

## VIOS User Transfer to Other Installation

When users are transferred to other installations then their VIOS account can be transferred to their respective installation.



1. On far right corner on the VIOS application, a link is provided stating 'Have you transferred to another installation? Click on the link to read the important information about the transfer to other installation.

2. Click on 'My Profile' link. Under 'Employee Detail' section, below the 'User Name' a link is provided stating 'Permanently transfer my VIOS account'. Refer figure 3.58.

The screenshot shows the 'Update Profile' form. The 'INSTALLATION / ORGANIZATION INFORMATION' section includes fields for 'Installation Name' (Fort Eustis Enterprise Multimedia Center), 'Current Org.' (241st SOC, 11th Trans Bn), and 'Org. Level' dropdowns (Level 1, 2, 3, 4, 5). The 'EMPLOYEE DETAILS' section includes fields for 'User Name' (customer), 'First Name' (customer), 'Email' (customer@tti-corp.com), 'Phone' (456-456-5655), 'Grade' (11), 'Address' (Bldg), 'City' (Fort Story), 'State' (VA), and 'Zip' (23459). There is a checkbox for 'Shipping Address [Same As Above]' and an 'Alt. POC Name' field. A tooltip over the 'Permanently transfer my VIOS account' link reads: 'Allows you to transfer your VIOS account to another installation.'

3. Click on 'Permanently transfer my VIOS account'. A new screen opens 'Transfer Yourself to a Different Installation'.

## Transfer Yourself To A Different Installation

**NOTE**

- Once your account is transferred to a different installation, you may contact the new installation administrator for appropriate ROLE assignment.

**Select new installation**

....Select....

**Select new organization (Click Proceed when selection is complete.)**

Level 1

Level 2

Level 3

Level 4

Level 5

Transfer myself

4. Select the installation where the user has been transferred and select the respective organization and click on 'Transfer myself' button. **OUR INSTALLATION IS "KANSAS ARNG"**

## Transfer Yourself To A Different Installation

**NOTE**

- Once your account is transferred to a different installation, you may contact the new installation administrator for appropriate ROLE assignment.

**Select new installation**

Fort Campbell VI Center

**Select new organization (Click Proceed when selection is complete.)**

Level 1 160th Special Operations Avn Regt (Airborne)

Level 2 Comptroller 160th SOAR (A) Tennant Unit

Level 3

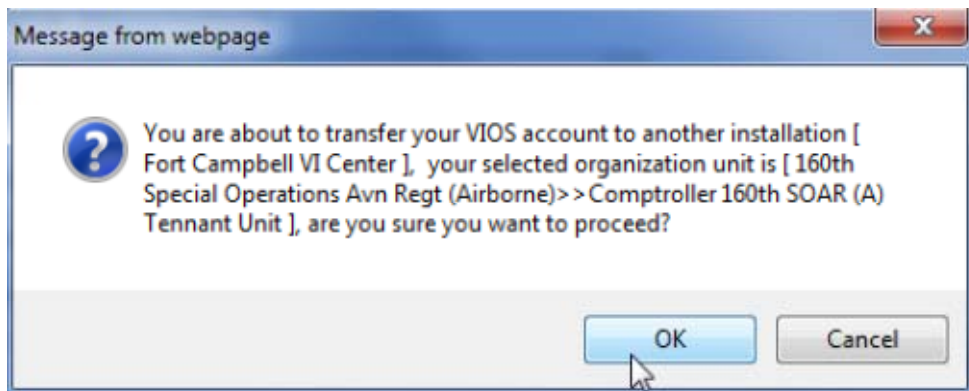
Level 4

Level 5

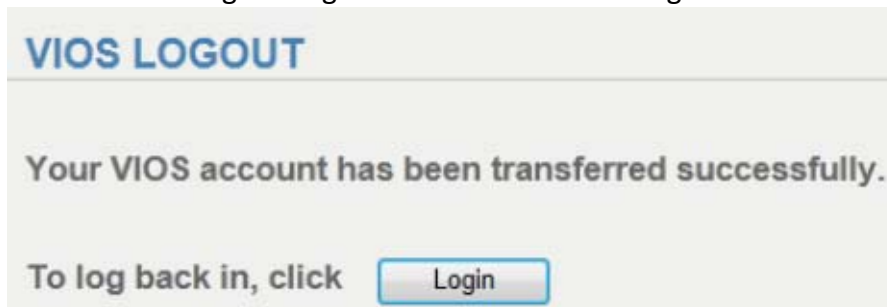
- .....Select.....
- Commander 1st Battalion 160th SOAR (A) Tennant Unit
- Commander 2nd Battalion 160th SOAR (A) Tennant Unit
- Comptroller 160th SOAR (A) Tennant Unit
- Deputy Commander 160th SOAR (A) Tennant Unit
- Executive Officer 160th SOAR (A) Tennant Unit**
- S2 Commander 160th SOAR (A) Tennant Unit
- S3 Commander 160th SOAR (A) Tennant Unit
- S4 Commander 160th SOAR (A) Tennant Unit
- SIMO Commander 160th SOAR (A) Tennant Unit
- SOATC Commander 160th SOAR (A) Tennant Unit
- Special Forces Recruiting Team 160th SOAR (A) Tennant Unit

Transfer myself

5. A confirmation message popup (refer figure 3.61) click 'OK'. This will transfer the user to different installation



6. Once the user is transferred to other installation, VIOS applications will logout the user. He / She have to re-login using their credentials. Refer figure 3.62.



When user re-logs, his/her VIOS account opens from the transferred installation

Again if you need assistance with any part of the process, or have general questions concerning our products or services, or changes to your original request please contact the Work Order office @ 785-274-1032.

Other questions are answered in the FAQ part of VIOS.