

PHYSICAL FITNESS EXAM RESULTS

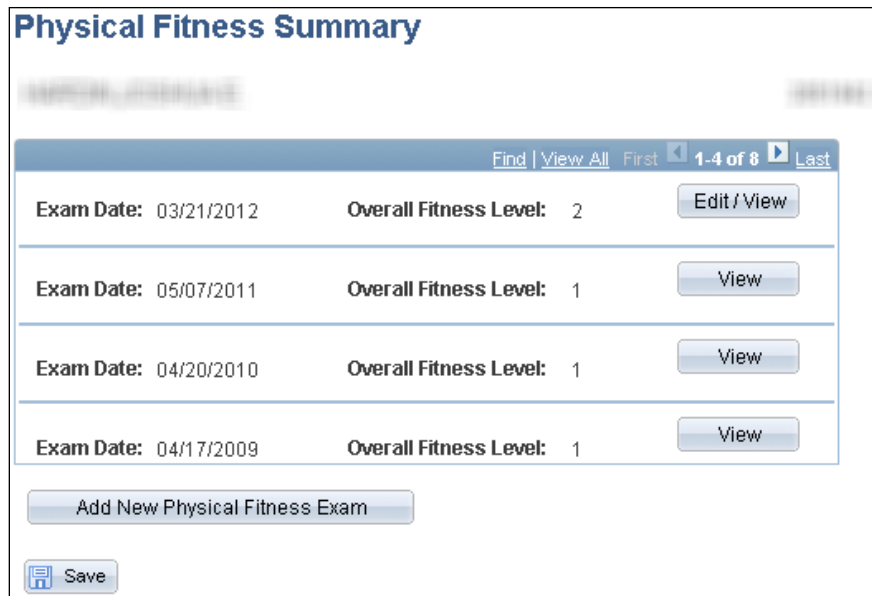
A PHS officer's annual physical fitness exam results can be entered in two ways—via self service by the officer or via the Physical Fitness page in the Readiness Component by CC HQ. For Self Service, the officer may:

- Add the results from of a new physical fitness exam
- View/Update the results of the current physical fitness exam
- View historical results of past physical fitness exams

1. Click on the [Physical Fitness](#) link located inside the Self-Service pagelet.



2. The **Physical Fitness Summary** page will display. From this page, you can look at previous exams, edit your most recent exam or add the results of a new physical fitness exam.



1.1 Add New Physical Fitness Exam Information

- To add the results from a new fitness exam, click the **Add New Physical Fitness Exam** button from the **Physical Fitness Summary** page. The Physical Fitness Results data entry screen will appear to enter your exam results.

Physical Fitness Results

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Exam Date: <input type="text" value="03/02/2012"/>	Overall Fitness Level: 0
Evaluator: <input type="text"/>	*Name: <input type="text"/>
Department: <input type="text"/>	
Business Phone: <input type="text"/>	Email Address: <input type="text"/>

Cardio Test

Test: <input type="text"/>	Time in Minutes: <input type="text" value="0"/>	Seconds: <input type="text" value="0"/>	Level: 0
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Upper Body Strength Test

# of Pushups in 2 min.: <input type="text" value="0"/>	Level: 0
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Core Muscle Test

Test: <input type="text"/>	Number for Crunches in 2 min.: <input type="text" value="0"/>	Level: 0
Time for Sidebridge	Minutes: <input type="text" value="0"/>	Seconds: <input type="text" value="0"/>

- Enter the new test results as follows:

FIELD	DESCRIPTION/INSTRUCTIONS
Exam Date	The date of the exam must either be the current date or a date in the past. You cannot enter a future date in this field.
Overall Fitness Level	The overall fitness level is system calculated based upon the score of each of the individual fitness tests. It will update when you save your exam results.
<i>Evaluator section</i>	
Evaluator	If the test evaluator is a PHS officer, enter the evaluator's EMPLID. Use the magnifying glass icon to look up the evaluator's name if you do not have the EMPLID available. The system will populate the Name, Department, Business Phone and Email Address from the evaluator's Direct Access record. If the test evaluator is not a PHS officer, leave this field blank.

FIELD	DESCRIPTION/INSTRUCTIONS
Name	If the test evaluator is not a PHS officer, enter the name of the evaluator.
Department	If the test evaluator is not a PHS officer, enter the evaluator's department.
Business Phone	If the test evaluator is not a PHS officer, enter the evaluator's business phone number.
Email Address	If the test evaluator is not a PHS officer, enter the evaluator's email address. Note: Business Phone and Email Address are contact information for the evaluator so that the test may be validated. Validation is random.
<i>Cardio Test section</i>	
Test	Select the type of cardio test from the drop-down list. The valid cardio type options are: <ul style="list-style-type: none"> ○ 1.5 Run – 1.5 mile run/walk ○ 450M Swim – 450 meter swim ○ 500Y Swim – 500 yard swim ○ Stationary Bike – 12 minutes ○ Elliptical – 12 minutes
Time in Minutes	Enter the test results time minutes.
Seconds	Enter the test results time seconds.
Level	The cardio test level is system calculated based upon the result of the cardio test and the officer's age and gender.
<i>Upper Body Strength Test</i>	
# of Pushups in 2 min.	Enter the test results for the number of pushups completed in 2 minutes.
Level	The upper body strength test level is system calculated based upon the result of the strength test and the officer's age and gender.
<i>Core Muscle Test</i>	
Test	Select the type of Core Muscle Test from the drop-down list. The valid core muscle test options are: <ul style="list-style-type: none"> ○ Crunches ○ Plank ○ Sidebridge
Number for Crunches in 2 min.	If crunches test is chosen, enter the test results for the number of crunches in 2 minutes.
Time for Sidebridge Minutes	If the sidebridge test is chosen, enter the test results time minutes.
Seconds	If the sidebridge test is chosen, enter the test results time seconds.
Time for Plank Minutes	If the plank test is chosen, enter the test results time minutes.
Seconds	If the plank test is chosen, enter the test results time seconds.
Level	The Core Muscle Test level is system calculated based upon the result of the strength test and the officer's age and gender.

- Once you have satisfactorily entered all the physical fitness test results, click the **Save** button at the bottom of the page to store the record.

1.2 Edit/View the most recent Physical Fitness Exam Information

- To view or correct the most recent exam results, click the **Edit/View** button on the top row of the Summary page. The most recently recorded **Physical Fitness Results** page will appear with fields open for correction.

2. Complete or update the fields in the same manner as adding a new exam.
3. Once you have validated the newly entered data, click the **Save** button at the bottom of the page to save your changes.

1.3 View Historical Physical Fitness Exam Information

1. To view an historical physical fitness exam record, click on the **View** button corresponding to the specific Exam Date from the Summary page. The **Physical Fitness Results** page will display in view only.

Physical Fitness Results

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Exam Date: 06/03/2009	Overall Fitness Level: 4
Evaluator: 2043950	Name: [REDACTED]
Department: PHS Officer	
Business Phone: 301/796-1649	Email Address: [REDACTED]

Cardio Test

Test: 1.5 Run	Time in Minutes: 10	Seconds: 15	Level: 4
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Upper Body Strength Test

# of Pushups in 2 min.: 70	Level: 4
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Core Muscle Test

Test: Crunches	Number for Crunches in 2 min: 82	Level: 4
Time for Sidebridge	Minutes: 0	Seconds: 0

2. Click on the left and right arrow buttons to view the previous record(s) or next record(s) respectively or the [First](#) or [Last](#) links to view the most recent or oldest test record, respectively.



Click on the [View All](#) hyperlink to see all the records at one time using the scroll bar to the right to shift up or down.

3. Click on the **Return to Summary** button to return to the summary view.
4. Click on the [Home](#) hyperlink at the top of the screen to return to the Portal Home page.