

# How to upload documents to Ops Quals

## < Step by Step Directions >

Log into your e-services account.

Go to My Operations Qualifications on the left side.

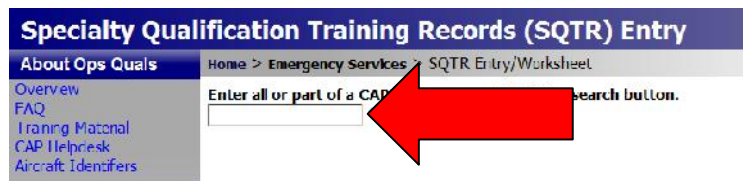
The screenshot shows the CAP website's main navigation area. On the left is a vertical sidebar with various links. A red arrow points to the link 'My Operations Qualifications'. The main content area on the right contains a list of news items and two blue buttons labeled 'Restricted Apps and WSA Info' and 'Downloads'. At the bottom of the sidebar, there are links for 'CAP Help Desk', 'www.capmembers.com', 'CAP Knowledgebase', and 'Sign Out'.

On the Left Side of the page click on “Entry/View Worksheet” under SQTRs.

The screenshot shows the 'Operations Qualifications' user interface. The left sidebar contains a menu with sections: 'About Ops Quals', 'Approvals', 'Validations', 'Reports', 'Counterdrug', 'Emergency Services', and 'SQTRs'. Under 'SQTRs', the link 'Entry/View Worksheet' is highlighted with a red arrow. The main content area displays the title 'Operations Qualifications' and 'OPS Qual User's Guide' by Howard N LaPerre. Below this, it lists 'Notable new features Include:' followed by a bulleted list of updates.

- I look and feel updated with a more responsive user interface. Less screen refreshes.
- Every member will have access to any member's information. If they do not have permissions to edit the information, it will be read-only.
- You do not have to download the font for the 101 Card barcode to show.
- You can now upload ES and Pilot documents.
- If you hover over any Item in OPS Quals it will provide you with information (i.e. who validated/approved it, date it was validated/approved, etc.).
- Real-time FRO Support Report.

Enter your CAPID.



\*Achievement – Select the appropriate qualification.

Under your name and CAPID, click View/Upload Documents.



A widow should pop up... Select either “Emergency Services” or “Pilot”

\*What would you like to upload?

\*Select File (Size < 3MB; Format - .jpg, .jpeg, .gif, .png, .doc, .pdf, .docx) – **PLEASE MAKE IT A .PDF IF POSSIBLE**

\*You can upload up to 5 documents for each qualification/task.

