# eArmy Family Messsaging System to Army FRG Integration Quick Reference Guide

## How to Access eAFMS on vFRG

The eAFMS application is being transferred to the vFRG web portal. In support of the eAFMS and vFRG integration project, you will need to transfer and sync groups from the eAFMS web portal to the vFRG web portal.

- 1. Go to <u>www.armyfrg.org</u> and log in to your vFRG administrative account.
- 2. If you manage multiple vFRG Unit sites make sure you are viewing the correct Unit site to transfer and sync group users.
  - To change the vFRG site you are currently viewing, click on the **Switch Unit Site** button, change your Unit site, and click **Go**.

Note: If you manage multiple Unit sites, you will need to switch to the other Unit sites and transfer and sync those users groups separately.

- 3. Click Control Panel.
- Under Custom Modules, click the link eArmy Family Messaging System. This will take you to the Messaging Management System page.

The **Messaging Management** System allows you to manage the **Messaging, Syncing**, Enrollment, and Groups within your Unit.

Messagin	9	Enrollm	ent		Groups		Syncing		
view Users Sync	ed from eAFM	IS							
/iew all users receive	d from the eAFMS i	system, and se	ee which g	roups each us	er has been assigned	to			
Sisplay Groups: Please Select 💌	Search for Name:	User	Type: ase Selec	t -	vFRG Member: Please Select ·	filter			
liter by Last Name:	ABCDEF	GHIJ	KLM	NOPQ	RSTUVW	XYZ			
Full Name *	User Type	Sync Date	Groups			vERG Memker	Last 4 SSN	Invited	Select 📕
Abe Tester	General	09-23-2011	FMWRC	More		No	2222	No	15
Child Rocamora	General	09-26-2011	FHWRC	Nore		No	6666	No	11
Christian Rocamora	General	09-23-2011	FMWRC	Nore		Yes	1234	No	
Christian12 Tester12	Soldier	09-27-2011	FMWRC	Nore		Yes	8407	Yes	
Eafms Tester	General		FMWRC	Nore		No	3333	No	12

## How to Assign eAFMS Groups to a vFRG Unit Site

To assign eAFMS groups to a vFRG Unit site complete the following steps:

Messaging         Enrollment           Assign Group         Assign Users           Assign Existing Users to Groups           The list from the left represents the users not assigned to the eAP Group.	Groups Syncing MS group. The list on the right represent the users assigned to the selected eAPMS
Subscribed Unit Users (opted in): Add Recentors Christian12 Tester12	Adds> Croup Users: Michela Baca Fernando Urea Christian Rocamora Edma Trater Spouse Rocamora Child Rocamora
	Create New Group

#### 1. From the Messaging

Management System page click on the Groups tab.

2. Click on the **Assign Groups** button to access your eAFMS groups.

The list on the left represents the groups created in eAFMS in which you are the Administrator. The list on the

right represents the groups from eAFMS assigned to vFRG Unit site.

3. Click a group name under Assign Groups from eAFMS to highlight it.

Note: If you would like to transfer and sync multiple groups at one time, hold down the **Shift** key and click on all groups to highlight. Successfully highlighted groups will be in blue.

- 4. Click on the **Add** button to add user groups to the Group Users list.
- 5. Click the **Assign Groups** button to sync users to the vFRG Unit site. It will take a minimum of twenty-four (24) hours for all the users to sync with the vFRG system.

### How to Invite Users to Join vFRG

Once groups have been assigned to the vFRG Unit site and the users analyzed during the import process, some may not be registered with vFRG. To invite users, who are not a member of the vFRG Unit site, complete the following steps:

- From the Messaging Management System page, click on the Syncing tab.
- Under the Select column, check on the users you would like to invite to the vFRG Unit site.
- 3. Click the Send Invite button

Display Groups: Please Select ▼ Filter by Last Name:	Search for Name:	User Ple GHIJ	Type: ase Select K L M N O P Q I	vFRG Member: Please Select ▼ R S T U V W	Filter X Y Z			
Full Name	<u>User Type</u>	Sync Date	Groups		<u>vFRG</u> Member	Last 4 SSN	Invited	Select 📕
Abe Tester	General	09-23-2011	FMWRC More		No	2222	No	<b>v</b>
Child Rocamora	General	09-26-2011	FMWRC More		No	6666	No	<b>V</b>
Christian Rocamora	General	09-23-2011	FMWRC More		Yes	1234	No	
Christian12 Tester12	Soldier	09-27-2011	FMWRC More		Yes	8407	Yes	
Eafms Tester	General		FMWRC More		No	3333	No	<b>V</b>
Spouse Rocamora	General	09-26-2011	FMWRC More		No	5555	No	<b>V</b>
Viewing 1-6 of 6 Messages								
						Export to Ex	cel	Send Invite

Note: Use the **Filter** options Display Groups, Search for Name, User Type, and vFRG Member to help narrow your results.

## How to Enroll eAFMS Users

The **Enrollment** tab allows you to manage user enrollment for eAFMS. Users who are displayed on the **Awaiting Enrollment** list will need your approval to begin receiving messages. To approve users complete the following steps:

- 1. From the **Messaging Management System** page, click on the **Enrollment** tab.
- 2. From the **Awaiting Enrollment** page (default) note the list of individual users awaiting eAFMS approval.
- Click the green plus icon icon to approve a user to join eAFMS or the red x icon icon disapprove a user to join eAFMS.

Awaiting Enrollmer	nt Enrolled	Unenrolled	rrors						
Awaiting Enrollment									
eAFMS Enrollment allows you to manage your FRG Unit members' access to the e-Army Family Messaging System. Users who display on the 'Not Yet Enrolled' tab will need to be uploaded to the eAFMS system first, before they are able to receive messages. Use this interface to upload users to the eAFMS system.									
Full Name	User Type	Primary Phone	Email						
Add Rocamora	Family Member	8585551212	eafmstester+003@gmail.com	? 🗿 🔇					

Note: Only two (2) Family members per subscribed Sponsor are allowed to receive eArmy messages.