MC&FP Tasking, Assignments and Reporting

Group Administrator Guide

Current as of July 2019





Providing policy, tools and resources to further enhance the quality of life of service members and their families

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Tasking, Assignments and Reporting System Overview

The Military Community and Family Policy Tasking, Assignments and Reporting system provides a robust environment, allowing the user to execute the following functions:

- Manage personnel and deadlines
- Document/ audit effort expended toward a TAR request
- Generate interactive reports as required
- Assign liaison contact information
- Assign TAR tasking responsibility to specific staff
- Set up notification lists
- Define dependencies
- Define and attach teams for access across contracts
- Use meta-tags for easier TAR recall and searching

The guidelines included here take you step-by-step through the process of creating a TAR, assigning the TAR, creating TAR assignments, completing daily TAR updates and generating reports.

Throughout this guide, content or technical assistance requests will be referred to as either:

- Base TAR original request for assistance
- TAR assignment sub-tasks within the original request

Four types of personnel use the TAR:

- Office of Military Community Outreach personnel
- Approved MC&FP government personnel
- Technical staff
- Approved contracting team members Contractors can view only the TARs that the government has assigned them. Contractors cannot view TARs assigned to other contractors. If multiple contracts are to collaborate on a project, the government can update the TAR or assignment to be a team event and add the various contractors.

Accessing the TAR system

The TAR system can be accessed using your Department of Defense CAC Card or external certificate authority certificates. You must register and be approved for access via the Single Sign On system. If you do not have an account registered with your certificate, you need to submit a request following the steps outlined in the "How to Request Account Access for Restricted Web Applications" document. Any problems during the registration process can be addressed by submitting a <u>Customer Support ticket for technical support</u>.

You can access the TAR system two ways:

- Via the MC&FP Office of Communication Portal: <u>https://apps.militaryonesource.mil</u>; the TAR is listed under Staff Services.
- Via direct URL: https://apps.militaryonesource.mil/TAR

Access within the TAR system varies based on your access permissions.

Navigating the TAR

Home Page

Once you enter the TAR, you will see four to six navigation buttons on the left side of the page, depending on your role within the TAR. Each button allows you to access different functions. Below you will find information on each button:

- **My Dashboard button** All users have access to this button. Users can use this button to filter the TARs assigned to them, their assigned program office, the TAR point of contact/liaison, notification list, team member or by contract. Users can also customize their dashboard, so each time they go into this button they will find a list of TARs that match their saved criteria.
- Search button All users have access to this button. Users can use this button to search for TAR assignments by tags, a TAR number or keywords. Only government users can include any company or any contract in the search criteria, whereas a contract user can only include their contract.
- Create TAR button Only Military Community Outreach government staff have access to this button. Contractors can request a Base TAR be created via email to their MCO point of contact.
- **Reports button** All users have access to this button. Users can run various types of reports in this button. The default report is a deadline report. Other available reports include CCB Review; Directorate, Program and Projects; Public Affairs Oversight; Staff and Staff Roll-up.
- File Repository button All users have access to this button. Users can view and search the
 latest file attachments. Contractors can only view files included in TARs associated to their
 contract(s).
- Administration button Only MCO, staff or technical team staff that have been granted administrator role access have access to this button. This button allows users to make administrative changes to this application.

Anno	ouncements		
Upcomin	ng TAR Changes		Î
tails on upcon ne Tasking, Assi nd features you	ning enhancements and no gnments and Reporting (TA I should be aware of. There	ew functionality. R) system later this m are four main enhanc	ionth that cements ar
asse. The fourt dashboa save your cust settings even a will be provide	n item is very important, so rd settings om dashboard settings to y ifter logging out and comin ed with the release notificati	please read all the of your profile. This will a g back in later. Details ion and included on t	allow s on the TAR
	Anne Upcomin tails on upcon le Tasking, Assi de factures your custer of the fourt dashboa save your cust setting: even a will be provide	Announcements Upcoming TAR Changes talls on upcoming enhancements and n ie Tasking, Assignments and Reporting (T/ d features you should be aware of. There ease. The fourth item is very important, so dashboard settings save your custom dashboard settings to y settings even after logging out and comin will be provided with the release notificat	Announcements Upcoming TAR Changes tails on upcoming enhancements and new functionality. Ie Tasking, Assignments and Reporting (TAR) system this ri defatures you should be aware of. There are forum main enhance ease. The fourth item is very important, so please read all the de dashboard settings save your custom dashboard settings to your profile. This will a settings even after logging out and coming back in later. Detail will be provided with the release notification and included on the settings even after logging out and coming back in later.

Figure 1 Government User with Administrator Access View

Menu

The TAR menu is the blue bar that appears on the top of every page. In the upper right corner, five links are listed. Each link allows you to access different functions. Below you will find information on each link:

• User link – Select My Profile to display your SSO profile in a separate window. Selecting My Information will display your role(s) for the TAR application.

\$), Pamela Williams ▼	Support	┛ Use	Guide	🕩 Logout
۰	My Profile				
۰	My Information				

Figure 2 Ability to View SSO Profile and User Role(s)

• **Support link** – Select the Support link to display the Application Messaging System support form for the TAR application.

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nd Repo	Class Window		• • 540	-	l Uner Sain
2	TAR (Support) REQUEST FORM				
	Use the form below to send us your comments or report any technical difficulties you experience finding information on our vehicles or applications. We read all feedback corefully and make every effort to respond promptly and address your laws.				
	For immediate customer support, call 1-666-363-6431.				
	 Fields are REQUIRED. 				
	Your Message				
	Subject *				
	Hemope"				

Figure 3 TAR Support Request Form

- User Guides/Manuals link Select the User Guide link to display a PDF version of this guide or the Quick Reference Guide.
- **MilLife Learning link** Select the MilLife Learning link to launch MilLife Learning, part of Military OneSource's network of programs and resources, in a new window.
- Logout link Select the Logout link to end your current TAR session.



Navigation

Navigation can be found on all pages of the TAR application, which allows you to be directed anywhere in the application without returning to the home page. You will see six to seven navigation links on the right side of the page, depending on your role within the TAR. The links work similarly on the <u>home page</u> <u>buttons</u>.



Figure 5 Government TAR Navigation

Note: Administration will only display for users who have administrator access.

My Dashboard

When you navigate to My Dashboard, the interactive report default will display the TARs that are assigned to you. The summary circles displayed across the top contain the total number of TARs for that group. Clicking one of them will update the interactive report below based on the summary circle selected.

- Open TARs circle Open TARs shows the number of open TARs to which you have access by contract and/ or by team. Government users are not bound by contract and can see all TARs regardless of contract.
- For My Review circle For My Review shows the number of TARs that have been assigned to you for review.
- For Release circle For Release shows the number of TARs that have been assigned to you that have been marked for release.
- Assigned To Me circle Assigned To Me shows the number of TARs that have been assigned to you.



Figure 6 View of How Many TARs are Assigned to User

- **POC circle** POC shows the number of TARs to which you are assigned as the point of contact. **POCs are not notified on TAR posts unless they are added to the notification list.**
- Liaison circle Liaison shows the number of TARs to which you are assigned as the Liaison. Liaisons are notified on all associated TAR posts.
- **Notification List circle** Notification List shows the number of TARs in which you are included in the Notification List.
- **Team List circle** Team List shows the number of TARs that you have access to by way of a Team in which you are included being assigned to a TAR.



Figure 7 Government View of My Dashboard Group Circles

Note: "For My Review" and "For Release" summary circles will only be displayed for government users.

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		11/15/2010 02-18	11/18/2018 02:18	Test ISA			COOVI Pamele	No Contract	TAR Created - To Be	

Figure 8 Government User View of My Dashboard Interactive Report

Note: "To view aggregate TAR information, click here" will only be displayed for government users.

Layout of a TAR

There are seven main areas in a TAR:

- 1. View TAR This screen summarizes all basic information about the TAR. In this area, you also can update any background information about the TAR, mark the TAR if public affairs oversight is required, and close or reopen the TAR.
- 2. Attachments Users can expand this section to view all attachments loaded to the TAR.
- 3. Dependencies Users can expand this section to view all dependencies linked to this TAR.
- 4. **Tasks** Users can expand this section to view all tasks set up within the TAR.
- 5. **Open Assignments** Users can view all open assignments within the TAR.
- 6. **Completed Assignments** Users can expand this section to view all closed assignments within the TAR.
- 7. **Base TAR Details** Users can view all details added to the Base TAR, and also can view all details loaded into the assignments in chronological order.

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View	My Dashboard / TAR			Home My Dashboard Q Search Reports Fil	le Reposito
his screen gives a user the Notification List field to change or update the 1 add new information to	e ability to update a TAR. Before updating the TAR, please verify the information currently specified bil sured for email inclification purposes. All information below, click on the Apply Changes button, the TAR click the Apd Details button bilow.	200.			
ncel Apply Changes					
39.0 - Tasking Assignm	nts and Reporting (TAR) Technical Operations			Status: TAR	Re-Opens
This TAR will track to	chnical support and enhancements for the Tasking Assignments and Reporting (TAR) application	Rd1 TAR Title and Description	Detalls View * HTML © TEXT		
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Base TAR Details (HI	M()			Add Details Show Assignment	nt Detais
This section shows the	ase TAR Details by default. You may view All Assignment Details by clicking the "Show Assignment Details" but	ton.			
Last Updated	Details	Last Updated By			
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05/23/2018 06/20AM	Notification List changed to: (MCMP BM COS) Chris Gwret (MCMP BM COS) Chris Gwret (MCMP BM COS) Swraiu Alkian (MCMP BM COS) Swraiu Alkian (MCMP BM COS) Swraiu Alkian	(MC&IP BRA ODS) Scot Oreber (CAC)			

Figure 9 View TAR Layout

Searching for a TAR

The search feature, which can be performed from any page, is provided to allow you to filter the interactive report even further for specific TARs you would like to view. Base TARs can be identified as whole numbers, while TAR assignments are decimal numbers.

Example of TAR numbers: Base TAR: 2911 TAR Assignment: 2911.15

Government and contract users can search by a TAR number, keywords or tags. Additionally, government users can include any company or any contract in the search criteria. Contract users can only include their contract in the search.

If performing a search from the homepage or TAR navigation, you will be directed to the My Dashboard page after submitting the search criteria and the interactive report will be displayed

with your search results.

TAP					
Search for TA	R with or without the assignment.				
Keyword					
Performs a ke	evword search against all TAR hear	ders and detail nosts (TAF	number assignment til	tle description TAR details)	
i citorinis a ice					
-	, ,		chamber, assignment, a		
Tags	, ,				
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Tags Searches for Company All	TARs that are associated to the sel	lected tags. Contract All	•		
Tags Searches for Company All Include TARs	TARs that are associated to the sel	lected tags. Contract All Include TARs ass	igned to this contract		
Tags Searches for Company All Include TARs	TARs that are associated to the sel	lected tags. Contract All Include TARs ass	e igned to this contract		

Figure 10 Government User Search Window

earch	>
TAR	
Search for TAR with or with	out the assignment.
Keyword	
Performs a keyword search	against all TAR headers and detail posts (TAR number, assignment, title, description, TAR details).
Tags	
searcnes for TARS that are a	issociated to the selected tags.
Contract	

Figure 11 Contract User Search Window

Tasking, Assignments, a	and Reporting (TAR)				臭 Pamela	Williams 🔻 🚯 Suppor	t 🗐 User Guide 🕒 Lo
Home / My D	Dashboard			Home	My Dashboard Q Search	Create New TAR	Reports File Reposi
(1128) Open TARs	0 For My Review	0 For Release	17 Assigned To Me	POC	0 Liaison	0 Notification List	21) Team List
TARs (Government) - T/ To view aggregate TAR info	ARs Assigned to Me prmation, dick here. Go	2. Assigned To Me 🕈	Rows 25 + Action	.v			
	ITAD CL. II	v					

Figure 12 Search Link in the Menu

Creating a Base TAR

A Base TAR can be created only by government staff. Contractors can ask their MCO point of contact via email to create a Base TAR.

The following requests should be created in the TAR system:

- Routine technical issues with websites and applications
- Content requirements within the scope of work
- Administrative requirements within the scope of work

Follow these steps to create a Base TAR:

- 1. Select the Create TAR button.
- Fill in the required background information on the TAR and ensure all required fields are completed. Required fields are noted with a red asterisk. Note that you can select multiple Assigned TO, POC and Liaison users. Also, if the project is not listed in the drop-down box, you may need to create one by selecting Add Project from the dropdown.
- 3. The POC is usually government staff, whereas the Liaison field is reserved for the vendor.
- 4. Complete the Title and Description boxes with the specific details of the assignment. Note that the Title appears in the email notification; ensure the title is descriptive enough that users receiving the notifications understand the full assignment task with the title.
- 5. Enter **associated deadlines, tags** or **attachments** in the applicable fields when necessary. Note that multiple tags can be added, or a new tag can be created. You can also upload multiple files.
- 6. If **public affairs review or approval** is required, ensure the **Public Affairs Oversight Required** is marked Yes.
- 7. Select the **Create TAR** button.

Cancel Create TAR	
Disastente *	
[Select a Directorate] 9	
Program	
[Select a Program]	
Project *	
[Select a Project] •	
Contract *	
[Select a Contract] 0	
Assigned To *	
[Select a User]	
POC	
× (GOV) Danielle Moore	
POC's are NOT notified on TAR posts unless they are added to the notification list.	
Liaison	
ISelect a Userl	
Liaison's are notified on all TAR posts.	
Priority	
Priority 3 - Basic Support	
MCREP Priority	
Priority 3 - Basic Support	
Title	
Description *	
le la	
Level of Effort Deadline	
Date Format: MM/DD/YYYY	

Figure 13 Create New TAR Assigned To, POC and Liaison Fields

əgs		Create New Tag	
Search by typing a tag na	me then select the tag: repeat as r	needed.	
	Drop files here or click to	o upload.	
Stachment name may not co	ntain question marks, apostrophes, or a	mpersands.	
Stachment name may not co	intain question marks, apostrophes, or a	mpertands.	
Attachment name may not co Configuration Contro	intain question marks, apostrophes, or a	mpersands.	
Sitachment name may not co Configuration Contro Oversight Required	ntain question marks, apostrophes, or a I Board (CCB) Information Approved	npersands. Date	

Figure 14 Create TAR Tags and Attachment Fields

Editing a Base TAR

After creating a new TAR, you are directed to the View TAR page. You can also view an existing TAR from the My Dashboard page.

Click on the Edit button to update the TAR title and description. The required fields are listed in the Contract / Project and Contract Information sections. Like the Create TAR page, multiple user selections are accepted in the Assigned To, POC and Liaison fields.



Figure 16 View TAR Contract Fields

Creating TAR Assignments

All users can create TAR assignments within Base TARs. Follow these steps to create a TAR assignment:

- 1. Search for the Base TAR within which you need to create a TAR assignment.
- 2. Once you find the Base TAR, click on the **View** icon.

TARs (Conti	TARs (Contractor)								
Q~ •	Q Row	text contains '2439.1-	Go 1. Prim	Aary Report Rows	Actions V				
	TAR	Created On	Last Updated	Project	Title	Assigned To	Contract	Status	
C View	2439.14	05/24/2018 06:16 AM	02/02/2019 09:22 AM	Tasking Assignments and Reporting (TAR)	TAR Refresh/Reskin and Usability	(GOV) Jean Gibbs, (GOV) Jonathan Wilkerson, (MC&FP BPA ODS) Scot Greber (CAC)	MC&FP BPA ODS	TAR Closed	

Figure 17 View Icon in Search Results

3. Scroll down to the Supplemental Information section and select Add TAR Assignment.

ng, Assignments,	and Reporting (TAR)		ጲ፣	tanielle Moore 🔻	 Support 	🗿 User Guides/Manuals 🔻	1 MilLife Learning	G L
plemental Inform	ation					Add	I TAR Assignment	Add Det
ow All Attachmen	nts (0) Dependencies (0) Tasks	(0) Open Assignments (0)) Completed Assignments (14	Base TAR De	tails (HTML)			
ase TAR Details (H	TML)					Add Detai	is Show Assignment	Details
ase TAR Details (H This section shows the	TML) Base TAR Details by default. You may v	ew All Assignment Details by c	licking the "Show Assignment Deta	ils" button.		Add Detai	Is Show Assignment	Details
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Figure 18 Supplemental Information Add TAR Assignment

4. The **Create Assignment** page will open. The **TAR#**, **Directorate**, **Program**, **Project and Contract** will already be filled in. Click in the **Assigned To** field and select the staff member to whom you want to assign the assignment. If the POC and Liaison information needs updating, click in the fields, type in the staff member's name and select the appropriate staff to update it.

Note that you may assign multiple staff members to the **Assigned To**, **POC**, and **Liaison** fields.

- 5. Complete the **Title and Description** box with the specific details of the assignment. Note that the **Title** appears in the email notification; ensure the **title** is descriptive enough that users receiving the notifications understand the full assignment task with the **title**.
- 6. Enter a **Deadline** and add **Attachments**, if applicable.
- 7. Then select **Create Assignment**. This will generate an email notification to everyone on the notification list, as well as the assignment assignee.

Tasking, Assignments, and Reporting (TAR)	ዾ	Danielle Moore 🔻	1 Support	User Guides	'Manuals ▼	🏛 Millife Lea	arning 🕞 Logout
Home / My Dashboard / View TAR / Create Assignment			Home	My Dashboard	Q Search	Reports	File Repository
To Create a new Assignment, Fill in the appropriate information and the If you have a screen shot or other document that is applicable, please u	en click on the Create Assignment Button below. Ipload it via the attachment field below.						
Create Assignment							
Cancel Create Assignment	tions)						
Directorate Military Community Outreach	Program Program MC&FP Enclave (Websites & Applications) and Cyberse	curity	Project Tasking A	assignments and Re	porting (TAR)		
Contract * MC&FP BPA ODS							
Assigned To (x (GOV) Jonathan Wilkerson	4						
POC x (GOV) Jonathan Wilkerson							
Title Description	5						
Level of Effort Deadline							
Deadline MM/DD/YYYY							
Drop files here or click to upload.							
Attachment name and path cannot exceed 255 characters							

Figure 19 Create TAR Assignment Details

Updating Base TARs

1. From the **My Dashboard** page or **Search** window, search for the Base TAR number you need to update. Search results will show a list that includes the Base TAR (the whole number) and all assignments (the whole number appended with a period and additional numbers). Click on the **View** icon for the Base TAR to open it. From this page, you can update main TAR details as well as access individual assignments.

rent Sear R : 2439	ch Criteri	Clear Search						
٦~ [Go 1. Prim	ary Report	Actions ~			
	V s	atus != 'TAR Closed'		×				
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Figure 20 Base TAR Search Results to View and Edit Details

2. Scroll down to the Supplemental Information section and click on **Base TAR Details.** Then click on the **Add Details** button.

s	upplementa	al Information						Add TA	AR Assignment	Add Details
	Show All	Attachments (0)	Dependencies (0)	Tasks (0)	Open Assignments (0)	Completed Assignments (14)	Base TAR Details (HTML)	7		
	Base TAR [Details (HTML)						Add Details	Show Assignm	ent Details
ſ	This section	n shows the Base T/	AR Details by default. Yo	u may view A	II Assignment Details by clic	icking the "Show Assignment Details	" button.			
l	Last Updat	ted Detai	ls				Last Updated By			
	21	Daca TA	P. Dotaila							

Figure 21 Base TAR Details

- 3. The Add Details page will open. You will update the following:
 - a. Assigned To Select the TAR user to whom you are addressing the post.
 - b. **Details** Enter the details of the task.
 - c. Attachments Upload any applicable attachments referenced in the Details section.
 - d. Ready for Review or Release to Production Change the switch from No to Yes if the details are ready for review or approved to be released for production.

Note the switches populate the number of TARs in the respective government <u>dashboard</u> circles.

e. **Review** all information and select **Add Details** to add the details to the system.

Tasking, Assignments, and Reporting (TAR)	只 Dasielle Moore *	 Support 	🖉 User Guickes/Manuals 🔻	1 Millie Lear	ning 🕞 Logout
Home / My Databased / Ver VR / Add TAR Details		Home	My Dashboard Q Search	, Reports	File Repository
This screen gives a user the ability to Add Details to a TAR. To update the TAR fill in the appropriate information and then click on the ADD DETAILS button below. If you have a screen shot or other docum	ent applicable to this TA	R. please upl	oad it via the attachment fie	id at the bottom	of the screen.
Carcel Add Detais					
Add Detail Information for TAR #2439.14 - TAR Refresh/Reskin and Usability					
This assignment will track the refreshing of the TAR application to include Usability and Accessibility					
Ready for Brance The The Constantiant The The The The The The The The The The					
National To "					
Additional Information					
oest' 🕒					
C Drop files here or click to upload.					

Figure 22 Add TAR Details Screen

Updating a TAR Assignment

1. From the **My Dashboard** page or **Search** window, search for the TAR assignment number you need to update and click on the **View** icon next to the TAR assignment. You can also select the Base TAR and scroll down to the **Open Assignments** section to select the assignment you wish to update.

oplemental Information Add TAR Assignment								
iow All Attachments (3) Dependencies (0) Tasks (0) Open Assignments (41) Completed Assignments (5) Base TAR Details (HTML)								
Open Assignments (41)								
	Sprint #	Date Created	Last Updated	Title	Assigned To	Deadline		
View Assignment 46	Sprint #	Date Created 04/12/2019 11:08AM	Last Updated 04/22/2019 10:14AM	Title Evergreen Memorial Day Article	Assigned To (MC&FP BPA ODS) Katherine Morrison	Deadline		
♂ View Assignment 46 ♂ View Assignment 44	Sprint #	Date Created 04/12/2019 11:08AM 04/08/2019 11:56AM	Last Updated 04/22/2019 10:14AM 04/08/2019 04:27PM	Title Evergreen Memorial Day Article Military OneSource - 'Product Not Found'	Assigned To (MC&FP BPA ODS) Katherine Morrison (MC&FP BPA ODS) Brittany Barre	Deadline		

Figure 23 Open Assignments View in Base TAR

- 2. This will open the **View TAR page**. The top portion contains the background information about the TAR, public affairs oversight requirements and the TAR status. Scroll to the **Supplemental Information** section at the bottom of the page and click on **Add Details**.
- 3. The Add Details page will open. You will update the following:
 - a. Assigned To Select the TAR user to whom you are addressing the post.
 - b. **Details** Enter the details of the task.
 - c. Attachments Upload any applicable attachments referenced in the Details section.
 - d. **Ready for Review** or **Release to Production** Change the switch from No to Yes if the details are ready for review or approved to be released for production.
 - e. Review all information and select Add Details to add the details to the system.

Closing a Base TAR or TAR Assignment

Once all the tasks have been completed in a Base TAR or a TAR assignment, you should close the Base TAR or assignment. When you close a Base TAR or assignment, the content within those TARs/assignments is not lost. It can be viewed at any time and reopened if additional work is needed. The same steps are used to close either a Base TAR or assignment.

NOTE: If you close a Base TAR and there are open assignments, those assignments will stay in open status unless you close each assignment individually.

- 1. From the **My Dashboard** page or **Search** window, locate the Base TAR/assignment that is ready to be closed. Click on the **View** icon.
- 2. In the header area of the TAR, change the Close TAR switch from No to Yes.
- 3. Select **Apply Changes**. This moves the TAR to a closed status.

Tasking, Assignments, and Reporting (TAR)		,久, Danielle Moore ▼	 Support 	User Guides/Manuals	milLife Learning	C Logout
2439.14 - TAR Refresh/Reskin and Usability					Status:	TAR Closed
This assignment will track the refreshing of the Edit TAR Title and Description Close TAR Yes No TAR has been completed.	TAR application to include Usability and Accessibility Ready for Review * Yes No (01/30/2019) Pending Government review and approval.		Details View HTML Release to Yes Approved for	TEXT roduction r production release.		

Figure 24 Close TAR Switch and Status

Tags

All TARs can be tagged by TAR users, allowing for easier filtering. This feature can be found under the Tags tab on the View TAR page. Once tags are selected for a TAR, all users will be able to view and search TARs by the tags associated to the TAR.

Search by Tags

- 1. Open the **Search** window from any page.
- 2. Click the **Tags** field and select a tag from the drop-down menu.
- 3. Select **multiple tags** by clicking additional tags from the drop-down menu.
- 4. Click **Search** button.
- 5. Review results.

Search	×
TAR	
Search for TAR with or without the assignment.	
Keyword	
Performs a keyword search against all TAR headers and detail posts (TAR number, assignment, title, description, TAR detail	s).
Tags	
IT.technology.APEX	
IT.technology.Extendable	
IT.Transition-to-Cloud	
IT.Watch	
OE.Branding	
OE.Strategy 🗸	

Figure 25 Search by Tags

× IT.MOS.Redesign × OE.Branding	
IT.MFLC.REDESIGN	^
IT.MOS.MFM	
IT.MOS.Redesign	
IT.MOS4	
IT.New.Feature	
IT.ODS.Doument	
	•

Figure 26 Search by Multiple Tags

Creating a Tag

- 1. Select the **Create New Tag** button on the View TAR page within the Tags tab on the View TAR page.
- Enter the tag Name and Description. Note that when you create a tag, you need to preface the tag with the program/office to which you are assigned. Personal tags can be created and should be prefaced with your initials.
- 3. Click the Add New Tag button.

Priority Level of Effort Sprint Release	Maintain Tags	x	
Tags Tags Search by typing a tag name then select the	Name: Description:	Create New Tag	
Supplemental Information Show All Attachments (3) Dependencies	Cancel Add New Tag	Add Det	ails
Figure 27 Create New Tag			

Examples of Tags:

- IT.Attention
- IT.CMS-ShowStopper
- IT.CSS.Chris-Watch

Dependencies

Dependencies allow government users to establish the order in which a project is completed by associating multiple TARs and assignments to complete a larger project. Government users are able to set up a workflow, ensuring each step in the process is completed and approved before moving on to the next task. The workflow might include a combination of various Base TARs, assignments or tasks. Dependencies are available from the **View TAR** page.

- 1. **Start Dependencies** shows which TARs and assignments must be completed and closed before the current TAR or assignment is started. To add a start dependency, select the start dependency button.
- Closed Dependencies shows which TARs and assignments must be completed or closed before the current TAR or assignment may be closed. To add a closed dependency, select the closed dependency button.
- 3. **Dependent TARs** shows which TARs and assignments have a dependency set and the dependency type.



Figure 28 Government Dependencies View

Note: "Add Start Dependencies" and "Add Close Dependencies" buttons will only be displayed for Government users.

If a user tries to post in a TAR or assignment that has an uncompleted start dependency attached to it, users will still be able to post, but the following notification will pop up and the user will have to acknowledge it before posting.



Figure 29 TAR Dependency Pop Up Window

To add Start or Close Dependencies:

- 1. Select the **Add Start Dependencies** or **Add Close Dependencies** button under the Dependencies tab of the View TAR page.
- 2. Select the box from the populated list of TAR(s) available as a dependency.

Start Dependencies The TAR's listed below are available to select as a dependency for TAR 2180.0. Octor Dependencies Select TAR Title Description No Cost Dependencies Select TAR Title Description Costs No Cost Dependencies Select TAR Title Description Costs No Cost Description S2300 Hid Media Compagins MCSP Pied Media compagins MCSP Pied Media compagins Dependent TARs S2307.0 training orange TaRK vector tarking orange TaRK vector tark ling orange TaRK vector tark pieser ignore MCSP Pied	
Cose Dependencies Out Decipitation Cose defendencies Decipitation De	
Close Dependencies Sets Tel Decipitation Contraction 10 Controllementers 1250 Mat Mada Campaign ACMP File Media campaigns Socialization Socialization Dependent TARs 28 3250 Socialization Socialization Socialization Socialization	
No Costs Desonances soit: Image: State	
Dependent TARs 2 3257 testing create TAR w/ contract please testing create TAR w/ contract please spore testing create TAR w/ contract please spore ACMP m	
There are no Tubi generation that Sub-	
8 23572 Vel casedo DR asignment after vaer text-trated	
23.62. N Bartico regista TAB relativa inorea Santa TAB annal registion relativa inorea No Contract 💌	

Figure 30 Add TAR Dependencies Selection

3. Select the **Add Start Dependencies** or **Add Close Dependencies** button under the list of TARs.

plemental Informa	ation								Add TAR Assignment	Add Det
ow All Attachmen	nts (0) Dependencies (4) Tasks (0)	Open Assi	ignments	(75) Comple	eted Assignments (15)	Base TAR Details	(HTML)			
pendencies (4)									Add Start Dependencies Add Close D	ependencies
rt Dependencies			_							
TAR should not b	e started until the following TARs have be	en comple	eted.							
TAR	Title		Status							
View TAR 3254.0	testing creating a TAR with no contract mclpap	ex 2529	Open	Ē						
View TAR 3255.0	testing create TAR please ignore		Open	Ξ						
View TAR 3256-2	TAR Assignment test (#2) please ignore		Open	Ē						
e Dependencies TAR <u>should not i</u>	te closed until the following TARs have been	en complet	ted.							
•	litte	Status								
F View TAR 3257.0	testing create TAR w/ contract please ignore	Open	ы							
endent TARs ere are no 13Rs depend	ent on this 142,									

Figure 31 Selected Dependencies Appear in Parent TAR Dependencies Tab

upplemental Inform	ation							Add TA	R Assignment	Add D
Show All Attachm	nts (0) Dependencies (0)	Tasks (0) Og	pen Assignments (0)	Completed Assignments (0)	Base TAR Details (HTML))				
Dependencies (0)								Add Start Dependencies	Add Close D	ependencie
Start Dependencies No Start Dependencies e	ist.									
Close Dependencie No Coss Dependencies	i Nit									
Dependent TARs This TAR is a depend	ency on the following TARs.									
Parent TAR	Title	Dependency Typ								
2 View TAR 2180.0	Military OneSource website	Start Dependency	1							

Figure 32 Parent TAR Appears in All Selected Dependencies' Dependencies Tab

Tasks

Tasks are found on the View TAR page and allow users to create and assign tasks within a TAR assignment. There are both required and optional fields when setting up a Task. Completion of the optional fields is especially helpful on assignments where users are requesting action or review by a certain date. Note that all tasks created to support an assignment must be completed before the assignment can be closed.

To add a Task:

- 1. Select the Add Tasks button under the Tasks tab of the View TAR page.
- 2. Fill in the following fields:
 - a. Title (required)
 - b. Description (optional)
 - c. Assigned To (required)
 - d. **Deadline** (optional)
 - e. Complete (optional)

Add Task		×
Title: *		
Description:	l. l	
Assigned To: *	[Select a user] 0	
Deadline:	=	
Complete:		
Cancel Add Task		

Figure 33 Add Task Pop Up Window

- 3. Select the Add Task button.
- 4. When a Task is completed, select the appropriate box in the Completed column and then the **Update Tasks** button.

Tasks (2)					
This TAR cannot be	closed until th	he following tasks have been comp	pleted.		
	Title	Description	Assigned to	Deadline ↑=	Completed?
C Edit Record 25	Test Task	Test for Admin Guide Development	(MC&FP IT) Scot Greber		
C Edit Record 26	Test Task 2	Second Task Example	(MC&FP IT) Andrea Terry	05/09/2019	

Figure 34 Task List Including Completed and Uncompleted Task

Locating a Closed TAR/Reopening a TAR

When locating a closed Base TAR or assignment, search just as you would for an open TAR from the **My Dashboard** page or **Search** window. Once the results appear, follow these steps:

1. Uncheck the **Status != 'TAR Closed'** filter.

TARs (Contractor)						
Q.~	Go	1. Primary Rep	ort	\$ Rows	25	\$ Actions \checkmark
• 🗸 💙 Status != 'TAR C	llosed'		×			
gure 35 TAR Clos	sed Search	Filter				

- 2. To view the details of the closed Base TAR or specific assignment, select the View.
- 3. To reopen the Base TAR or assignment, in the **View TAR** page, click the **No** button under the Close TAR field.
- 4. Select Apply Changes, and the Base TAR or assignment will then be moved to an open status.

TAR Notifications

When deciding which TAR notifications to receive, there are several options available. Please review the options below to determine which is best for you:

- Base TAR notification list By placing your name on the Base TAR notification list, you will receive an email notification when any user updates the Base TAR or any assignment within that TAR that is added and updated after you have been placed on the notification list.
 Note: If assignments associated with the Base TAR were created before you were added to the Base TAR notification list, you will not receive those assignment notifications unless you add yourself to each assignment notification list.
- Assignment notification list By placing your name on the assignment notification list, you will receive an email notification only when a user updates that particular TAR assignment.
- Assigned To notification By leaving your name off all TAR notification lists, you will not receive any email notifications unless you happen to be included in the "Assigned To" field. When there is an action in the TAR requiring your attention, the user initiating the action can update the Assigned To option with your name. This will generate an email notification alerting you of the requirement. The Assigned To can be set back to the original user(s) once the required action is completed.

TAR Notification Email

If you receive a TAR notification email, the notification will list the following:

- 1. In the subject line:
 - TAR number and assignment
 - Status of recent post (Opened, Updated, Support Requested, Support Completed, Closed, Release Approved)
 - Title
 - Deadline (if one is designated)
- 2. Directorate
- 3. Program Office
- 4. Project
- 5. **Title**
- 6. Contract
- 7. Priority
- 8. MCFP Priority
- 9. Assigned To
- 10. Who updated it last, details of their post and file name of any included attachments
- 11. Direct link to TAR post

= 9 0 ↑ ↓ =	TAR #2911.2 [UPDATED] Outages _@& TAR - Mess	॒ – □	×							
File Message Help	Q Tell me what you want to do									
Image: Constraint of the second se	Quick Steps 75	Zoom Zoom								
Mailer@militaryonesource.mil										
 ** This is an automated message from the MC&FP Office of Military Community Outreach. Please do not reply to this email. ** Directorate: Military Community Outreach Program: Outreach Operations Project: Web Services Title: Outages Contract: MC&FP BPA ODS Priority: Priority 3 - Basic Support Assigned To: (GOV) Jean Gibbs (MC&FP BPA ODS) Brittany Barre Posted On 04/23/2019 10:24: 										
To view the progress on-line, click the https://apps.militaryonesource.mil/N	: link below. IOS/f?p=115:3:::NO::P3_NBR.P3_TASK-2911,2		•							

Figure 36 TAR Notification Email