

[aDVance Version 6 Upgrade – DocTracker Guide](#)

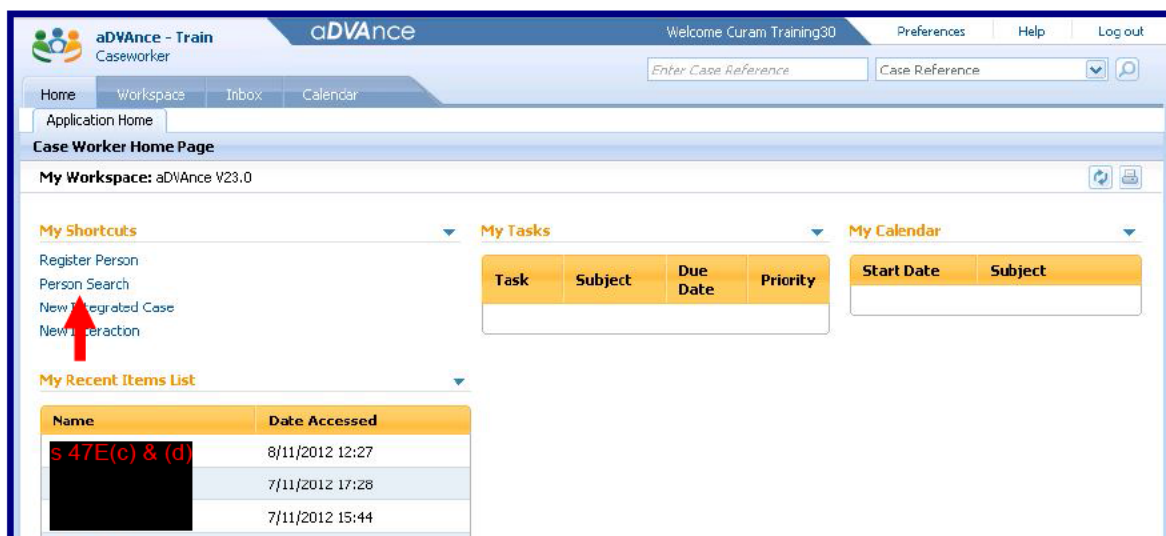
This guide is designed to assist staff understand the changes to a DocTracker Request under the Cúram Version 6 upgrade.

For clarity in this guide the pages detailing the DocTracker IEG Scripts will only contain images of the data collection panel.

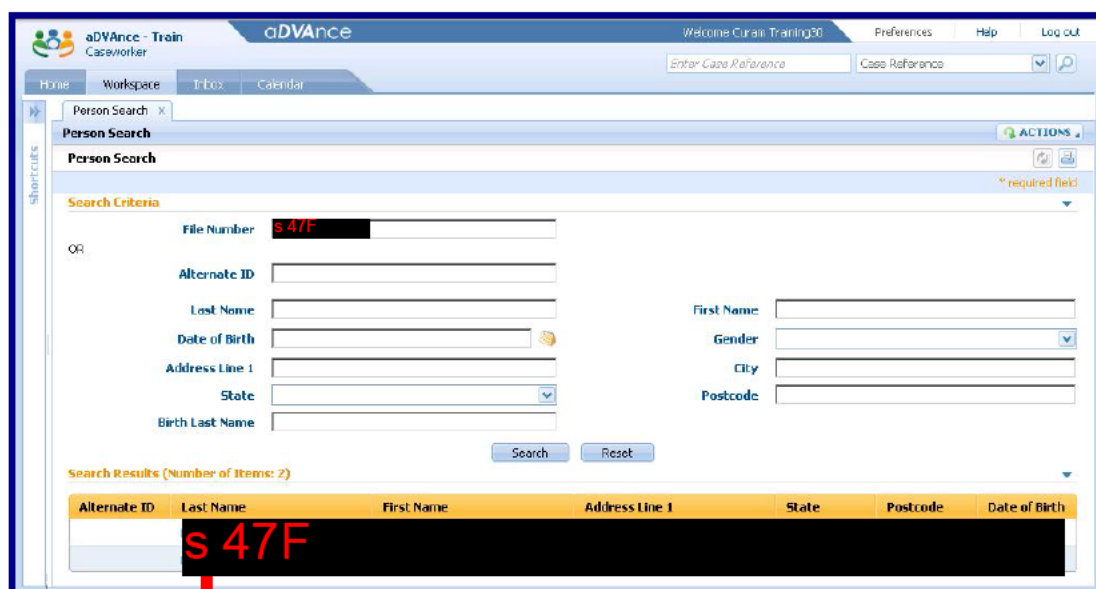
Note: Questions marked by * are mandatory.

[Creating a new DocTracker Request](#)

From your aDVance Home Page click the **Person Search** shortcut.



The Person Search tab opens in your Workspace.

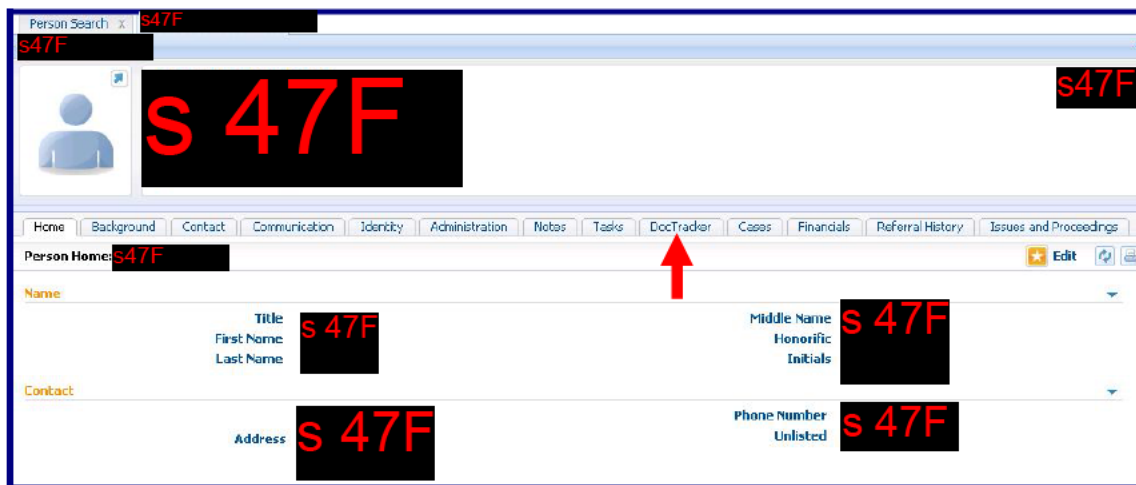


Conduct a Person Search by the veteran's File Number - following a successful search select the veteran – click their Last Name.

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Person Home screen:

The veteran's Home screen opens in a new tab.



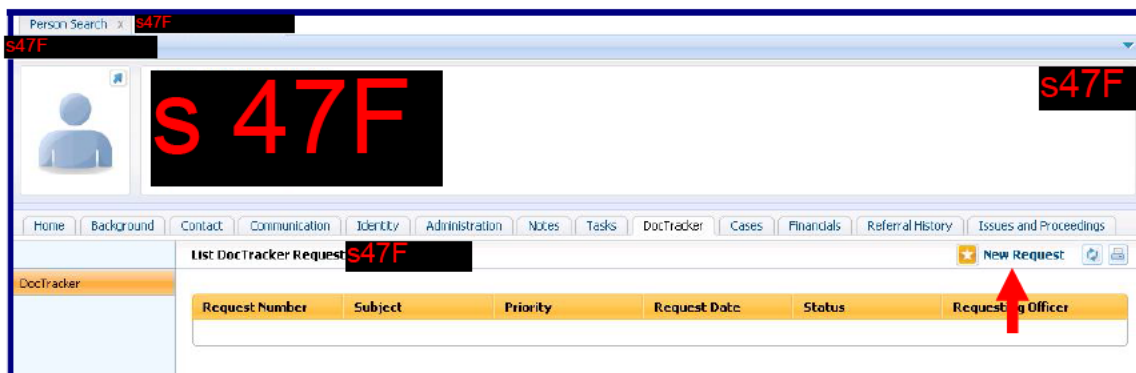
Access the veteran's DocTracker tab.


List DocTracker Request screen:

The List DocTracker Request screen will display any existing DocTracker Requests.

If there is an existing DocTracker Request access the request and check what documents have been requested.

It is important not to duplicate requests for documents.



To create a DocTracker Request click the  Action icon.

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The DocTracker IEG Script opens at the **Enlistment Type** screen.

Enlistment Type Screen:

Record the DVA file number.

Use the YES and NO radio buttons to record if the Person has served, or is currently serving, in the Reserves or any branch of the Australian Defence Forces.

Select enlistment option(s)

Enlistment Type

*What is the DVA file number? s 47F

Has the member served, or is currently serving? Yes No

Has the member served, or is currently serving in the reserves? Yes No

Exit Next

Click 

Service Enlistment page:

Record the number of enlistments that the request is about.

Enter the number of enlistment requests

Service Enlistment

*How many enlistments is this request about? s 47F

Exit Previous Next

Click 

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[Enlistment Details page:](#)

Record details of the veteran's Australian Defence Force enlistment.

Enter enlistment details

Enlistment Details

Is this enlistment relevant to the request? Yes No

What is the members service number?

What is the members defence employee ID?

What branch of the Australian Defence Force did the member serve in?

Which unit(s) did the member serve in?

What was the members rank?

Is the member currently serving?

What is the date of enlistment?

What is the date of discharge?

Any other additional comments to add to the request?

Exit Previous Next

Click 

[Request Category page:](#)

Use the drop-box to indicate priority and legislation of the request.

Select YES to record which category of documents are required.

Enter request details and select document categories

Request Category

What is the priority for this request?

What legislation is this request under?

Are service information documents required? Yes No

Are medical documents required? Yes No

Are incident reports required? Yes No

Are psych documents required? Yes No

Are financial statements required? Yes No

Are overseas postings and operation service documents required? Yes No

Are confirmation of leave documents required? Yes No

Are any other documents required? Yes No

What is the date of injury?

Any other information relevant to the injury?

Exit Previous Next

Click 

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Service Information Category:

Select YES to record which service documents are required.

| Question | Yes | No |
|---|-------|-------|
| Is a statement of service required? | s 47F | s 47F |
| Is an ADO service record required? | Yes | No |
| Is posting history information required? | Yes | No |
| Is career progression information required? | Yes | No |
| Is reserve training days information required? | Yes | No |
| Is a copy of discharge authority required? | Yes | No |
| Is a personnel file required? | Yes | No |
| Are approvals to play ADF and or civilian sport required? | Yes | No |
| Is job category information required? | Yes | No |
| Any other information relating to this file request? | s 47F | |

Click 

Medical Documents Category:

Select YES to record which medical documents are required.

| Question | Yes | No |
|--|-------|-------|
| Is a Central Medical Record (CMR) required? | s 47F | s 47F |
| Is an Unit Medical Record (UMR) required? | Yes | No |
| Is medical information required? | Yes | No |
| Are dental records required? | Yes | No |
| Is the final medical board or the separation health examination report required? | Yes | No |
| Is an annual health assessment report required? | Yes | No |
| Is a hearing test report required? | Yes | No |
| Is the medical employment classification review board determination required? | Yes | No |
| Is the medical employment classification status report required? | Yes | No |
| Is a members health statement required? | Yes | No |
| Is a workplace disability report required? | Yes | No |
| Are updated medical records required? | Yes | No |
| Any other information relating to this file request? | s 47F | |

Click 

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Summary Page:

The script is complete.

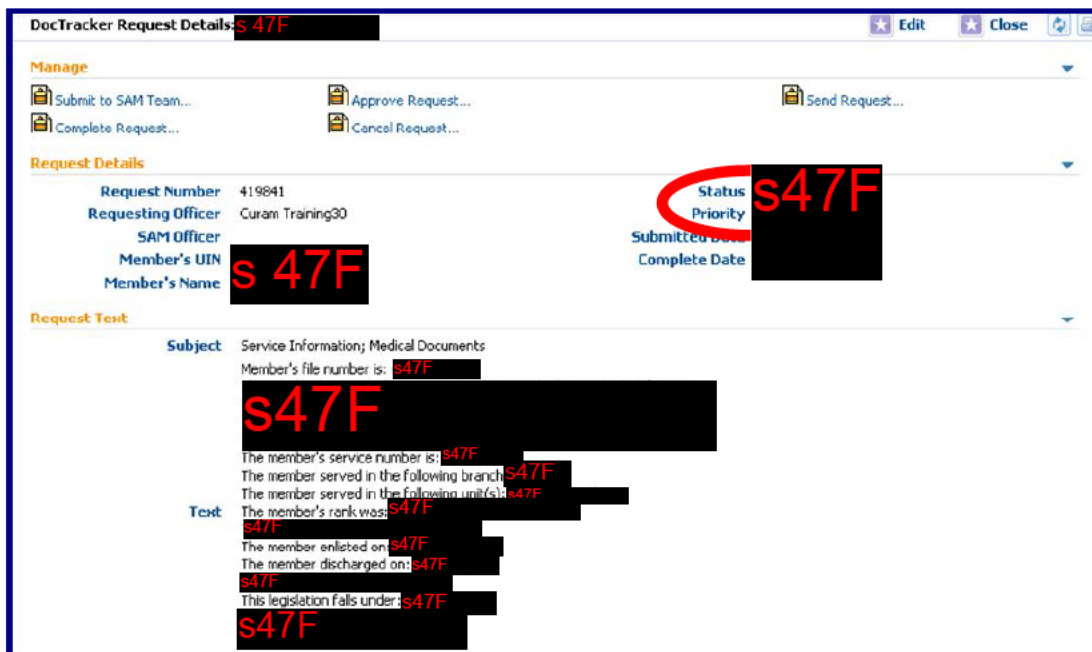


| DocTracker Summary Page: s 47F | | |
|--------------------------------|-----|---|
| Enlistment Details | Q09 | What is the date of discharge? |
| Enlistment Details | Q10 | Any other additional comments to add to the request? |
| Request Category | Q01 | What is the priority for this request? |
| Request Category | Q02 | What legislation is this request under? |
| Request Category | Q03 | Are service information documents required? |
| Request Category | Q04 | Are medical documents required? |
| Request Category | Q05 | Are incident reports required? |
| Request Category | Q06 | Are psych documents required? |
| Request Category | Q07 | Are financial statements required? |
| Request Category | Q08 | Are overseas postings and operation service documents required? |
| Request Category | Q09 | Are confirmation of leave documents required? |
| Request Category | Q10 | Are any other documents required? |
| Request Category | Q11 | What is the date of injury? |
| Request Category | Q12 | Any other information relevant to the injury? |
| Service Information Category | Q01 | Is a statement of service required? |
| Service Information Category | Q02 | Is an ADO service record required? |
| Service Information Category | Q03 | Is posting history information required? |
| Service Information Category | Q04 | Is career progression information required? |

Click  Save

DocTracker Request Details page:

The DocTracker Request Details page displays the completed request which is in DRAFT status.



DocTracker Request Details: s 47F

Manage

- Submit to SAM Team...
- Approve Request...
- Send Request...
- Complete Request...
- Cancel Request...

Request Details

Request Number: 419841
Requesting Officer: Curam Training30
SAM Officer: [Redacted]
Member's UIN: s 47F
Member's Name: s 47F

Status: s 47F
Priority: s 47F
Submitted Date: [Redacted]
Complete Date: [Redacted]

Request Text

Subject: Service Information; Medical Documents
Member's file number is: s 47F

Text:
The member's service number is: s 47F
The member served in the following branch: s 47F
The member served in the following unit(s): s 47F
The member's rank was: s 47F
The member enlisted on: s 47F
The member discharged on: s 47F
This legislation falls under: s 47F

The request should be carefully checked before proceeding.

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DocTracker Request Details: s47F

Manage

Submit to SAM Team... Approve Request... Send Request...
Complete Request... Cancel Request...

Request Details

Request Number: 419841 Status: s47F
Requesting Officer: Curam Training30 Priority: s47F
SAM Officer Submitted Date: s47F
Member's UIN: s47F Complete Date: s47F
Member's Name: s47F

Request Text

Subject: Service Information; Medical Documents
Member's file number is: s47F
s47F
The member's service number is: s47F
The member served in the following branch: s47F
The member served in the following unit(s): s47F
Text: The member's rank was: s47F
s47F
The member enlisted on: s47F
The member discharged on: s47F
s47F
This legislation falls under: s47F
s47F

The Manage panel is unchanged – click Submit to SAM Team...

Submit DocTracker Request:

Are you sure you want to submit this request to the SAM team?

Ok Cancel

Click to confirm to submit the request.

The request has been submitted.

Person Search: s47F

s47F

s47F

DocTracker Request Details: s47F

Manage

Submit to SAM Team... Approve Request... Send Request...
Complete Request... Cancel Request...

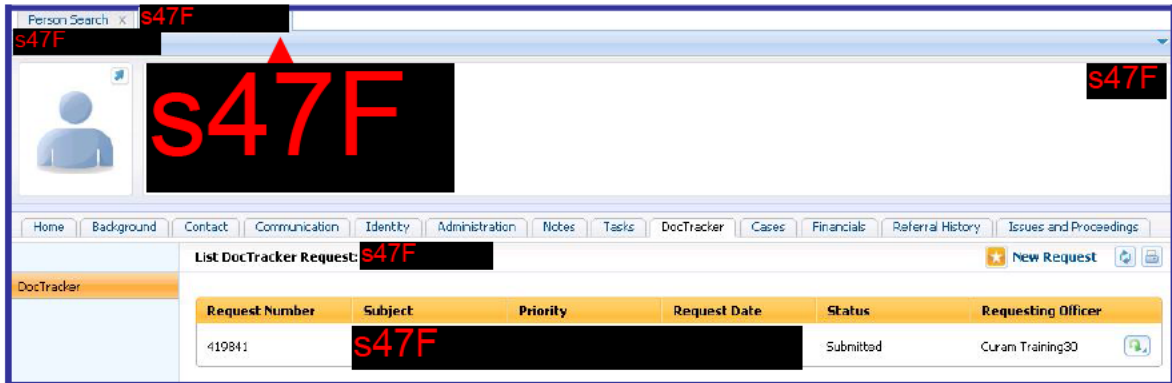
Request Details


Request Number: 419841 Status: s47F
Requesting Officer: Curam Training30 Priority: s47F
SAM Officer Submitted Date: s47F
Member's UIN: s47F Complete Date: s47F
Member's Name: s47F

Click the Close Action icon to close the DocTracker Request and return to the veteran's List DocTracker Request page.

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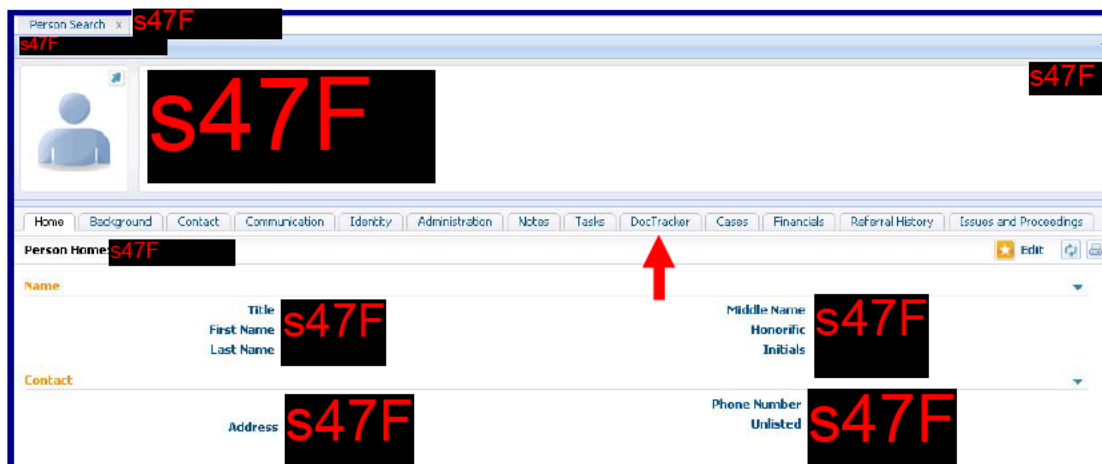
List DocTracker Request screen:



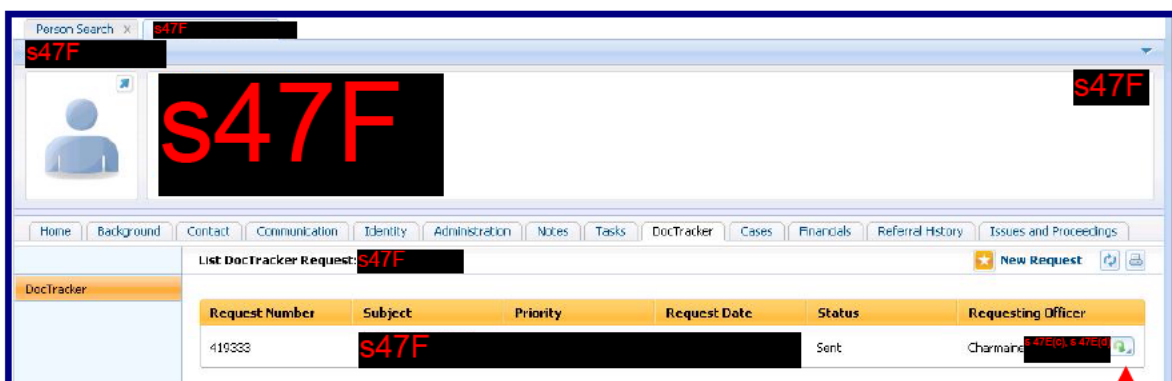
Click  to close the veteran's tab.


Checking the progress of a DocTracker request:

To check the progress of a request access the veteran's Home Page.

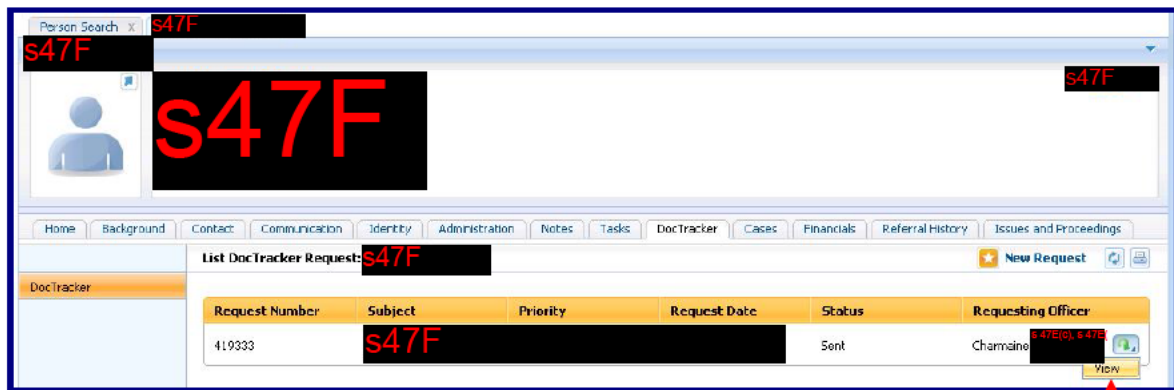



Access the veteran's DocTracker tab.



Identify the required request and click  - the action icon.

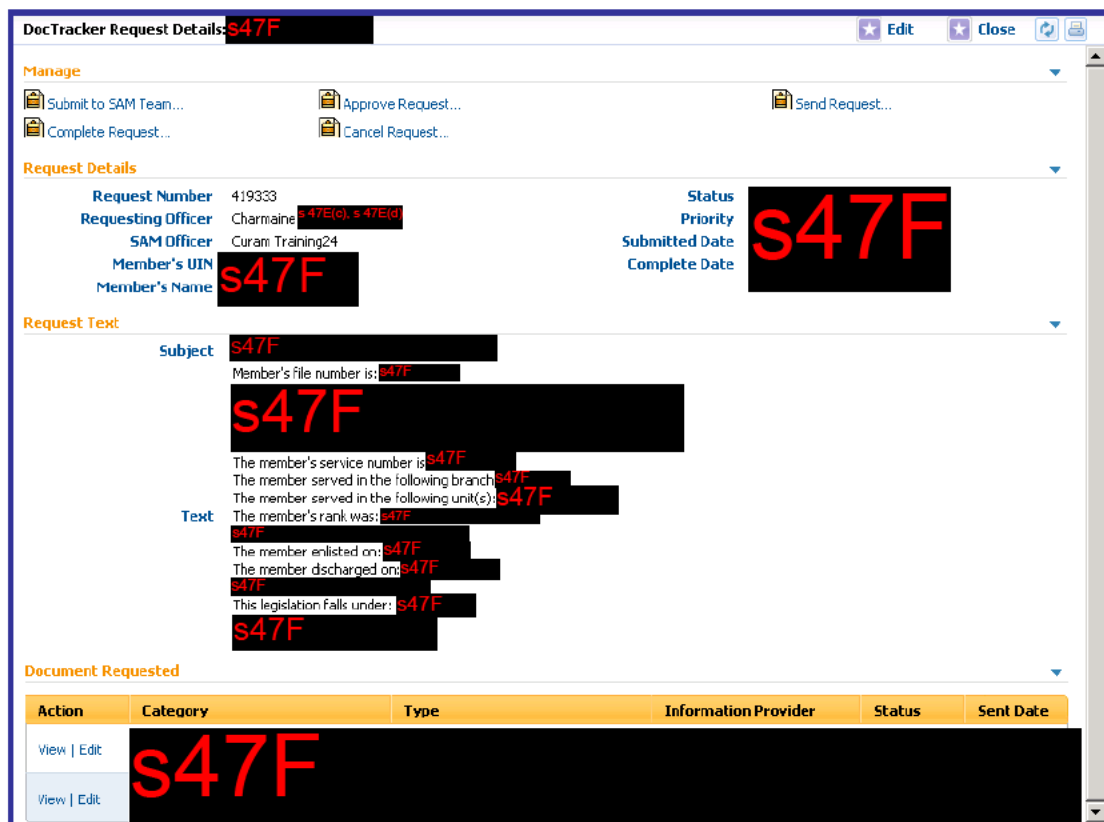
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The DocTracker Request Action menu displays – click .

[DocTracker Request Details screen:](#)

Using the scroll bar on the right side of the DocTracker Request Details screen to scroll to the Documents Requested panel.



Check the status of the individual documents:

- Sent – the request has been sent to Defence.
- Completed – the requested document has been received.

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Further Information:

For further information access the aDVAnce Version 6 – Reference Guides section of the aDVAnce Training sharepoint site:

<http://dvashare/BusinessUnits/Support/RCSS/BSA/aDVAnce/default.aspx>

The Reference Guides section of the aDVAnce Training sharepoint site contains a variety of aDVAnce Version 6 Reference Guides.