

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

## How to Access eAFMS on vFRG

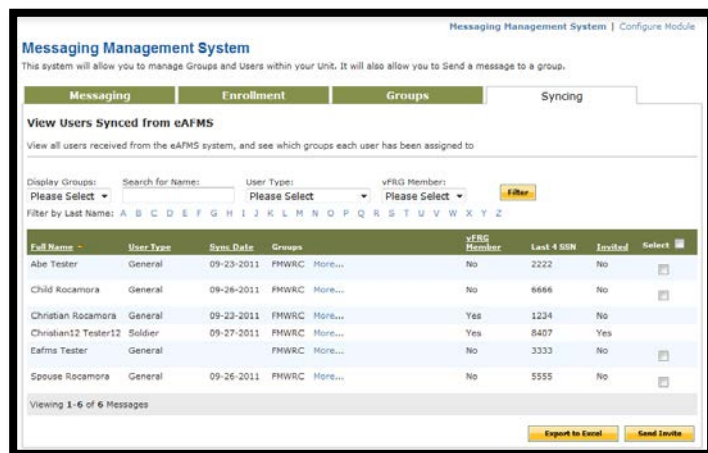
The eAFMS application is being transferred to the vFRG web portal. In support of the eAFMS and vFRG integration project, you will need to transfer and sync groups from the eAFMS web portal to the vFRG web portal.

1. Go to [www.armyfrg.org](http://www.armyfrg.org) 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.

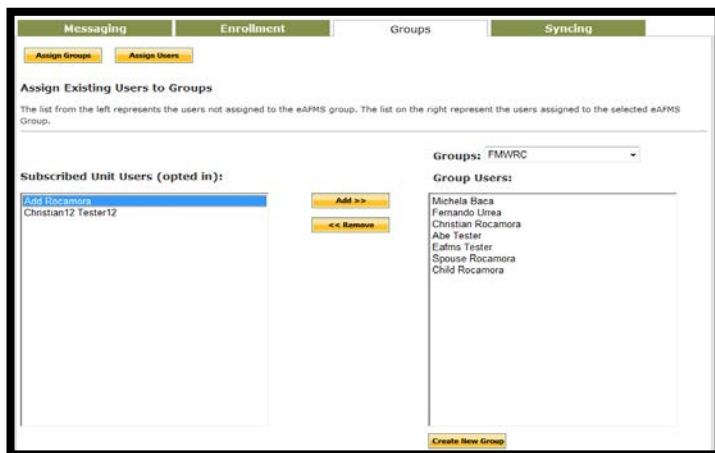
3. Click **Control Panel**.
4. Under **Custom Modules**, click the link **eArmy Family Messaging System**. This will take you to the **Messaging Management System** page.

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



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

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



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:



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

Full Name	User Type	Sync Date	Groups	vFRG Member	Last 4 SSN	Invited	Select
Abe Tester	General	09-23-2011	FMWRC More...	No	2222	No	<input type="checkbox"/>
Child Rocamora	General	09-26-2011	FMWRC More...	No	6666	No	<input type="checkbox"/>
Christian Rocamora	General	09-23-2011	FMWRC More...	Yes	1234	No	<input type="checkbox"/>
Christian12 Tester12	Soldier	09-27-2011	FMWRC More...	Yes	8407	Yes	<input type="checkbox"/>
Eafms Tester	General		FMWRC More...	No	3333	No	<input type="checkbox"/>
Spouse Rocamora	General	09-26-2011	FMWRC More...	No	5555	No	<input type="checkbox"/>

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.
3. Click the green plus icon  to approve a user to join eAFMS or the red x icon  to disapprove a user to join eAFMS.

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.