to now covered staff personal details and contact information, now includes any next of kin contact details.

If there is mismatching or missing information, the relevant tab will be highlighted in red (as shown below), and the specific fields with an error (for example, post code) will also be highlighted in red.



Please ensure you update any erroneous records, so that all information is current and accurate. The red will stay until the next export is carried out by the Bader Team and the changes are accepted.

### Supernumerary Staff

You can now make your Staff or Cadets supernumerary on other units. This will grant the selected units access to their Staff / Cadets SMS records.

The information will be read-only to these additional units with the owning unit keeping complete control over the personnel record.

You can add a Staff or Cadet supernumerary unit under the Service Record > Unit History tab within their SMS profile.

### Ultilearn Account Transfers

When Staff or Cadets transfer Squadrons, their Ultilearn account will now move with them automatically.

Simply transfer the Cadet / Staff record on SMS as normal and the system will do the rest.

## Recording how new recruits discover your Squadron

When adding a new Cadet to SMS, you can optionally set how they found out about your Squadron. Obtaining this information may provide longer term insights and data to help with recruitment.

The results can be seen in a panel the SMS Dashboard as shown in the screen above.

Please ask if you feel options are missing!

Method	No. Cadets	%
Not Stated	3	<div style="width: 75%; background-color: red;"></div>
Recommendation/Word of Mouth	1	<div style="width: 25%; background-color: red;"></div>