

Mass Award Update

Overview

Introduction

This guide provides the procedures for a Personnel & Admin (P&A) Office to enter and execute an award for a large group of members who are authorized the same award on the same date (Mass Update) in Direct Access (DA). The user must have the **CG Admin Technician/Supervisor** functional role to enter Mass Award Update entries in DA.

Upon the creation or receipt of the Text file, there are **5 stages** of a Mass Update that **MUST** be completed in order; otherwise, the entire Mass Update process will fail. These stages are: **1) Define Mass Update, 2) Load Mass Update, 3) Create Mass Update, 4) Manage Mass Update, and 5) Execute Mass Update.**

Important Information

Do NOT run a Mass Award Update during Finalization. Running a Mass Award Update can be a very time consuming process depending on the number of members to be processed. Running the Mass Award Update during Finalization will make this process exponentially longer and may result in errors.

Do NOT run a Mass Award Update while running any other applications in the background. Bouncing between applications while attempting to run a Mass Award Update may result in catastrophic failure, requiring the Mass Award Update process to be completely recreated, including the creation of the Text file with a new File name, Header name, and Mass Update ID.

It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE process of the Mass Update. Failure to enter any of the information indicated throughout this guide will result in a catastrophic error, requiring the Mass Award Update process to be **completely restarted**. This includes creating a new Text file with a new File name, Header name, and Mass Update ID to be entered in the Define Mass Update stage.

Before You Begin

It is important to obtain the award code for the award being entered through the Mass Update. If the award code is unknown, it can be found by using the lookup function in [Honors and Awards](#) (in DA from the Person Profile pagelet: select Person Profiles > Qualifications tab > Add New Honors and Awards > Honors and Awards lookup).

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Overview, Continued

Data Source File

Processing a Mass Update requires a **Text file**. The Text file may be created from scratch or converted from an Excel spreadsheet. Regardless of how the Text file is created, it is important to follow the formatting guidelines to prevent catastrophic errors when executing the Mass Update.

- To create a Text file from scratch, see [Creating a Text File](#) to ensure specific formatting requirements are met.
- To create a Text file by converting an excel spreadsheet, see [Converting a Text File](#) to ensure duplicate or invalid Emplids are removed from the file prior to conversion and the specific formatting requirements are met.

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Creating a Text File for Mass Update

Introduction This section of the guide provides the procedures for creating and properly formatting a Text file from scratch for a Mass Award Update.

Important Information It is **extremely important** to ensure the format of the Text file is correct. If the Mass Award Update process fails, the Text file will need to be recreated from scratch. A NEW Text file, Header name, and Mass Update ID will need to be created. For example, if the original Mass Update ID and Text file were named CGAWD1234567C, an **entirely new Text document** would need to be created with the File name, Header name, and Mass Update ID of CGAWD1234567D.

In addition, do **NOT** duplicate or reuse File names, Header names, or Mass Update IDs. While the Text document may be different, Direct Access will view the file as a duplicate and will not process. The **ONLY** way to correct this, is to create an **entirely new Text document** with a new File name, Header name, and Mass Update ID.

Things to Note when creating the Text file The Text file must contain:


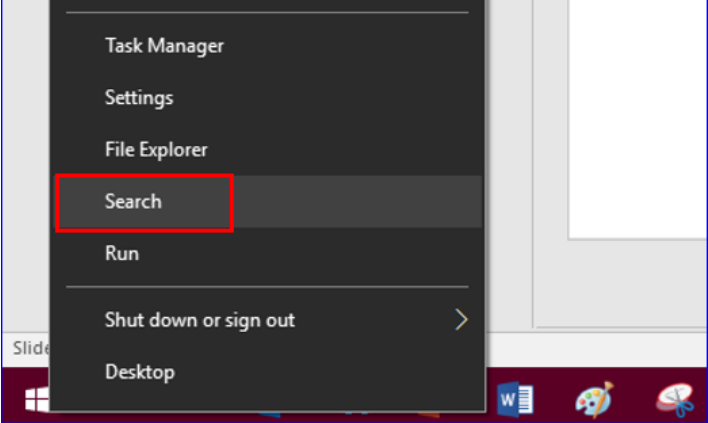
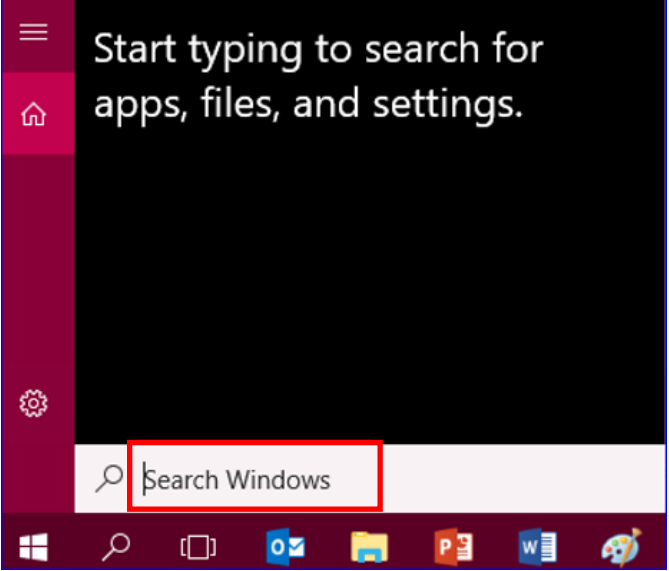
- A Header row (this will be the File name and Mass Update ID)
- A CG row
- Valid Emplids
- No Civilian or Auxiliarist Emplids (see **Exception below**)
- Properly formatted Emplids
- No duplicate Emplids
- No added spaces after Header row, CG row, or each Emplid
- No added lines after last Emplid

Exception: Some Civilian employees may have two profiles within Direct Access (employee is also a CG Reservist or CG Retiree). In these cases, if the employee is authorized an award for their service as a Reservist or a Retiree, their Emplid may be entered into the Text file for the Mass Update. The Mass Award Update will update the employee's Reserve or Retiree profile with the award.

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Creating a Text File for Mass Update, Continued

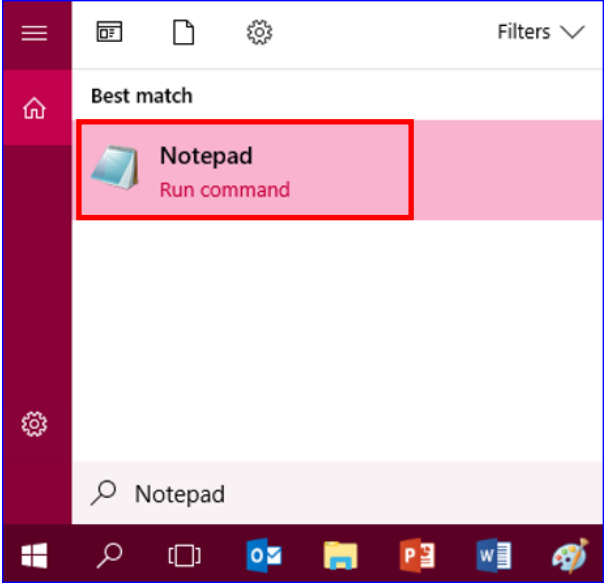
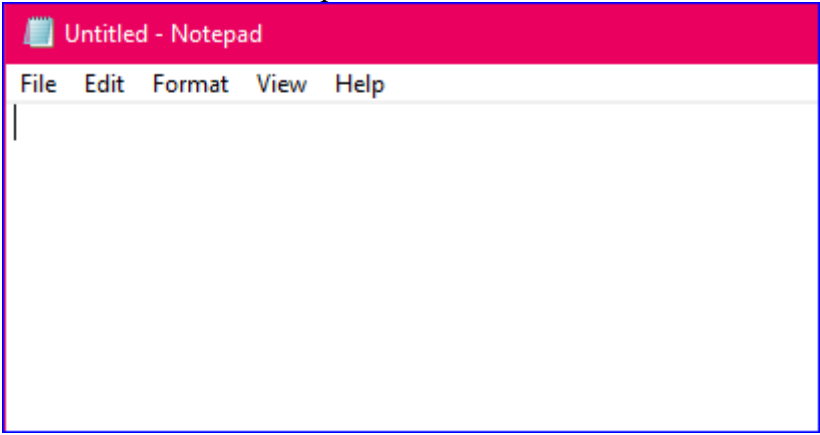
Procedures See below.

Step	Action
1	<p>Before running a Mass Update, a Text file must be created. To create the Text file, open the Notepad application by locating the Windows icon on the task bar.</p> 
2	<p>Right click on the Windows icon and select Search.</p> 
3	<p>A Search window will open. Type Notepad in the Search field.</p> 

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Creating a Text File for Mass Update, Continued

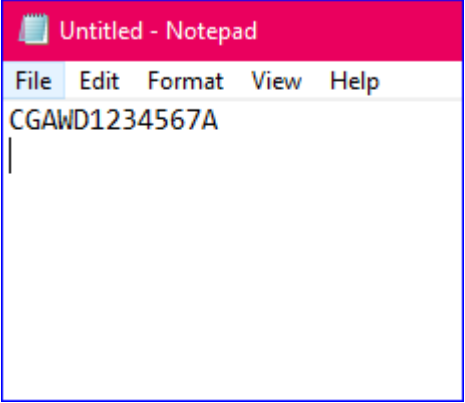
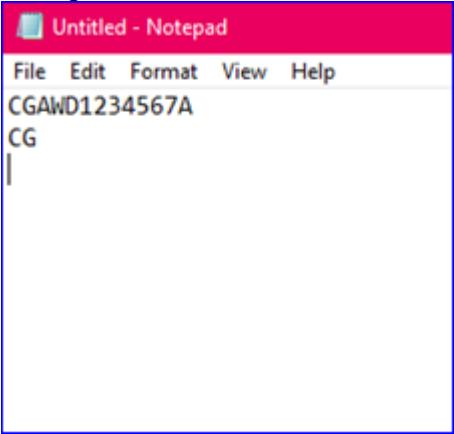
Procedures,
continued

Step	Action
4	<p>The Notepad application will be listed. Click on Notepad.</p> 
5	<p>A blank document will open.</p> 

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Creating a Text File for Mass Update, Continued

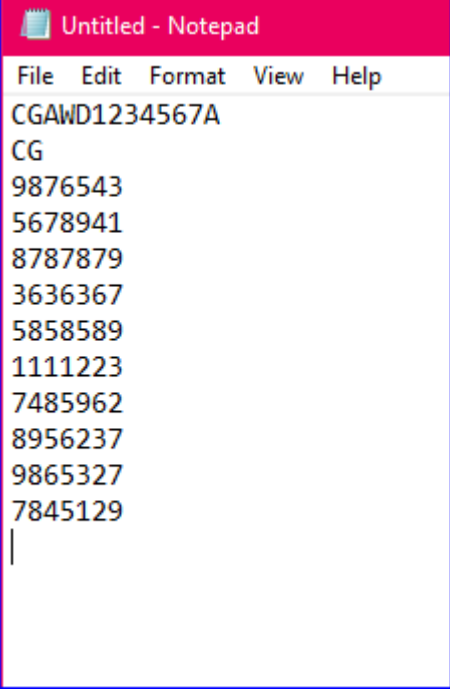
Procedures,
continued

Step	Action
6	<p>On the first line, enter the Header name. This must be formatted as: CGAWD + 7 numbers + letter indicator. For example, CGAWD1234567A or CGAWD9876543B (It is recommended to utilize the Emplid of the technician processing the Mass Award and add a different letter to the end of each header name to prevent duplicate Mass Award entries and aid in identification of each Mass Update).</p> <p>Hit Enter, leaving NO spaces after the header name.</p> <p>NOTE: If this file is being re-created due to a catastrophic error during the Load Mass Update process (i.e. Emplids not loaded), ensure the Mass Update ID (Header name) has NOT been used before.</p> 
7	<p>The second line of the file must contain CG. Hit Enter after typing CG, leaving NO spaces.</p> 

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Creating a Text File for Mass Update, Continued

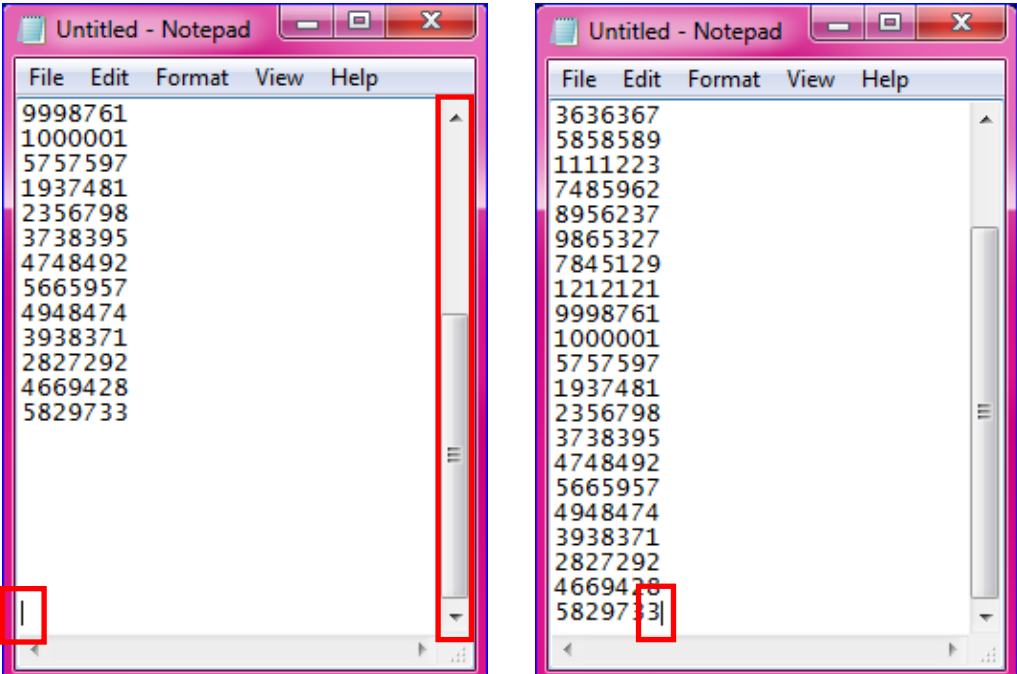
Procedures,
continued

Step	Action
8	<p>Add each Emplid authorized to receive the award, hitting enter after each entry, leaving NO spaces at the end of each line.</p> 

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Creating a Text File for Mass Update, Continued

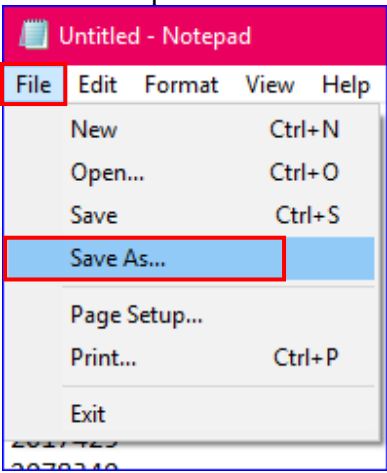
Procedures,
continued

Step	Action
9	<p>After the final Emplid has been entered, review the document to ensure each Emplid was entered correctly and there are NO additional spaces or extra lines at the end of the file. If the scroll bar allows you to scroll past the last Emplid, the document has extra lines. Scroll to the bottom of the document, and place the cursor on the last line available. Hit the backspace key until the cursor is sitting directly next to the last Emplid in the list.</p> <p>IMPORTANT: It is extremely important to ensure the format of the Text file is correct. If the Mass Update process fails, the Text file will need to be reviewed for any errors/incorrect formatting. An entirely new Text file will need to be created with a new Mass Update ID, File name, and Header name. For example, if the original Mass Update ID/File name/Header name was CGAWD1234567C, a new Text file will need to be created with the Mass Update ID/File name/Header name of CGAWD1234567D.</p> 

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Creating a Text File for Mass Update, Continued

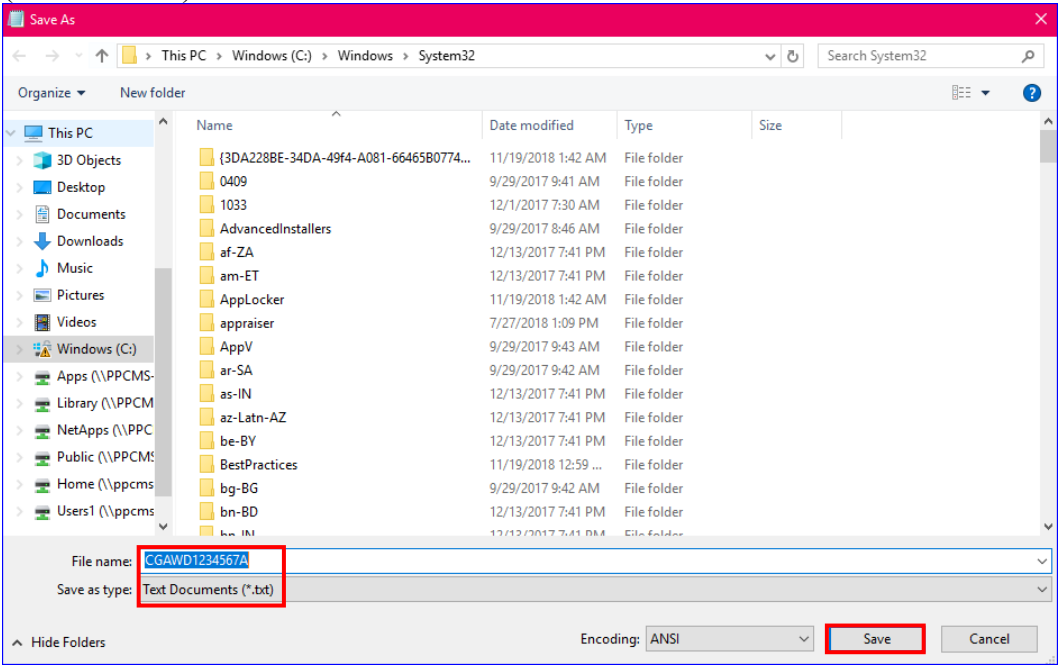
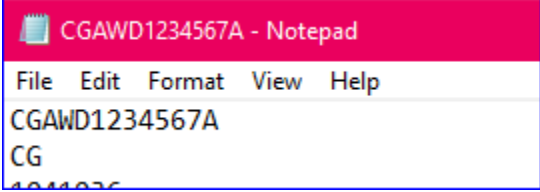
Procedures,
continued

Step	Action
10	<p>Once the Header name, CG row, and Emplids have been added, and any additional spaces and lines have been removed; click File, then Save As.</p>  <p>The screenshot shows the Notepad application window titled 'Untitled - Notepad'. The 'File' menu is open, and the 'Save As...' option is highlighted with a red rectangle. The menu items visible are: File, Edit, Format, View, Help, New (Ctrl+N), Open... (Ctrl+O), Save (Ctrl+S), Save As..., Page Setup..., Print... (Ctrl+P), and Exit. The 'Save As...' option is the one to be selected.</p>

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Creating a Text File for Mass Update, Continued

Procedures,
continued

Step	Action
11	<p>Select a location for the file (i.e. desktop, documents folder, etc.), then enter a File name. It is recommended the File name be entered the same as the Header name entered in Step 6. Ensure the file saves as a Text Document. Click Save.</p> <p>NOTE: If this file is being re-created due to a catastrophic error during the Load Mass Update process (i.e. Emplids not loaded), ensure the Mass Update ID (Header name) has NOT been used before.</p> 
12	<p>The Text file will now indicate a file name. Close out of the Text document. The next stage of the Mass Update (Define Mass Update) is ready to be started.</p> 

Formatting and Converting an Excel Spreadsheet to a Text File

Introduction This section of the guide provides the procedures to convert an Excel spreadsheet to a Text file required for a Mass Award Update. It also provides guidance on removing duplicate and invalid Emplids from the file.

IMPORTANT It is important to create the text file from a **NEW** Excel spreadsheet. It has been found that if the information from the original Excel spreadsheet received by the requestor is copied and pasted into a Text file incorrectly, without clearing the background formatting, it interferes with the Mass Update process and leads to catastrophic errors.

Please follow the procedures provided in this section to ensure all formatting requirements are met. If an error is incurred during the Mass Update process, a new Text file will need to be created with a new Mass Update ID and Header name with each Emplid manually entered into the Text file (see [Creating a Text File for Mass Update](#)).

Things to Note when Creating a Text File

The Text file must contain:

- A Header row (this will be the File name and Mass Update ID)
- A CG row
- Valid Emplids
- No Civilian or Auxiliarist Emplids (**see Exception below**)
- Properly formatted Emplids
- No duplicate Emplids
- No added spaces after Header row, CG row, or each Emplid
- No added lines after last Emplid

Exception: Some Civilian employees may have two profiles within Direct Access (employee is also a CG Reservist or CG Retiree). In these cases, if the employee is authorized an award for their service as a Reservist or a Retiree, their Emplid may be entered into the Text file for the Mass Update. The Mass Award Update will update the employee's Reserve or Retiree profile with the award.

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Formatting and Converting an Excel Spreadsheet to a Text File, Continued

Procedures See below.

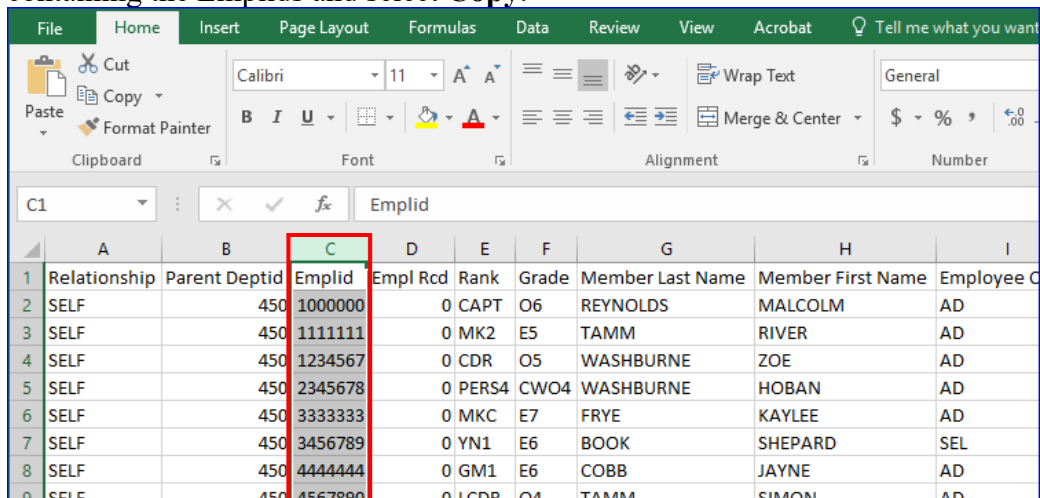
Step

Action

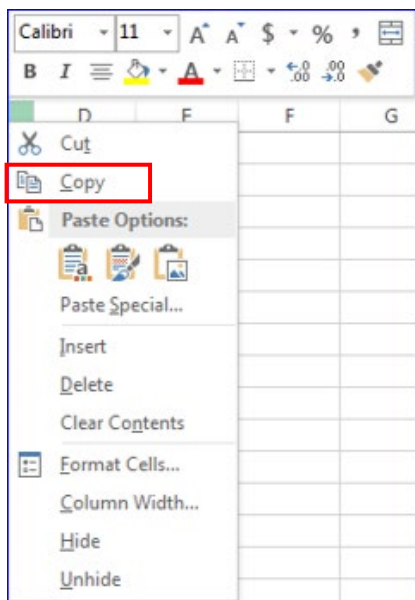
1

However, the P&A Office receives the list of members authorized the mass award (DA generated roster, unit roster, etc.), each member's Emplid will need to be entered into a new Excel spreadsheet.

Review the roster/spreadsheet and remove all Auxiliarist and Civilian Emplids. The roster/spreadsheet should only include those members who are current or prior Active Duty or Reserve (see the [Exception on previous page](#)). Once any invalid Emplids have been removed, right click on the column containing the Emplids and select **Copy**.



	A	B	C	D	E	F	G	H	I
1	Relationship	Parent Deptid	Emplid	Empl Rcd	Rank	Grade	Member Last Name	Member First Name	Employee C
2	SELF	450	1000000	0	CAPT	O6	REYNOLDS	MALCOLM	AD
3	SELF	450	1111111	0	MK2	E5	TAMM	RIVER	AD
4	SELF	450	1234567	0	CDR	O5	WASHBURNE	ZOE	AD
5	SELF	450	2345678	0	PERS4	CWO4	WASHBURNE	HOBAN	AD
6	SELF	450	3333333	0	MKC	E7	FRYE	KAYLEE	AD
7	SELF	450	3456789	0	YN1	E6	BOOK	SHEPARD	SEL
8	SELF	450	4444444	0	GM1	E6	COBB	JAYNE	AD
9	SELF	450	4567890	0	LCDR	O4	TAMM	SIMON	AD

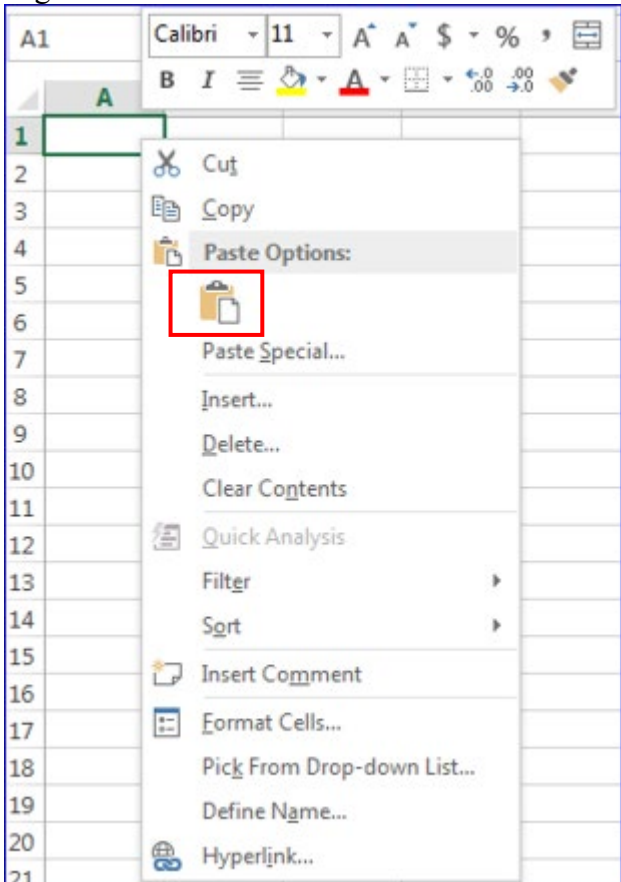


The screenshot shows the Excel ribbon with the 'Home' tab selected. The 'Paste' button in the 'Clipboard' group is right-clicked, opening a context menu. The 'Copy' option is highlighted with a red box. The 'Paste Options' section is also visible, showing icons for 'Paste', 'Copy', and 'Format Cells'.

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Formatting and Converting an Excel Spreadsheet to a Text File, Continued

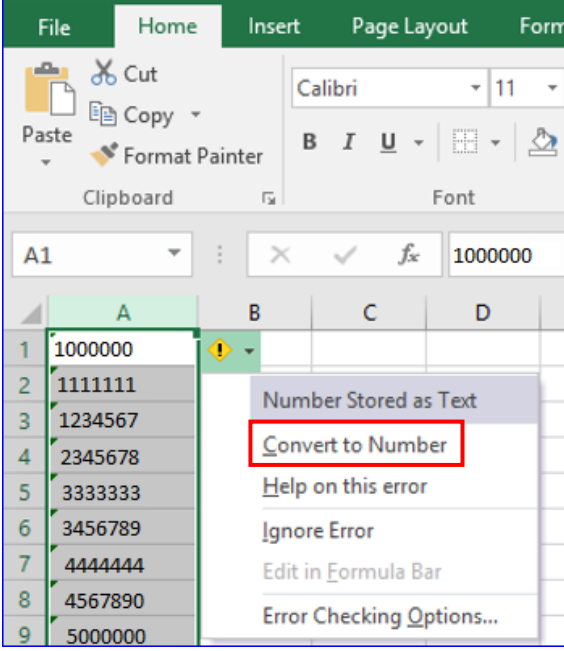
Procedures,
continued

Step	Action
2	<p>Open a NEW Excel spreadsheet (do not create a new worksheet – this MUST be a completely NEW file). Place the cursor in first cell of the first column. Right click in the cell and select Paste.</p>  <p>The screenshot shows an Excel spreadsheet with the first cell (A1) selected. A right-click context menu is open, displaying various options. The 'Paste' option, represented by a clipboard icon, is highlighted with a red rectangular box. Other visible options include Cut, Copy, Paste Special..., Insert..., Delete..., Clear Contents, Quick Analysis, Filter, Sort, Insert Comment, Format Cells..., Pick From Drop-down List..., Define Name..., and Hyperlink... The ribbon at the top shows the 'Home' tab with font and formatting options.</p>

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Formatting and Converting an Excel Spreadsheet to a Text File, Continued

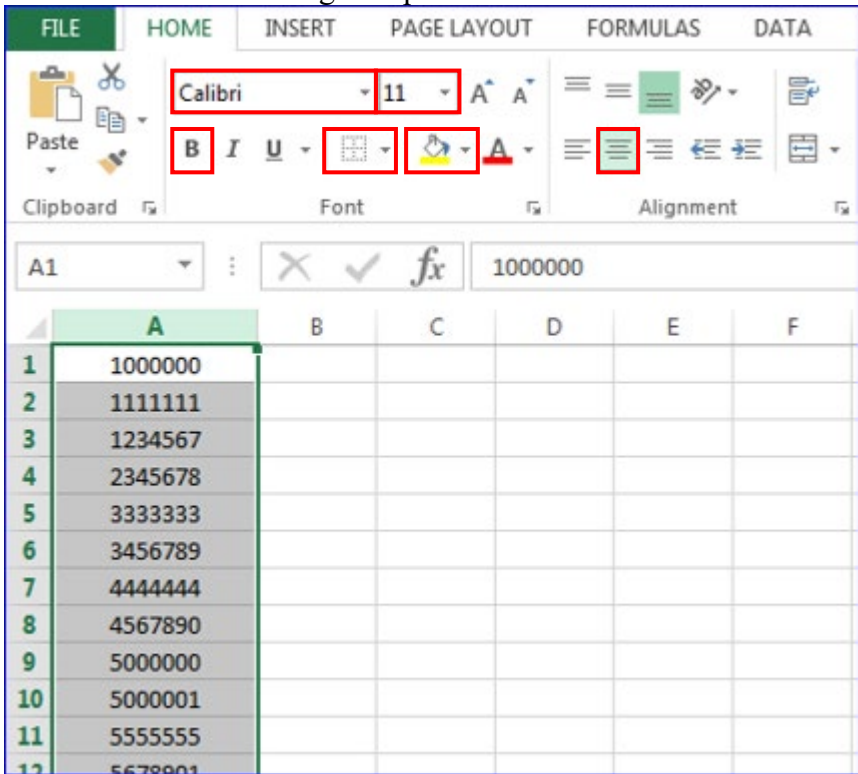
Procedures,
continued

Step	Action
4	<p>Depending on where the Emplids are copied from, it may be necessary to convert the Emplids to a Number. If there is a formatting message attached to the Emplids, highlight the Column A, click on the drop-down arrow, and select Convert to Number.</p> 

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Formatting and Converting an Excel Spreadsheet to a Text File, Continued

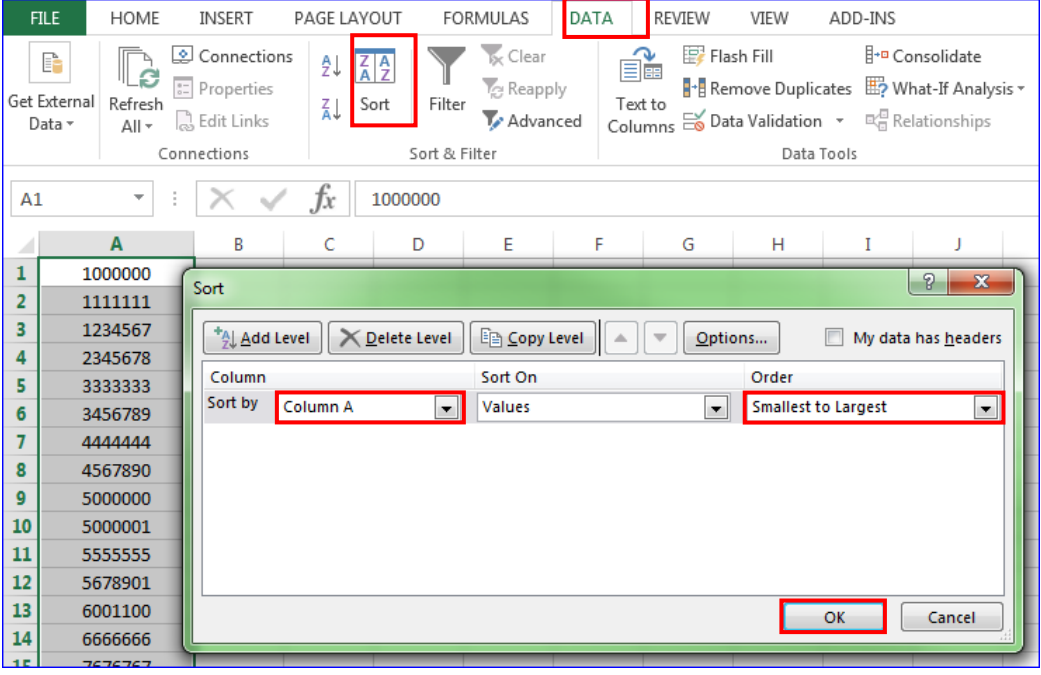
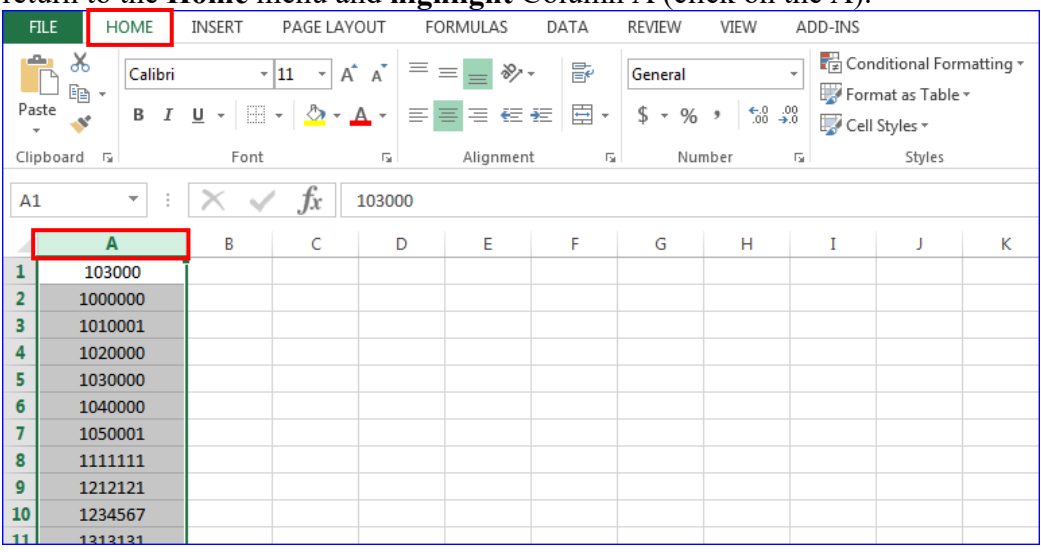
Procedures,
continued

Step	Action																																																																																											
5	<p>Highlight Column A and complete the following:</p> <ul style="list-style-type: none">• Change the Font from the default (Calibri) to another font and then back to the default (Calibri).• Change the Font Size from the default (11) to another font size and then back to the default (11).• Select Bold and then un-bold.• Select No Borders.• Select No Fill.• Select the Center Alignment. <p>These steps are necessary to remove any background formatting that may have carried over from the original spreadsheet.</p>  <table><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th></tr><tr><td>1</td><td>1000000</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td>1111111</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td>1234567</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td>2345678</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>5</td><td>3333333</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>6</td><td>3456789</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>7</td><td>4444444</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>8</td><td>4567890</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>9</td><td>5000000</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>10</td><td>5000001</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>11</td><td>5555555</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>12</td><td>5678901</td><td></td><td></td><td></td><td></td><td></td></tr></table>		A	B	C	D	E	F	1	1000000						2	1111111						3	1234567						4	2345678						5	3333333						6	3456789						7	4444444						8	4567890						9	5000000						10	5000001						11	5555555						12	5678901					
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Formatting and Converting an Excel Spreadsheet to a Text File, Continued

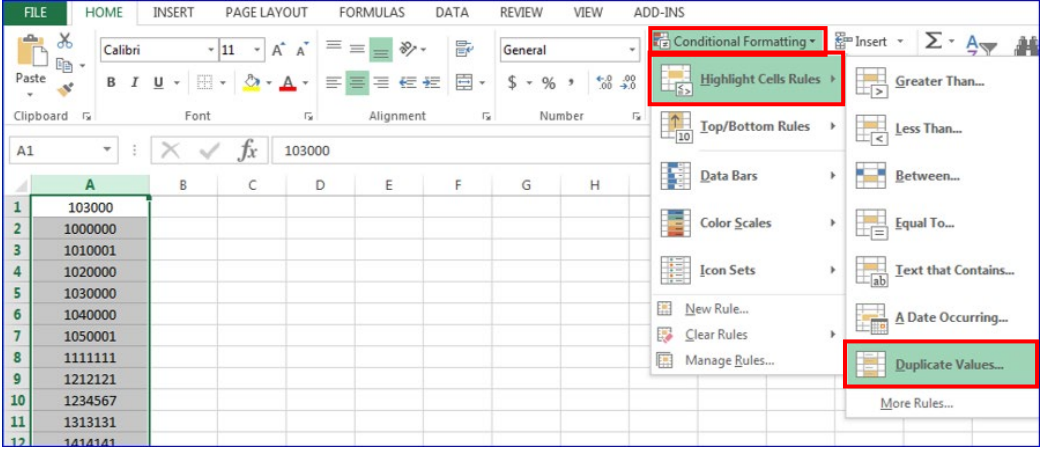
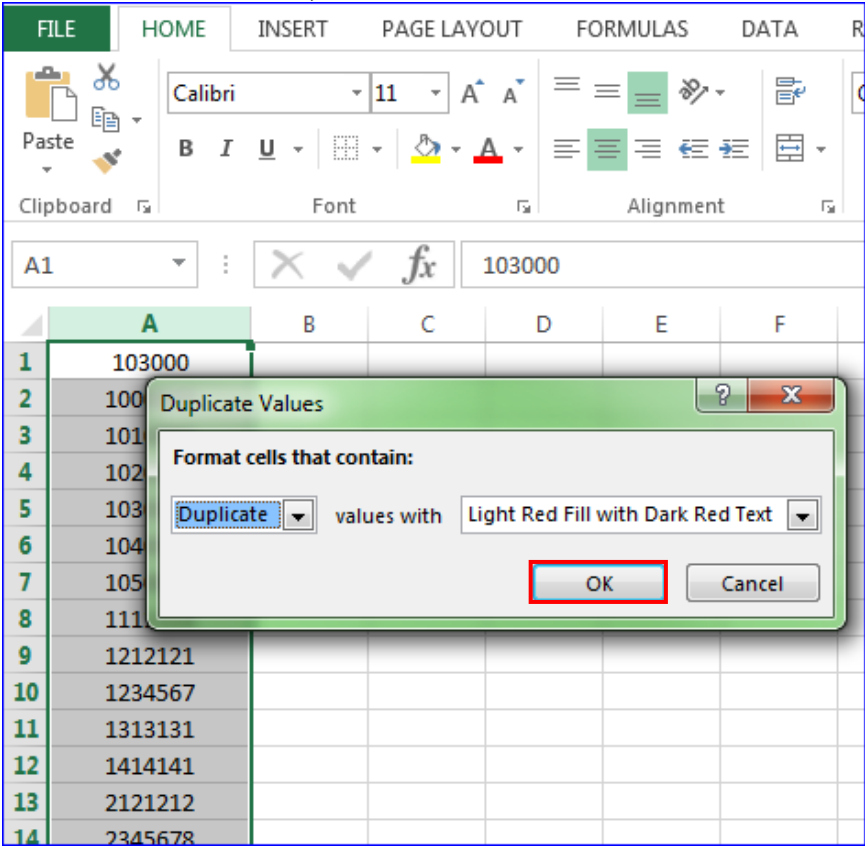
Procedures,
continued

Step	Action
6	<p>Once all the Emplids have been populated and formatted, they will need to be sorted into numerical order. To do this, highlight Column A and select Data > Sort. Ensure the Sort by field indicates Column A and Order is Smallest to Largest. Click OK.</p> 
7	<p>Now the spreadsheet will need to be reviewed for any duplicates. To do this, return to the Home menu and highlight Column A (click on the A).</p> 

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Formatting and Converting an Excel Spreadsheet to a Text File, Continued

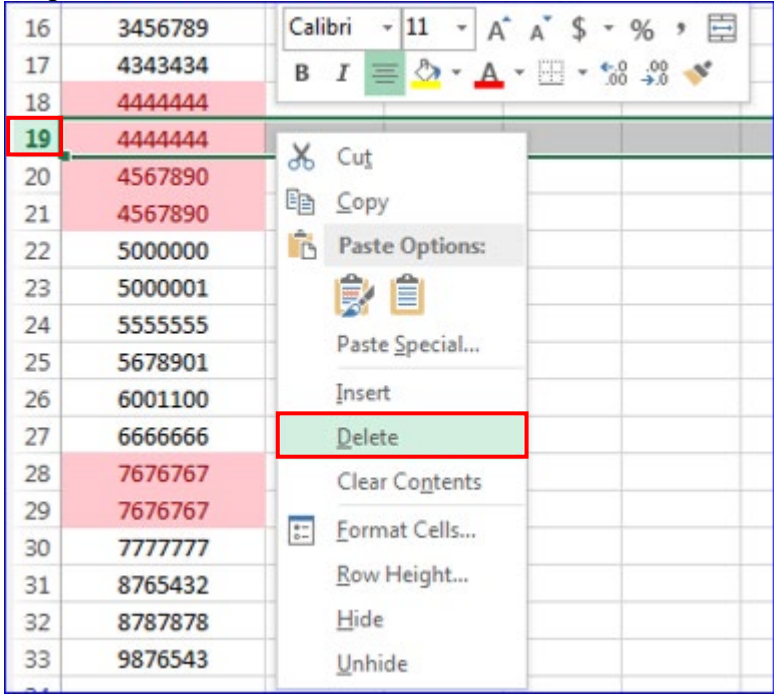
Procedures,
continued

Step	Action
8	<p>Select Conditional Formatting > Highlight Cell Rules > Duplicate Values.</p> 
9	<p>The format parameters will display with the default highlight color of Light Red Fill with Dark Red Text, click OK.</p> 

Continued on next page

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

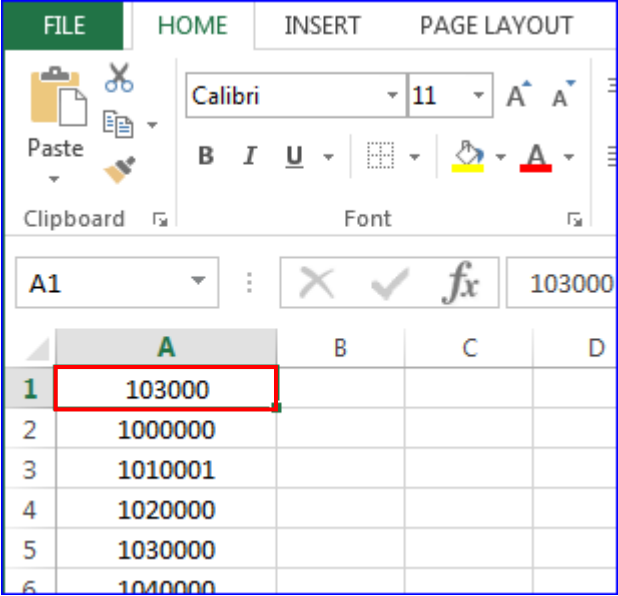
Procedures,
continued

Step	Action
10	<p>All duplicate Emplids will be highlighted in red. Scroll through the spreadsheet to locate any duplicate Emplids. If duplicates are found, right click on the row number of the row to be deleted and select Delete. Repeat for each duplicate Emplid.</p>  <p>The screenshot shows an Excel spreadsheet with a list of Emplids. Rows 16 through 33 are visible. Rows 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, and 33 are highlighted in red. A right-click context menu is open over row 19, with the 'Delete' option highlighted in green. The menu options include Cut, Copy, Paste Options, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Row Height..., Hide, and Unhide.</p>

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Formatting and Converting an Excel Spreadsheet to a Text File, Continued

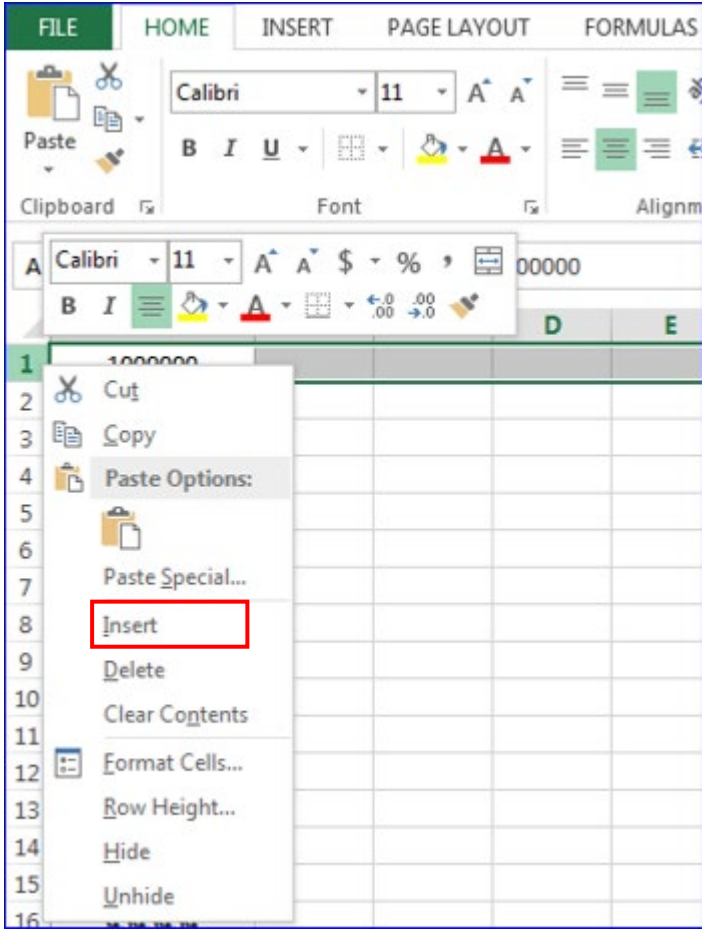
Procedures,
continued

Step	Action
11	<p>Once any duplicates have been deleted, it is important to review the list of Emplids to ensure they are formatted correctly. Scroll through the entire list of remaining Emplids and correct or delete any that are formatted incorrectly (i.e. too many characters, too few characters, special characters or letters). Refer to Step 8 for instructions on deleting a row.</p> <p>NOTE: Any invalid Emplids will need to be researched to determine what they should be and if they should be issued the award. To avoid delays in running the Mass Award Update, it is recommended that awards for these Emplids be entered individually upon completion of the research.</p> 

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Formatting and Converting an Excel Spreadsheet to a Text File, Continued

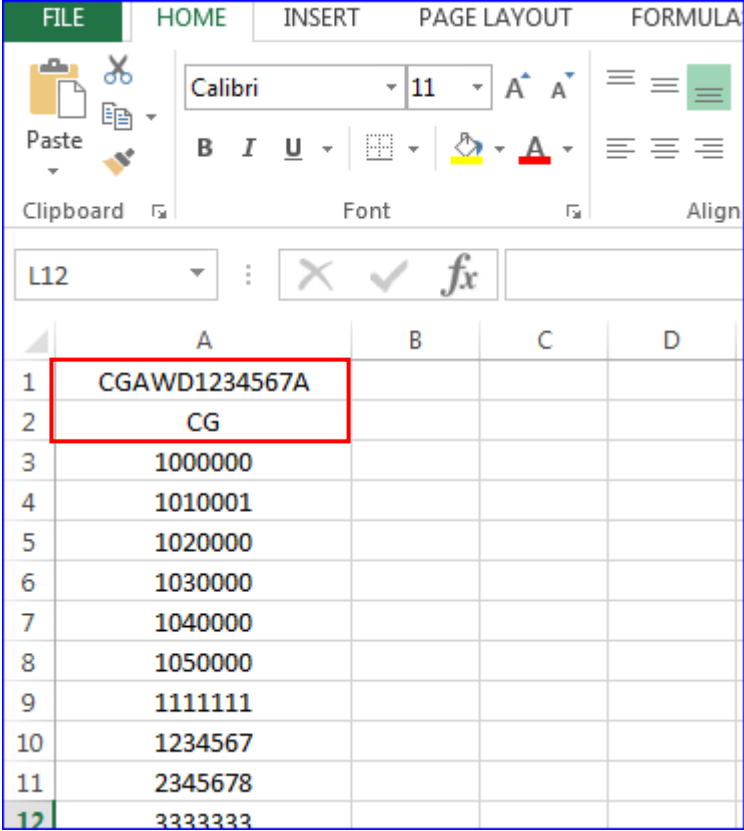
Procedures,
continued

Step	Action
12	<p>Once the spreadsheet has been reviewed to ensure all Emplids listed are valid and in numerical order, two rows need to be added to the beginning of the list. Highlight Row 1, right click, and select Insert. Repeat this process to insert a second row.</p>  <p>The screenshot shows the Microsoft Excel interface with the 'FILE', 'HOME', 'INSERT', 'PAGE LAYOUT', and 'FORMULAS' tabs at the top. The 'HOME' tab is active, showing the 'Clipboard', 'Font', and 'Alignment' groups. A right-click context menu is open over Row 1, with the 'Insert' option highlighted by a red rectangle. The menu options include Cut, Copy, Paste Options, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Row Height..., Hide, and Unhide. The spreadsheet grid shows Row 1 highlighted in green, and the 'Insert' menu option is the focus of the instruction.</p>

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Formatting and Converting an Excel Spreadsheet to a Text File, Continued

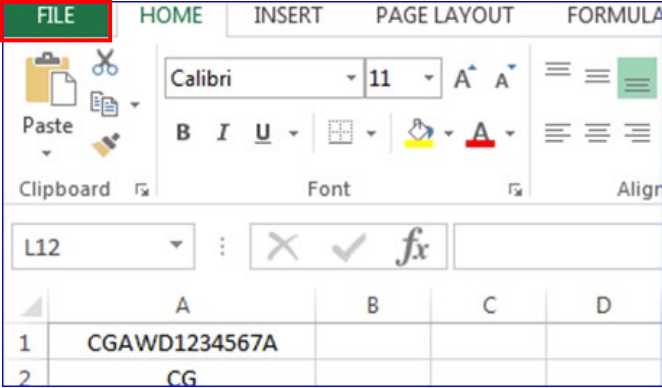
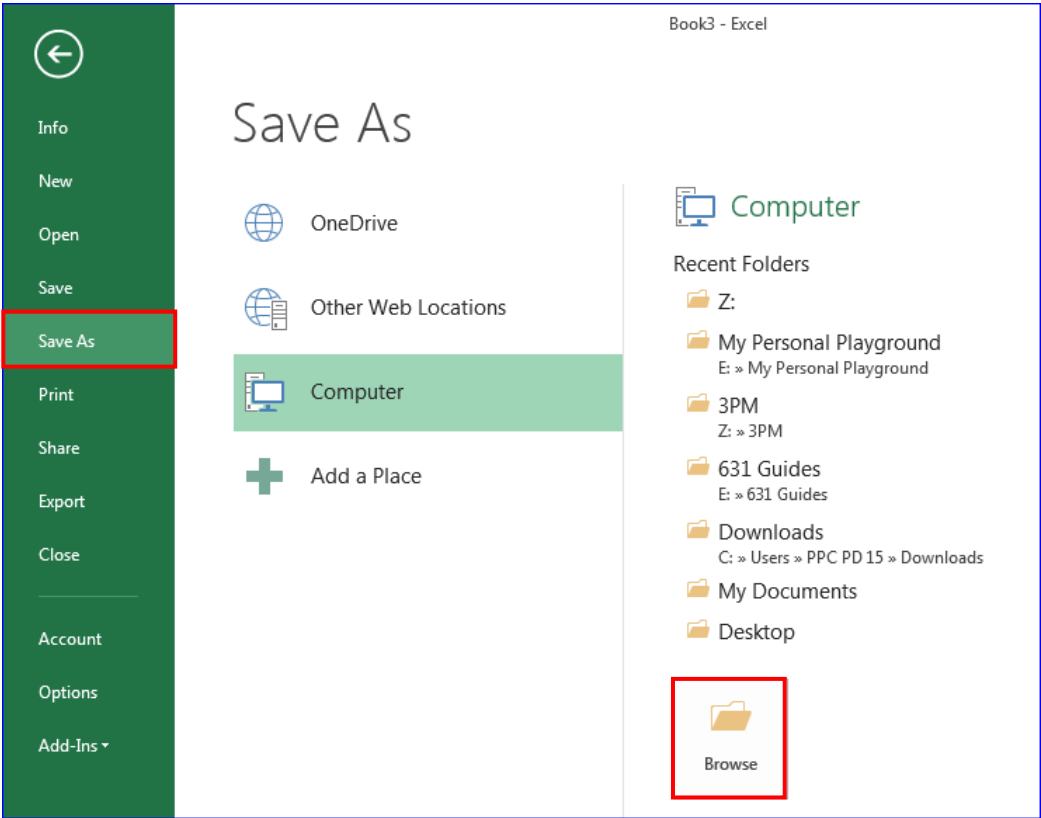
Procedures,
continued

Step	Action
13	<p>In Row 1: Enter a Mass Update ID (Header name). This must be formatted as: CGAWD + 7 numbers + letter indicator. For example, CGAWD1234567A or CGAWD9876543B (It is recommended to utilize the Emplid of the technician processing the Mass Award and add a different letter to the end of each header name to prevent duplicate Mass Award entries and aid in identification of each Mass Update).</p> <p>In Row 2: Enter CG.</p> <p>NOTE: If this file is being re-created due to a catastrophic error during the Load Mass Update process (i.e. Emplids not loaded), ensure the Mass Update ID (Header name) has NOT been used before.</p> 

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Formatting and Converting an Excel Spreadsheet to a Text File, Continued

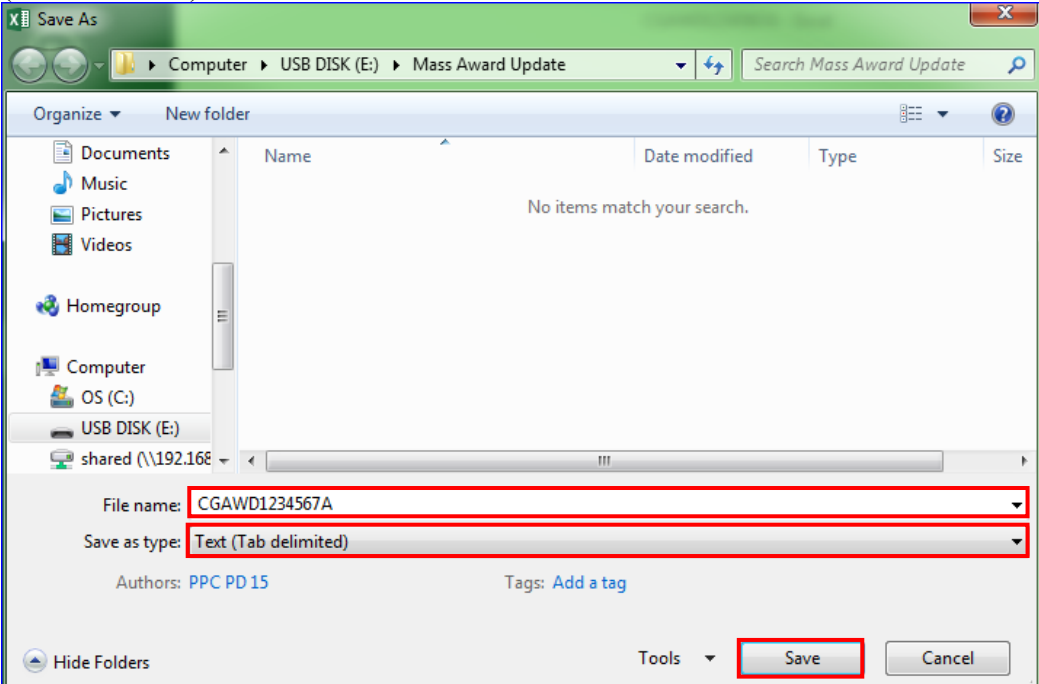
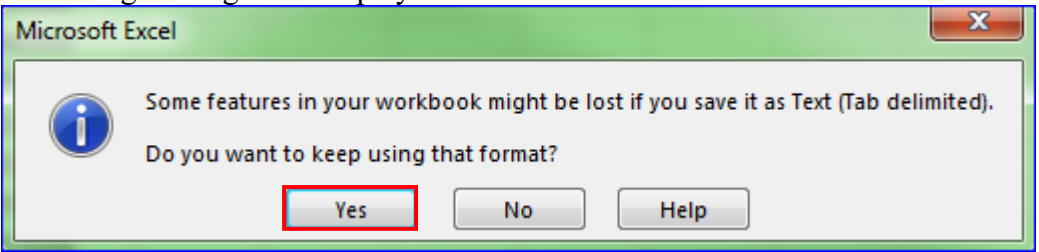
Procedures,
continued

Step	Action
14	<p>Once the spreadsheet is populated with all the Emplids to be awarded and Rows 1 & 2 have been populated, the spreadsheet is ready to be saved as a Text file. To do this, select File.</p> 
15	<p>Select Save As. Click Browse and select a location to save the file.</p> 

Continued on next page

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

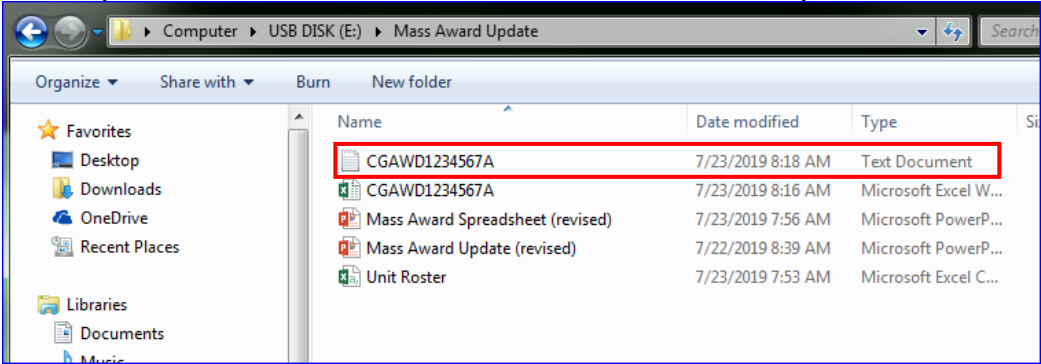
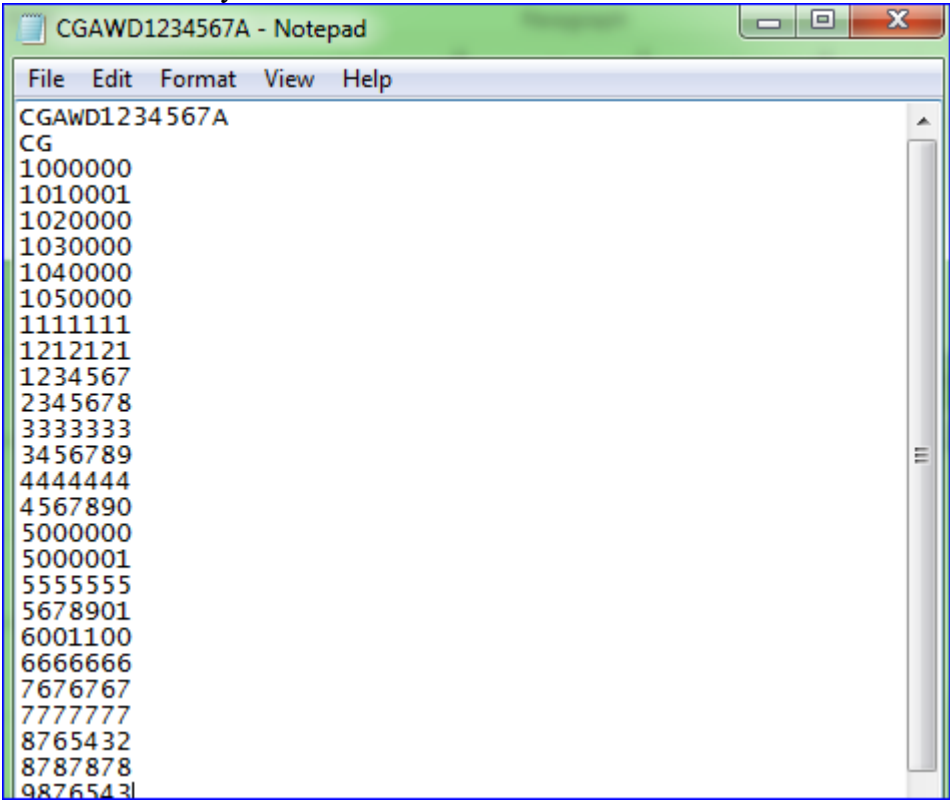
Procedures,
continued

Step	Action
16	<p>Enter a File Name. It is recommended the file name be the Mass Update ID. For example, the Mass Update ID is CGAWD1234567A so the File name entered is CGAWD1234567A. Using the Save as type drop-down, select Text (Tab delimited) and click Save.</p> 
17	<p>A warning message will display. Click Yes.</p> 

Continued on next page

Formatting and Converting an Excel Spreadsheet to a Text File, Continued

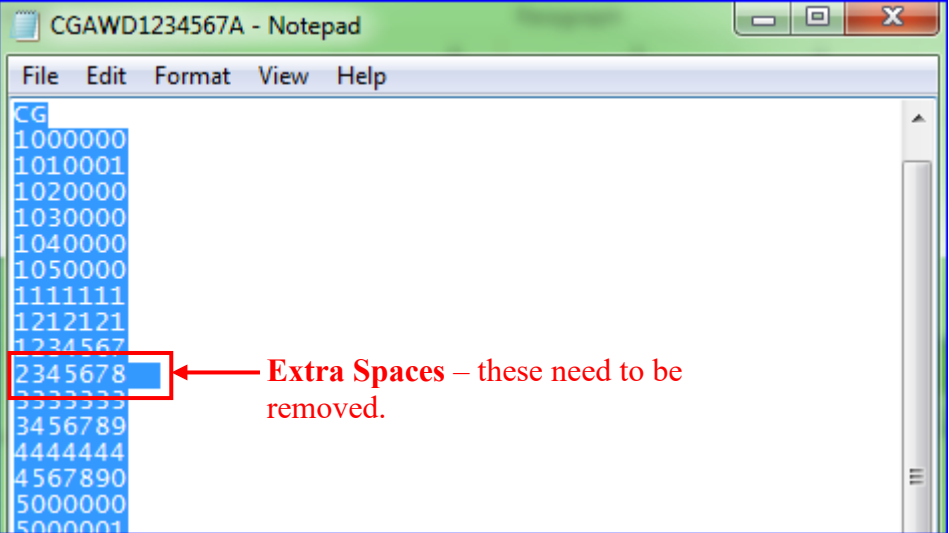
Procedures,
continued

Step	Action
18	<p>A Text file will be saved to the location selected in Step 15. Close out of the Excel Spreadsheet. Locate the Text file and double-click to open.</p> 
19	<p>Ensure the information and format established in the Excel spreadsheet carried over in its entirety to the Text file.</p> 

Continued on next page

Formatting and Converting an Excel Spreadsheet to a Text File, Continued


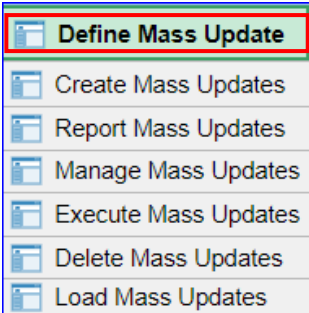
Procedures,
continued

Step	Action
19 (cont.)	<p>While the procedures directed in Step 3 should've ensured all background formatting and extra spaces were removed, it is always best to review the Text file for any formatting errors prior to moving onto the next phase of the Mass Update.</p> <p>One way to ensure there are no extra spaces in the Text file: Highlight the entire list of Emplids, then scroll through the list to ensure there are no extra spaces at the end of each row. Delete any extra spaces found (there should be a hard return after each Emplid except the last Emplid). The cursor should sit directly next to the last Emplid in the list (see Step 9 of Creating a Text File for Mass Update for proper formatting of a Text file).</p> <p>IMPORTANT: It is extremely important to ensure the format of the Text file is correct. If the Mass Update process fails, the Text file will need to be reviewed for any errors/incorrect formatting. A NEW Mass Update ID/Header name and Text file name will need to be created. For example, if the original Mass Update ID/Header/Text file name was CGAWD1234567C, the new Mass Update ID/Header/Text file name will be CGAWD1234567D.</p> 
20	<p>Save any changes made and exit out of the Text file. The next stage of the Mass Update (Define Mass Update) is ready to be started.</p>

Define Mass Update

Introduction	This section of the guide provides the procedures for a P&A Office to define the parameters for a Mass Update in Direct Access (DA). This is the first stage of the Mass Update process.
Important Information	<p>Do NOT run a Mass Award Update during Finalization. Running a Mass Award Update can be a very time consuming process depending on the number of members to be processed. Running the Mass Award Update during Finalization will make this process exponentially longer and may result in errors.</p> <p>Do NOT run a Mass Award Update while running any other applications in the background. Bouncing between applications while attempting to run a Mass Award Update may result in catastrophic failure, requiring the Mass Award Update process to be completely recreated, including the creation of the Text file with a new File name, Header name, and Mass Update ID.</p> <p>It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE process of the Mass Update. Failure to enter any of the information indicated throughout this guide will result in a catastrophic error, requiring the Mass Award Update process to be completely restarted. This includes creating a new Text file with a new File name, Header name, and Mass Update ID to be entered in the Define Mass Update stage.</p>

Procedures See below.

Step	Action
1	<p>Click on the Mass Updates tile.</p> 
1.5	<p>Select the Define Mass Update option.</p> 

Continued on next page

Define Mass Update, Continued



Procedures,
continued

Step	Action
2	<p>The Define Mass Update page will display. Click Add a New Value tab.</p> <div> <p>Define Mass Update</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div> <div>Find an Existing Value</div> <div>Add a New Value</div> </div> <div> <p>▼ Search Criteria</p> <p>Mass Update ID begins with <input type="text"/></p> <p>Description begins with <input type="text"/></p> <p>Mass Update Status = <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <div> <div>Search</div> <div>Clear</div> <div>Basic Search </div> <div>Save Search Criteria</div> </div> </div> </div>
3	<p>Enter the Mass Update ID (this was the header name entered in row 1 of the Text file created in the Formatting a Text File section of this guide). Click Add.</p> <p>REMEMBER: It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE Define Mass Update process. Failure to correctly enter any of the information indicated throughout the steps in this section will result in catastrophic failure, requiring the Mass Award Update process to be completely restarted, including the creation of a new Text file with a new File name, Header name, and Mass Update ID.</p> <div> <p>Define Mass Update</p> <div> <div>Find an Existing Value</div> <div>Add a New Value</div> </div> <p>Mass Update ID CGAWD1234567A</p> <div>Add</div> </div>

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Define Mass Update, Continued

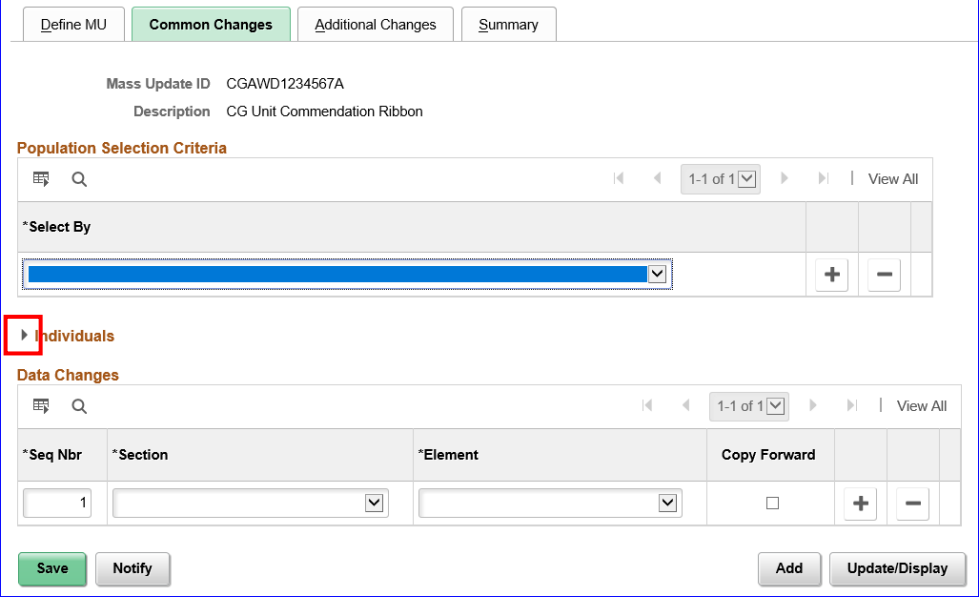
Procedures,
continued

Step	Action
4	<p>Enter the long title of the award in the Description field. Enter the award code in the Short Desc field (see Before You Begin section of this guide for information on obtaining the award code). The Reference Date will default to the current date. This may be left as is or enter the issue date of the award in the Reference Date field.</p> <p>Click the Common Changes tab.</p> <div> <div> Define MU Common Changes Additional Changes Summary </div> <div> Mass Update ID CGAWD1234567A *Description CG Unit Commendation Ribbon Short Desc CGMA Status New Copy From <input type="text"/>  </div> <div> Process Mode Options <input checked="" type="radio"/> Add a New Effective Date <input type="radio"/> Correct Current Information </div> <div> *Reference Date 06/01/2019  <input type="checkbox"/> Include Eligible Future Rows </div> <div> Save Notify Add Update/Display </div> </div>

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Define Mass Update, Continued

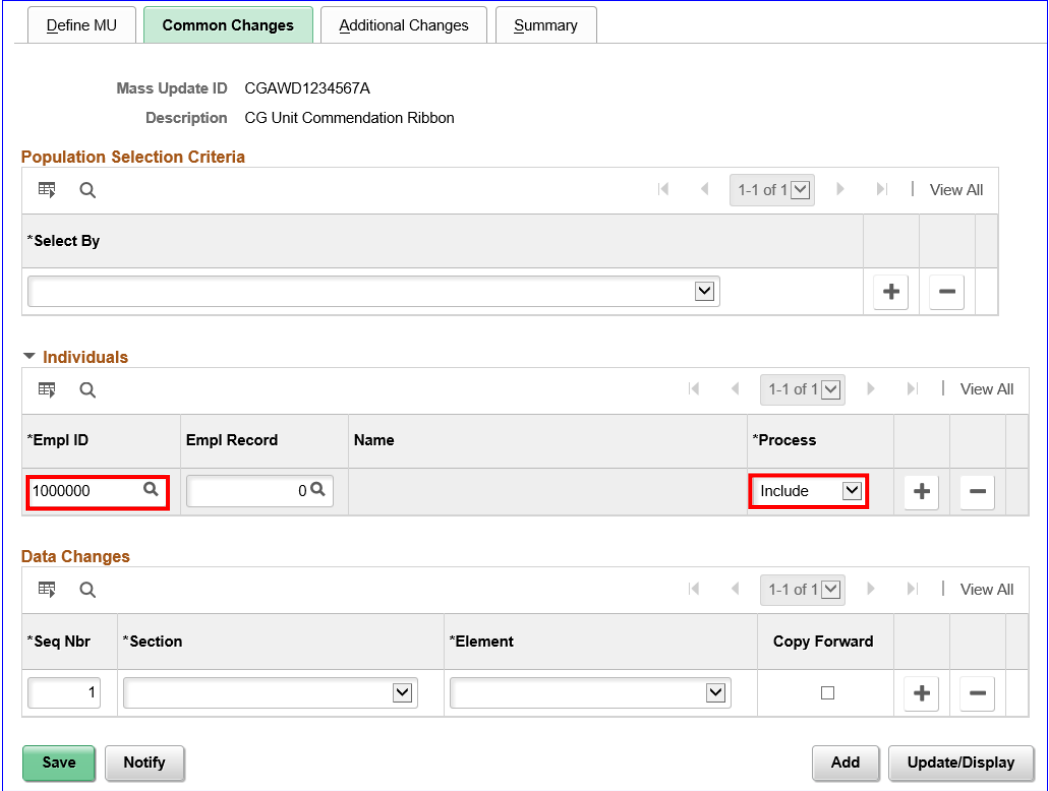
Procedures,
continued

Step	Action
5	<p>Leave the Select By field blank. Expand the Individuals section by clicking the arrow.</p>  <p>The screenshot shows the 'Define MU' interface with the 'Common Changes' tab selected. At the top, it displays 'Mass Update ID: CGAWD1234567A' and 'Description: CG Unit Commendation Ribbon'. Below this is the 'Population Selection Criteria' section, which includes a search bar and a 'Select By' dropdown menu. The 'Individuals' section is expanded, showing a table with the following columns: '*Seq Nbr', '*Section', '*Element', and 'Copy Forward'. The table contains one row with the value '1' in the '*Seq Nbr' column. At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The 'Save' button is highlighted in green.</p>

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Define Mass Update, Continued

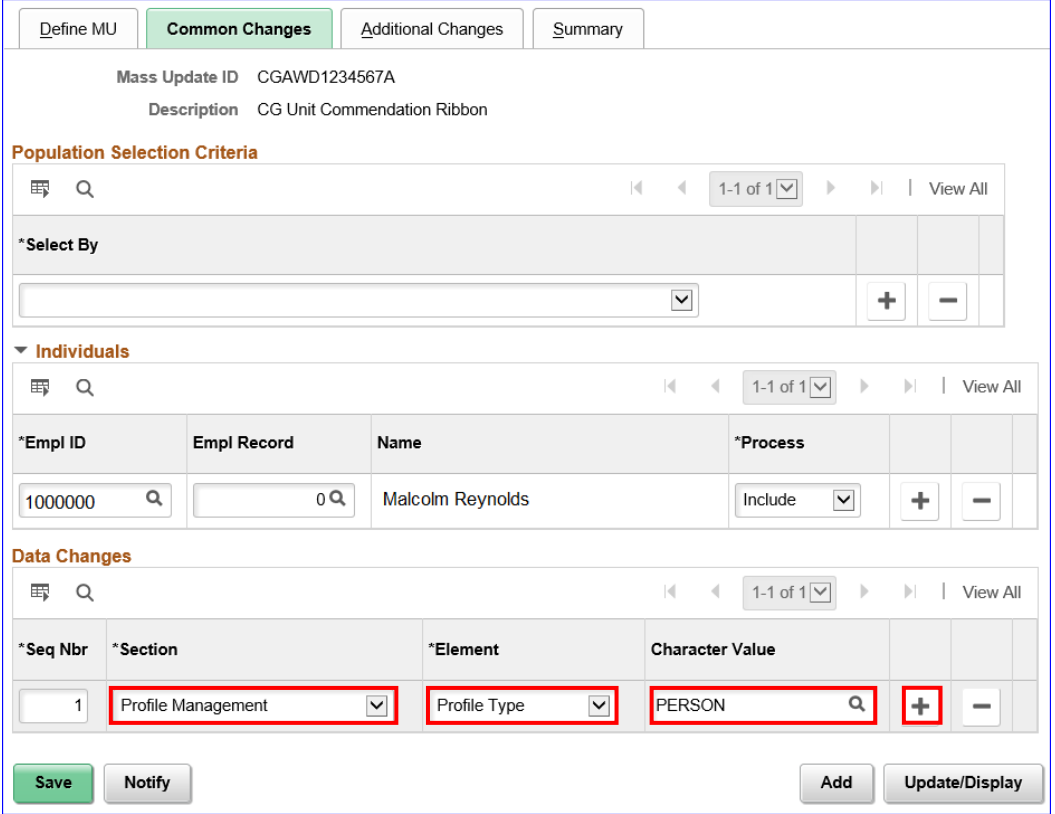
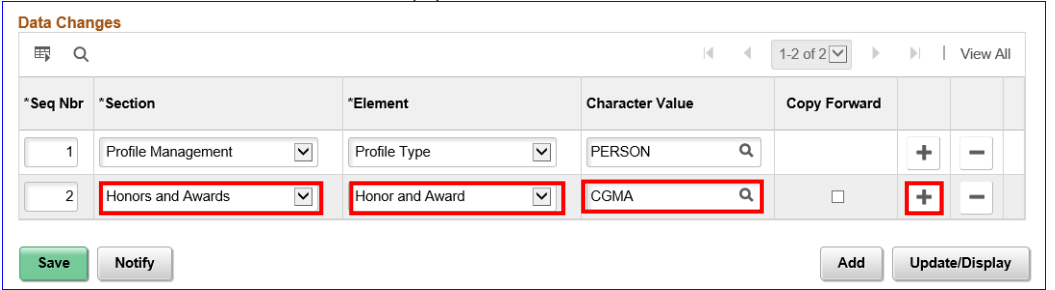
Procedures,
continued

Step	Action
6	<p>From the Text file of Emplids for the Mass Update, enter the first Emplid in the list (immediately under CG row). Leave the *Process field at Include (this will ensure that member will be included in the Mass Award Update).</p>  <p>The screenshot shows the 'Define MU' interface with the 'Common Changes' tab selected. It displays the Mass Update ID (CGAWD1234567A) and Description (CG Unit Commendation Ribbon). The 'Population Selection Criteria' section includes a search bar and a table with columns: *Select By, +, -. The 'Individuals' section includes a search bar and a table with columns: *Empl ID, Empl Record, Name, *Process, +, -. The *Empl ID field is highlighted with a red box and contains the value '1000000'. The *Process field is also highlighted with a red box and is set to 'Include'. The 'Data Changes' section includes a search bar and a table with columns: *Seq Nbr, *Section, *Element, Copy Forward, +, -. The *Seq Nbr field contains the value '1'. At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.</p>

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Define Mass Update, Continued

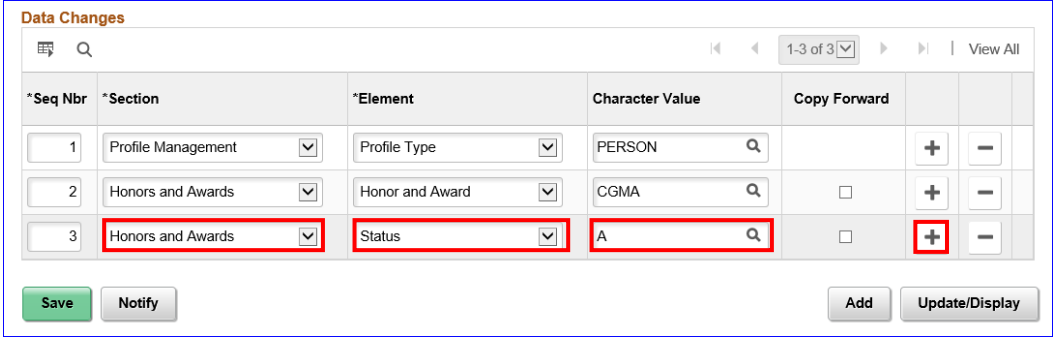
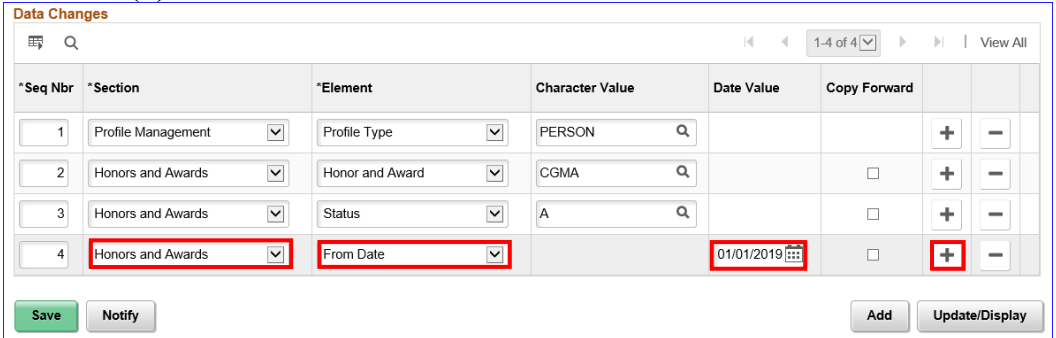
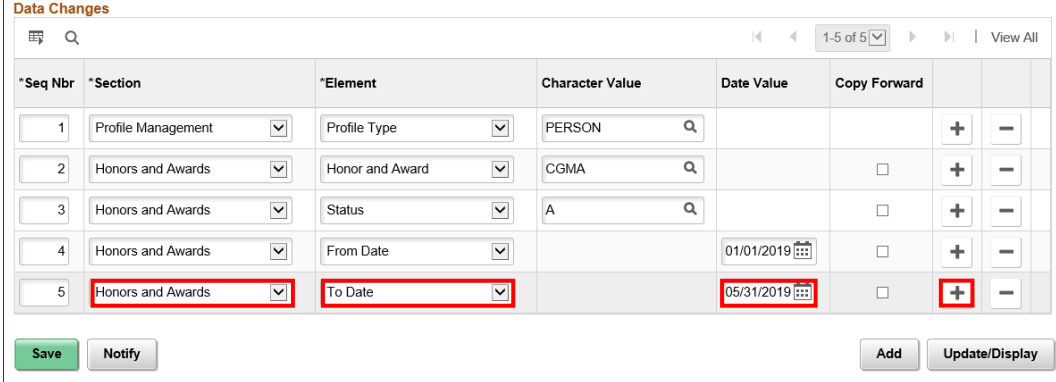
Procedures,
continued

Step	Action
7	<p>Seq Nbr 1: Under Data Changes, using the *Section drop-down, select Profile Management. Using the *Element drop-down, select Profile Type. Under Character Value, enter Person or use the lookup and select Person. Click the (+) button to add an additional row.</p> 
8	<p>Seq Nbr 2: Using the *Section drop-down, select Honors and Awards. Using the *Element drop-down, select Honor and Award. Under Character Value, enter the Short Desc (award code) from Step 5 or use the lookup to search for the Character Value. Click the (+) button to add an additional row.</p> 

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Define Mass Update, Continued

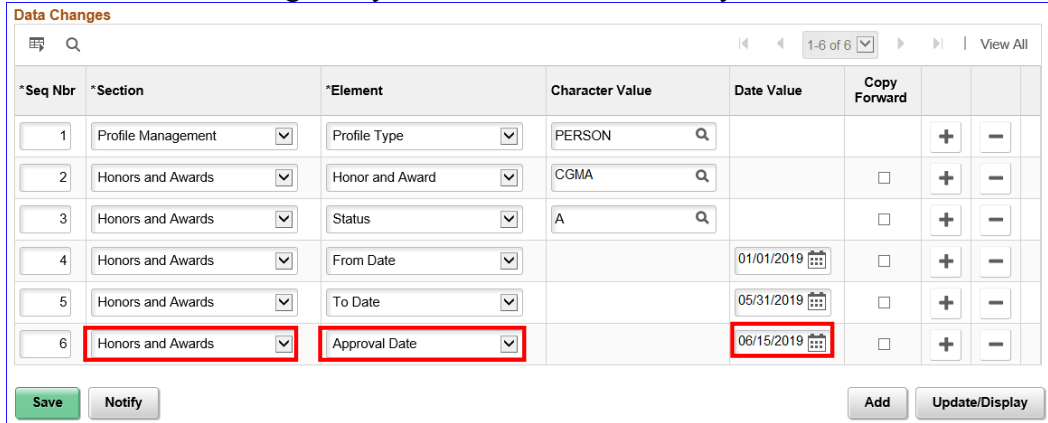
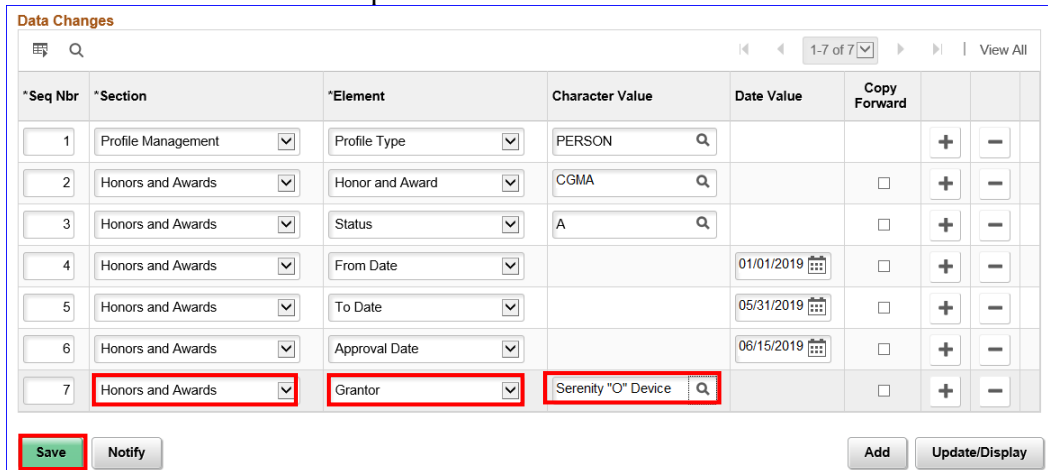
Procedures,
continued

Step	Action
9	<p>Seq Nbr 3: Using the *Section drop-down, select Honors and Awards. Using the *Element drop-down, select Status. Under Character Value, enter A (for Active). Click the (+) button to add an additional row.</p>  <p>The screenshot shows a table with columns: *Seq Nbr, *Section, *Element, Character Value, Copy Forward, and buttons for + and -. Row 3 is highlighted with a red box around the *Section (Honors and Awards), *Element (Status), and Character Value (A). The + button is also highlighted with a red box.</p>
10	<p>Seq Nbr 4: Using the *Section drop-down, select Honors and Awards. Using the *Element drop-down, select From Date. Under Date Value, enter the date the award period began (if the award only has an issue date, leave blank). Click the (+) button to add an additional row.</p>  <p>The screenshot shows the same table as before, but with an additional row (Seq Nbr 4) highlighted with a red box around the *Section (Honors and Awards), *Element (From Date), and Date Value (01/01/2019). The + button is also highlighted with a red box.</p>
11	<p>Seq Nbr 5: Using the *Section drop-down, select Honors and Awards. Using the *Element drop-down, select To Date. Under Date Value, enter the date the award period ended (if the From Date value was left blank, leave the To Date field blank). Click the (+) button to add an additional row.</p>  <p>The screenshot shows the same table as before, but with an additional row (Seq Nbr 5) highlighted with a red box around the *Section (Honors and Awards), *Element (To Date), and Date Value (05/31/2019). The + button is also highlighted with a red box.</p>

Continued on next page

Define Mass Update, Continued

Procedures,
continued

Step	Action																																																																
12	<p>Seq Nbr 6: Using the *Section drop-down, select Honors and Awards. Using the *Element drop-down, select Approval Date. Under Date Value, enter the date the award was signed by the authorization authority.</p>  <p>The screenshot shows a table with the following data:</p> <table> <tr> <th>*Seq Nbr</th><th>*Section</th><th>*Element</th><th>Character Value</th><th>Date Value</th><th>Copy Forward</th><th></th><th></th></tr> <tr> <td>1</td><td>Profile Management</td><td>Profile Type</td><td>PERSON</td><td></td><td></td><td>+</td><td>-</td></tr> <tr> <td>2</td><td>Honors and Awards</td><td>Honor and Award</td><td>CGMA</td><td></td><td></td><td>+</td><td>-</td></tr> <tr> <td>3</td><td>Honors and Awards</td><td>Status</td><td>A</td><td></td><td></td><td>+</td><td>-</td></tr> <tr> <td>4</td><td>Honors and Awards</td><td>From Date</td><td></td><td>01/01/2019</td><td></td><td>+</td><td>-</td></tr> <tr> <td>5</td><td>Honors and Awards</td><td>To Date</td><td></td><td>05/31/2019</td><td></td><td>+</td><td>-</td></tr> <tr> <td>6</td><td>Honors and Awards</td><td>Approval Date</td><td></td><td>06/15/2019</td><td></td><td>+</td><td>-</td></tr> </table> <p>Buttons: Save (green), Notify, Add, Update/Display.</p>	*Seq Nbr	*Section	*Element	Character Value	Date Value	Copy Forward			1	Profile Management	Profile Type	PERSON			+	-	2	Honors and Awards	Honor and Award	CGMA			+	-	3	Honors and Awards	Status	A			+	-	4	Honors and Awards	From Date		01/01/2019		+	-	5	Honors and Awards	To Date		05/31/2019		+	-	6	Honors and Awards	Approval Date		06/15/2019		+	-								
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5	Honors and Awards	To Date		05/31/2019		+	-																																																										
6	Honors and Awards	Approval Date		06/15/2019		+	-																																																										
13	<p>Seq Nbr 7: Using the *Section drop-down, select Honors and Awards. Using the *Element drop-down, select Grantor. Under Character Value, enter the authority authorizing the award or leave blank (this field is limited to 20 characters).</p> <p>Click Save.</p> <p>NOTE: Do not use any special characters other than quotations. For example, LANTAREA “O” DEV is acceptable. All other special characters will result in an error. Ensure the Character Value field does not exceed 20 characters (includes spaces) or the Mass Update will result in an error that won’t present itself until the final Execute phase.</p>  <p>The screenshot shows a table with the following data:</p> <table> <tr> <th>*Seq Nbr</th><th>*Section</th><th>*Element</th><th>Character Value</th><th>Date Value</th><th>Copy Forward</th><th></th><th></th></tr> <tr> <td>1</td><td>Profile Management</td><td>Profile Type</td><td>PERSON</td><td></td><td></td><td>+</td><td>-</td></tr> <tr> <td>2</td><td>Honors and Awards</td><td>Honor and Award</td><td>CGMA</td><td></td><td></td><td>+</td><td>-</td></tr> <tr> <td>3</td><td>Honors and Awards</td><td>Status</td><td>A</td><td></td><td></td><td>+</td><td>-</td></tr> <tr> <td>4</td><td>Honors and Awards</td><td>From Date</td><td></td><td>01/01/2019</td><td></td><td>+</td><td>-</td></tr> <tr> <td>5</td><td>Honors and Awards</td><td>To Date</td><td></td><td>05/31/2019</td><td></td><td>+</td><td>-</td></tr> <tr> <td>6</td><td>Honors and Awards</td><td>Approval Date</td><td></td><td>06/15/2019</td><td></td><td>+</td><td>-</td></tr> <tr> <td>7</td><td>Honors and Awards</td><td>Grantor</td><td>Serenity "O" Device</td><td></td><td></td><td>+</td><td>-</td></tr> </table> <p>Buttons: Save (green), Notify, Add, Update/Display.</p>	*Seq Nbr	*Section	*Element	Character Value	Date Value	Copy Forward			1	Profile Management	Profile Type	PERSON			+	-	2	Honors and Awards	Honor and Award	CGMA			+	-	3	Honors and Awards	Status	A			+	-	4	Honors and Awards	From Date		01/01/2019		+	-	5	Honors and Awards	To Date		05/31/2019		+	-	6	Honors and Awards	Approval Date		06/15/2019		+	-	7	Honors and Awards	Grantor	Serenity "O" Device			+	-
*Seq Nbr	*Section	*Element	Character Value	Date Value	Copy Forward																																																												
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6	Honors and Awards	Approval Date		06/15/2019		+	-																																																										
7	Honors and Awards	Grantor	Serenity "O" Device			+	-																																																										
14	<p>Once the data has been saved, return to the DA Home screen. Continue with the next section of this guide: Load Mass Update.</p>																																																																

Load Mass Update

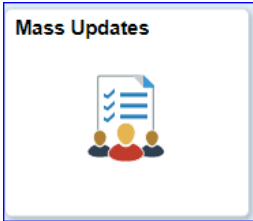
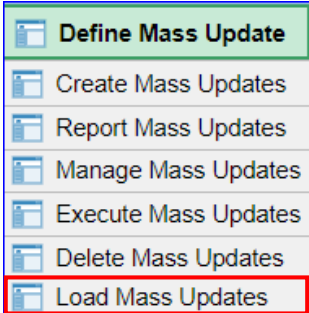
Introduction This section of the guide provides the procedures for a P&A Office to run the **second stage** of the Mass Update in Direct Access (DA). This stage loads the Text file of Emplids for the Mass Award Update.

Important Information **Do NOT run a Mass Award Update during Finalization.** Running a Mass Award Update can be a very time consuming process depending on the number of members to be processed. Running the Mass Award Update during Finalization will make this process exponentially longer and may result in errors.

Do NOT run a Mass Award Update while running any other applications in the background. Bouncing between applications while attempting to run a Mass Award Update may result in catastrophic failure, requiring the Mass Award Update process to be completely recreated, including the creation of the Text file with a new File name, Header name, and Mass Update ID.

It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE process of the Mass Update. Failure to enter any of the information indicated throughout this guide will result in a catastrophic error, requiring the Mass Award Update process to be **completely restarted**. This includes creating a new Text file with a new File name, Header name, and Mass Update ID to be entered in the Define Mass Update stage.

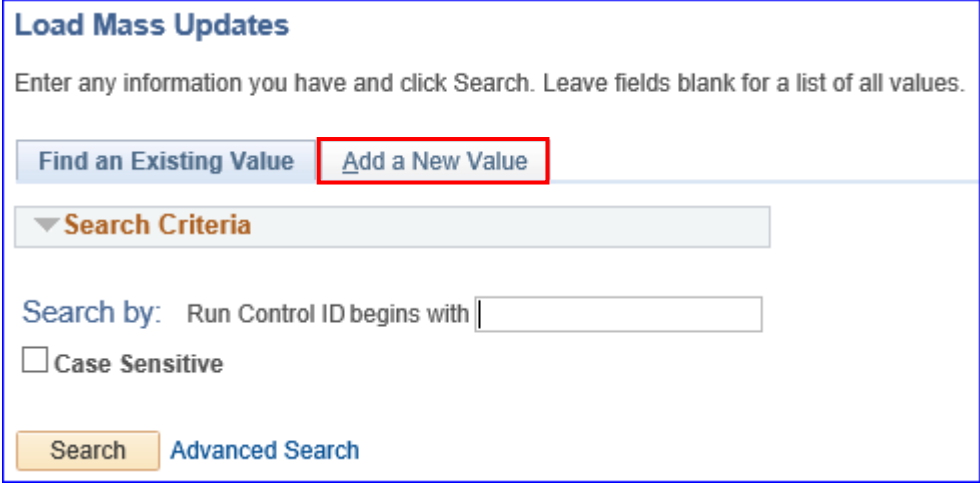

Procedures See below.

Step	Action
1	Click on the Mass Updates tile. 
1.5	Select the Load Mass Updates option. 

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Load Mass Update, Continued

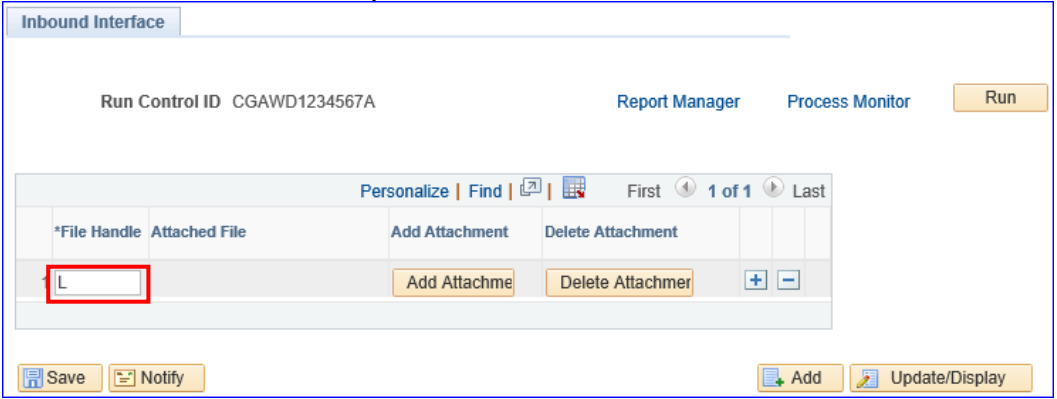
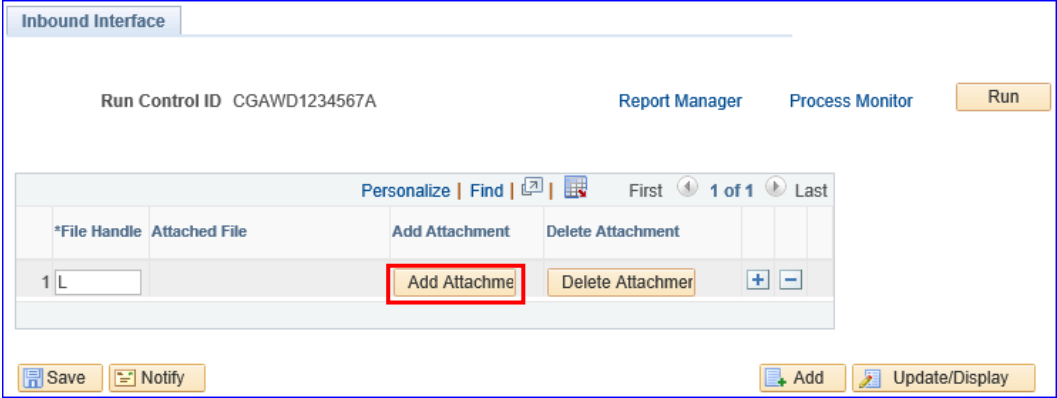
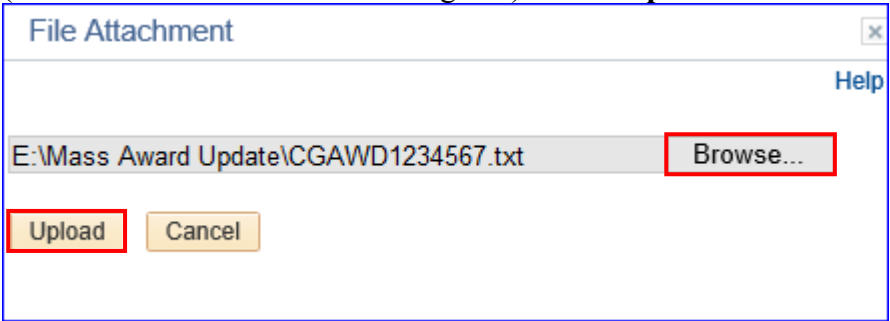
Procedures,
continued

Step	Action
2	<p>The Load Mass Updates page will display. Select the Add a New Value tab.</p> 
3	<p>Enter a Run Control ID (this will be the Mass Update ID used during the Define Mass Update process and established in the Text file). Click Add.</p> <p>REMEMBER: It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE Load Mass Update process. Failure to correctly enter any of the information indicated throughout the steps in this section will result in catastrophic failure, requiring the Mass Award Update process to be completely restarted at the Define Mass Update stage, including the creation of a new Text file with a new File name, Header name, and Mass Update ID.</p> 

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Load Mass Update, Continued

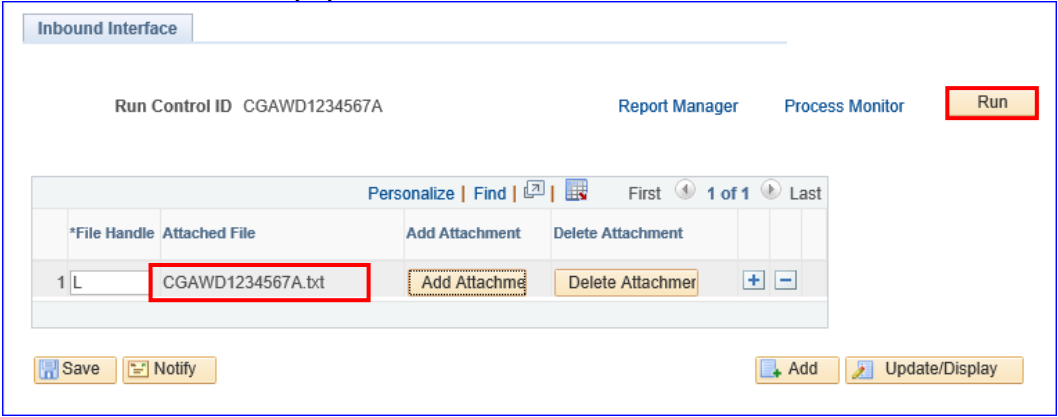
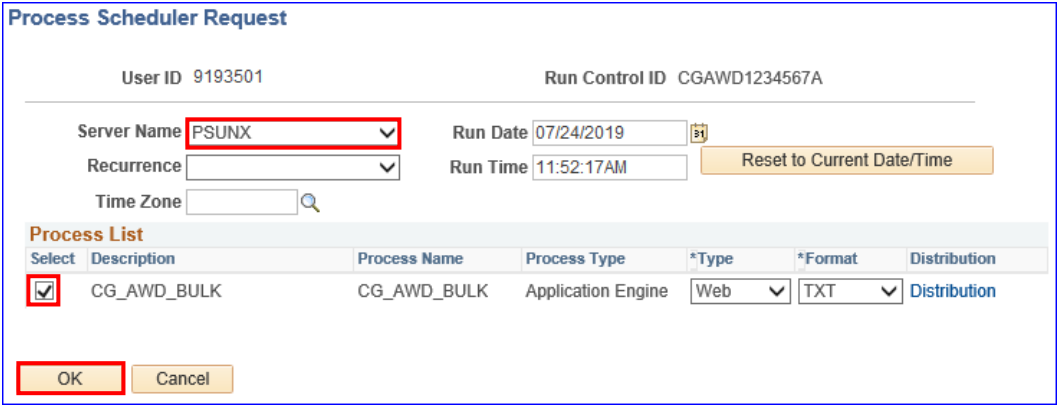
Procedures,
continued

Step	Action
4	<p>The Inbound Interface will open. In the *File Handle field, enter L.</p> 
5	<p>Click Add Attachment.</p> 
6	<p>Using the Browse button, locate the Text file of Emplids for this Mass Update (created in the first section of this guide). Click Upload.</p> 

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Load Mass Update, Continued

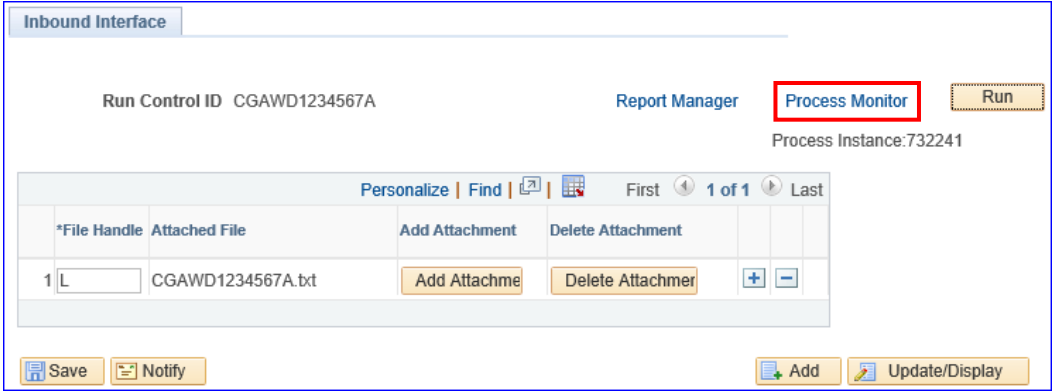
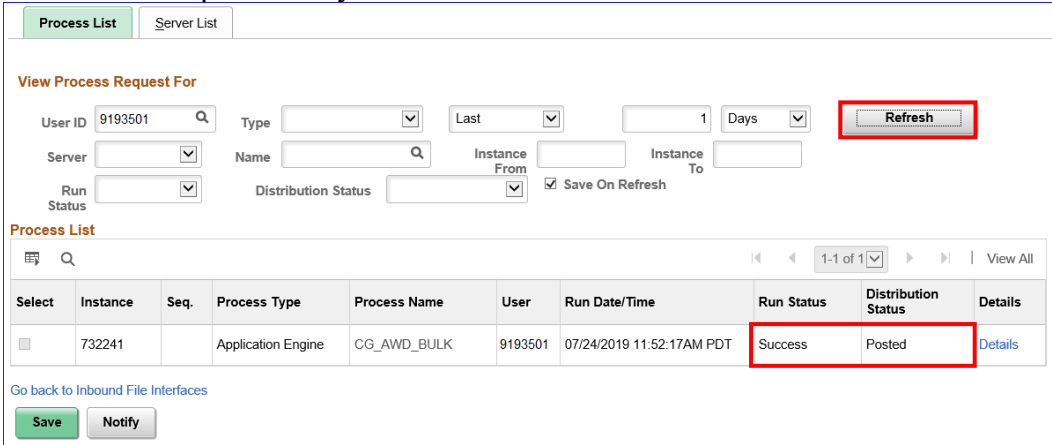
Procedures,
continued

Step	Action
7	<p>Ensure the correct file populated. Click Run.</p>  <p>The screenshot shows the 'Inbound Interface' for Run Control ID CGAWD1234567A. At the top right, there are links for 'Report Manager', 'Process Monitor', and a red-bordered 'Run' button. Below this is a table with columns: *File Handle, Attached File, Add Attachment, and Delete Attachment. The first row shows '1 L' and 'CGAWD1234567A.txt', with the latter highlighted in red. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.</p>
8	<p>The Process Scheduler Request page will display with a Process List. Using the Server Name drop-down, select PSUNX. Ensure the CG_AWD_BULK process is checked. Click OK.</p>  <p>The screenshot shows the 'Process Scheduler Request' page. It includes fields for 'User ID 9193501' and 'Run Control ID CGAWD1234567A'. Below these are dropdowns for 'Server Name' (set to PSUNX), 'Recurrence', and 'Time Zone'. There are also fields for 'Run Date' (07/24/2019) and 'Run Time' (11:52:17AM), with a 'Reset to Current Date/Time' button. A 'Process List' table is shown with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The first row is checked, showing 'CG_AWD_BULK'. At the bottom, there are 'OK' and 'Cancel' buttons, with 'OK' highlighted in red.</p>

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Load Mass Update, Continued

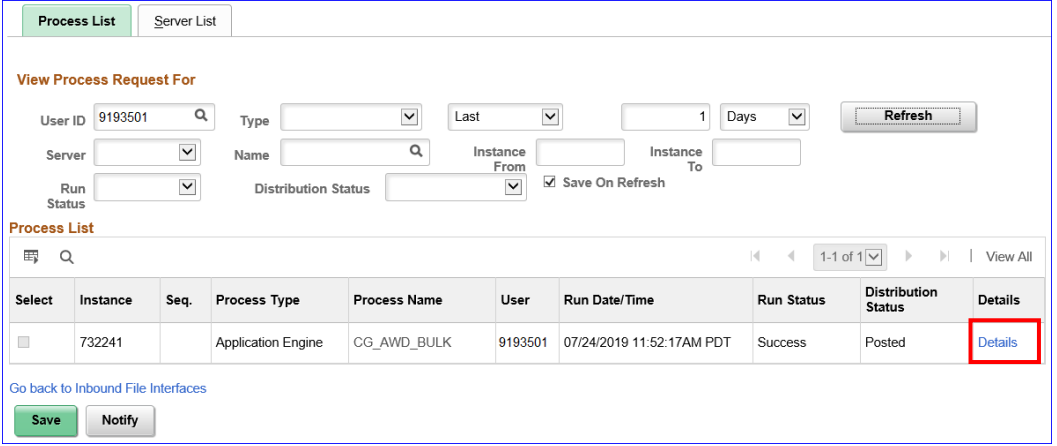
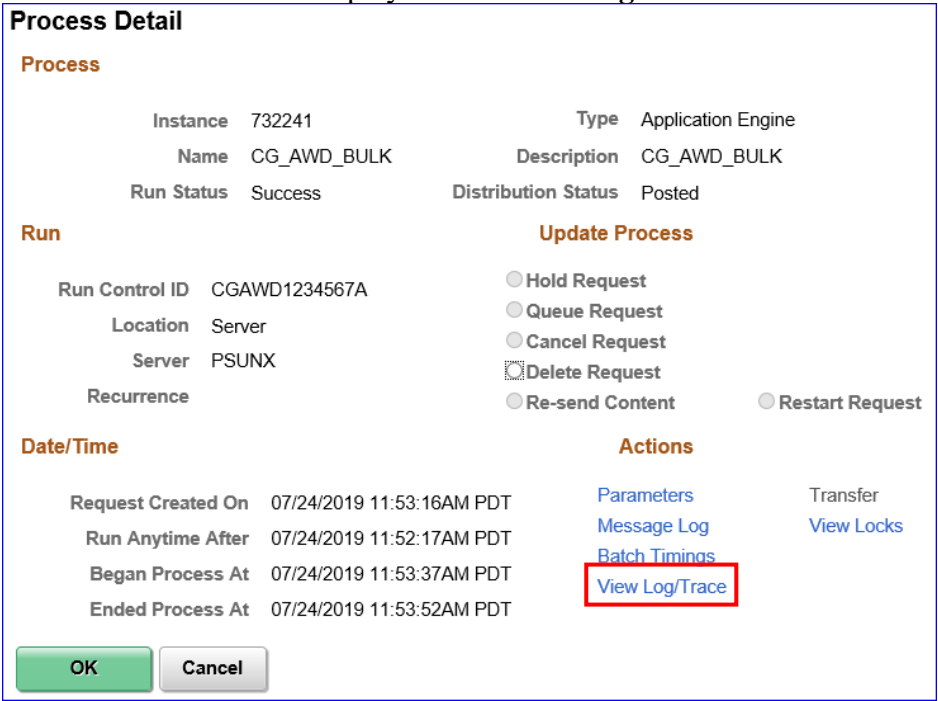
Procedures,
continued

Step	Action
9	<p>The Inbound Interface will re-display with a Process Instance number. Select Process Monitor.</p>  <p>The screenshot shows the 'Inbound Interface' with a 'Run Control ID' of CGAWD1234567A. There are buttons for 'Report Manager', 'Process Monitor' (highlighted with a red box), and 'Run'. Below these, it says 'Process Instance: 732241'. A table lists attachments with columns for 'File Handle', 'Attached File', 'Add Attachment', and 'Delete Attachment'. The first row shows '1', 'L', 'CGAWD1234567A.txt', and buttons for 'Add Attachme' and 'Delete Attachmer'. At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.</p>
10	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click the Refresh button until the Run Status updates to Success and the Distribution Status indicates Posted. This may take a considerable amount of time depending on the size of the Text file. Continue to click the Refresh button periodically.</p>  <p>The screenshot shows the 'Process List' interface. It has tabs for 'Process List' and 'Server List'. Under 'View Process Request For', there are fields for 'User ID' (9193501), 'Type', 'Last', 'Days' (1), and a 'Refresh' button (highlighted with a red box). Below this is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row shows Instance 732241, Process Type Application Engine, Process Name CG_AWD_BULK, User 9193501, Run Date/Time 07/24/2019 11:52:17AM PDT, Run Status Success (highlighted with a red box), and Distribution Status Posted (highlighted with a red box). At the bottom are buttons for 'Save' and 'Notify'.</p>

Continued on next page

Load Mass Update, Continued

Procedures,
continued

Step	Action
11	<p>Once the process has posted successfully, click Details.</p> 
12	<p>The Process Detail will display. Click View Log/Trace.</p> 

Continued on next page

Load Mass Update, Continued

Procedures,
continued

Step

13

Action

Click the **AE_CG_AWD_BULK_#####.stdout** file. This file will list all the Emplids processed and their status.

View Log/Trace

Report

Report ID727941

Process Instance732241

NameCG_AWD_BULK

Process TypeApplication Engine

Run StatusSuccess

CG_AWD_BULK

Distribution Details

Distribution NodeRPTNODE

Expiration Date07/31/2019

File List

Name	File Size (bytes)	Datetime Created
AE_CG_AWD_BULK_732241.stdout	2,033	07/24/2019 11:53:52.114783AM PDT

Distribute To

Distribution ID Type	Distribution ID
User	9193501

Return

Continued on next page

Load Mass Update, Continued

Procedures, continued

Step	Action
14	<p>The file will open in a new window. Review the list to determine if any Emplids failed to process. All 'failed' Emplid(s) will need to be researched for validity. If the 'failed' Emplid(s) is determined to be valid, it will need to be entered into DA individually using the Honors and Awards guide. Make a note of all 'failed' Emplids and 'X' out of page to return to DA.</p> <p>IMPORTANT: When the Award Bulk Load runs correctly, the first Emplid (entered in Step 6 of the Define Mass Update stage, pulled from the Text file) will state 'Insert Failed'. However, the Emplid should appear in numerical order within the list of Emplids ready for execution in the Manage Mass Update stage.</p> <p>Reasons an Emplid will fail:</p> <ul style="list-style-type: none"> • Emplid is a duplicate entry • Emplid is formatted incorrectly • Emplid does not exist • Emplid belongs to a Civilian/Auxilliary/Retiree <div style="border: 1px solid blue; padding: 5px;"> <pre> PeopleTools 8.56.12 - Application Engine Server Copyright (c) 1988-2019 Oracle and/or its affiliates. All Rights Reserved PSAESRV started service request at 11.53.37 2019-07-24 Award Bulk Load Process Started - 2019-07-24-11.53.38.000000 (0,0) Insert Failed for - 1000000 (0,0) 1010001 - Loaded (0,0) 1020000 - Loaded (0,0) 1030000 - Loaded (0,0) 1040000 - Loaded (0,0) 1050000 - Loaded (0,0) 1111111 - Loaded (0,0) Emplid does not exist in the system - 1212121 (0,0) 1234567 - Loaded (0,0) 2345678 - Loaded (0,0) 8787878 - Loaded (0,0) 9876543 - Loaded (0,0) Application Engine program CG_AWD_BULK ended normally PSAESRV completed service request at 11.53.38 2019-07-24 </pre> </div> <p style="text-align: right; margin-right: 50px;">→ See IMPORTANT</p>
15	<p>Return to the Home page and continue with the next section of this guide: Create Mass Update.</p>

Create Mass Update

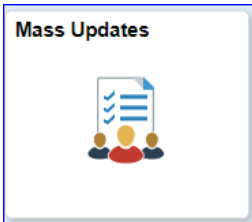
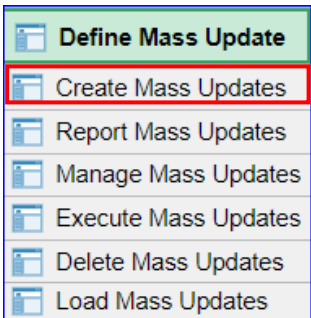
Introduction This section of the guide provides the procedures for the P&A Office to create a Mass Update in Direct Access (DA) using the parameters outlined in the Create Mass Update and Load Mass Update sections of this guide. This is the **third stage** of the Mass Update process.

Important Information **Do NOT run a Mass Award Update during Finalization.** Running a Mass Award Update can be a very time consuming process depending on the number of members to be processed. Running the Mass Award Update during Finalization will make this process exponentially longer and may result in errors.

Do NOT run a Mass Award Update while running any other applications in the background. Bouncing between applications while attempting to run a Mass Award Update may result in catastrophic failure, requiring the Mass Award Update process to be completely recreated, including the creation of the Text file with a new File name, Header name, and Mass Update ID.

It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE process of the Mass Update. Failure to enter any of the information indicated throughout this guide will result in a catastrophic error, requiring the Mass Award Update process to be **completely restarted**. This includes creating a new Text file with a new File name, Header name, and Mass Update ID to be entered in the Define Mass Update stage.







Procedures See below.

Step	Action
1	Click on the Mass Updates tile. 
1.5	Select the Create Mass Updates option. 

Continued on next page

Create Mass Update, Continued

Procedures,
continued

Step	Action												
2	<p>On the Find an Existing Value tab, enter the Run Control ID (enter the Mass Update ID used in the previous two stages). Click Search.</p> <div><h3>Create Mass Updates</h3><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><div>Find an Existing Value</div><div>Add a New Value</div></div><p>▼ Search Criteria</p><p>Run Control ID <div>begins with ▼</div> <div>CGAWD1234567A</div></p><p><input type="checkbox"/> Case Sensitive</p><div><div>Search</div><div>Clear</div><div>Basic Search</div><div> Save Search Criteria</div></div></div>												
3	<p>The Create Mass Updates action page will display.</p> <div><h3>Create Mass Updates</h3><div>Run Control ID CGAWD1234567A Report Manager Process Monitor <div>Run</div></div><div>Language <div>English ▼</div></div><p>Mass Updates</p><div><div> </div><div><div>1-1 of 1 ▼</div><div>◀ ▶</div></div></div><table><tr><th>*Seq</th><th>*Mass Update ID</th><th>Description</th><th>Mass Update Status</th><th></th><th></th></tr><tr><td><div>1</div></td><td><div></div></td><td></td><td></td><td><div>+</div></td><td><div>-</div></td></tr></table><div><div>Save</div><div>Return to Search</div><div>Notify</div><div>Add</div><div>Update/Display</div></div></div>	*Seq	*Mass Update ID	Description	Mass Update Status			<div>1</div>	<div></div>			<div>+</div>	<div>-</div>
*Seq	*Mass Update ID	Description	Mass Update Status										
<div>1</div>	<div></div>			<div>+</div>	<div>-</div>								

Continued on next page

Create Mass Update, Continued

Procedures,
continued

Step

Action

4

Using the lookup, select the **Mass Update ID** from the search results or type in the Mass Update ID in the *Mass Update ID field. Click **Run**.

Create Mass Updates

Run Control IDCGAWD1234567AResult ManagerProcess MonitorRun

LanguageEnglish

Mass Updates

*Seq

*Mass Update ID

Description

Mass Update Status

1

CGAWD1234567A

CG Unit Commendation Ribbon

New

Save

Return to Search

Notify

Add

Update/Display

5

The Process Scheduler Request will display. Ensure the Server Name is set at **PSUNX** and Mass Update Selection is **checked**. Click **OK**.

Process Scheduler Request

User ID9193501Run Control IDCGAWD1234567A

Server NamePSUNXRun Date07/24/2019

RecurrenceRun Time11:58:31AMReset to Current Date/Time

Time Zone

Process List

SelectDescriptionProcess NameProcess TypeTypeFormatDistribution

☒

Mass Update SelectionHR_MASS_PREPApplication EngineWebTXTDistribution

OK

Cancel

6

The report parameters page will re-display. A Process Instance number will populate. Click **Process Monitor**.

Create Mass Updates

Run Control IDCGAWD1234567AResult ManagerProcess MonitorRun

LanguageEnglishProcess Instance:732242

Mass Updates

*Seq

*Mass Update ID

Description

Mass Update Status

1

CGAWD1234567A

CG Unit Commendation Ribbon

New

Save

Return to Search

Notify

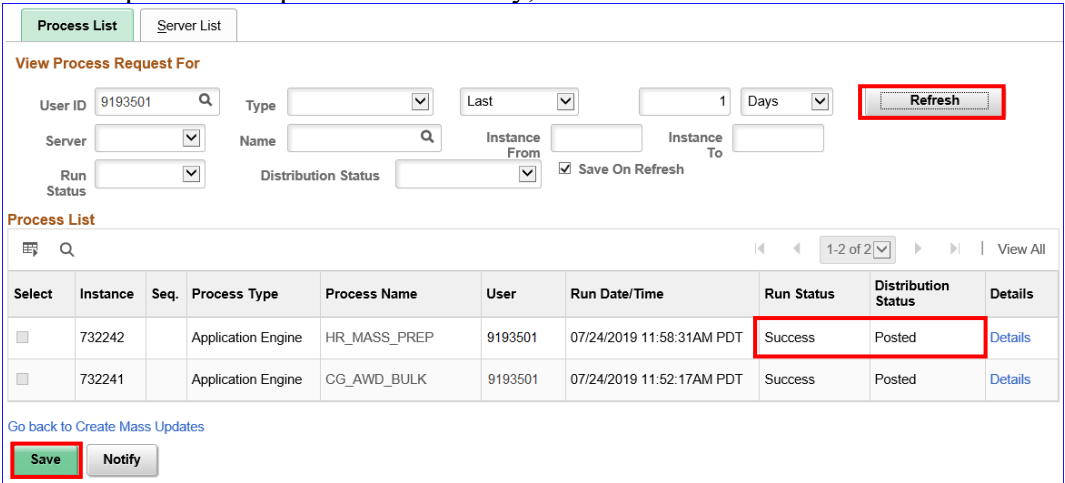
Add

Update/Display

Continued on next page

Create Mass Update, Continued

Procedures,
continued

Step	Action
7	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click the Refresh button until the Run Status updates to Success and the Distribution Status indicates Posted. This may take a considerable amount of time depending on the size of the original Text file. Continue to click the Refresh button periodically.</p> <p>Once the process has posted successfully, click Save.</p>  <p>The screenshot shows a web interface for managing mass updates. At the top, there are tabs for 'Process List' (selected) and 'Server List'. Below the tabs is a section titled 'View Process Request For' with various filters: User ID (9193501), Type (dropdown), Last (dropdown), 1 Days (dropdown), a 'Refresh' button (highlighted with a red box), Server (dropdown), Name (search), Instance From/To (dropdowns), Run Status (dropdown), Distribution Status (dropdown), and a 'Save On Refresh' checkbox. Below this is a 'Process List' section with a search bar and a table. The table has columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. There are two rows of data. The first row has Instance 732242, Process Name HR_MASS_PREP, Run Status Success (highlighted with a red box), and Distribution Status Posted. The second row has Instance 732241, Process Name CG_AWD_BULK, Run Status Success, and Distribution Status Posted. Below the table is a link 'Go back to Create Mass Updates' and two buttons: 'Save' (highlighted with a red box) and 'Notify'.</p>
8	<p>At this stage, the Mass Update has been created. Return to the Home page and continue with the next section of this guide: Manage Mass Update.</p>

Manage Mass Update

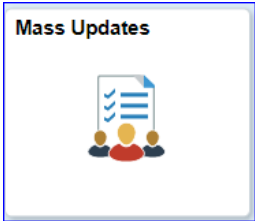
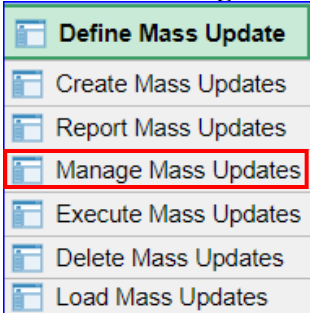
Introduction This section of the guide provides the procedures for a P&A Office to manage the Mass Update in Direct Access (DA) to ensure it has loaded correctly. This is the **fourth stage** of the Mass Update process.

Important Information **Do NOT run a Mass Award Update during Finalization.** Running a Mass Award Update can be a very time consuming process depending on the number of members to be processed. Running the Mass Award Update during Finalization will make this process exponentially longer and may result in errors.

Do NOT run a Mass Award Update while running any other applications in the background. Bouncing between applications while attempting to run a Mass Award Update may result in catastrophic failure, requiring the Mass Award Update process to be completely recreated, including the creation of the Text file with a new File name, Header name, and Mass Update ID.

It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE process of the Mass Update. Failure to enter any of the information indicated throughout this guide will result in a catastrophic error, requiring the Mass Award Update process to be **completely restarted**. This includes creating a new Text file with a new File name, Header name, and Mass Update ID to be entered in the Define Mass Update stage.

Procedures See below.

Step	Action
1	Click on the Mass Updates tile. 
1.5	Select the Manage Mass Updates option. 

Continued on next page

Manage Mass Update, Continued

Procedures,
continued

Step	Action
2	<p>The Manage Mass Updates page will display. Using the lookup, select the Mass Update ID from the search results or type in the Mass Update ID (this is the same Mass Update ID used in the previous stages).</p> <div data-bbox="312 562 1347 1048"> <p>Manage Mass Updates</p> <p>▶ Running Instances</p> <p>Search Criteria</p> <div> <div>Mass Update ID <input type="text"/></div> <div>Section <input type="text"/></div> <div>Element <input type="text"/></div> <div>Empl ID <input type="text"/></div> <div>Transaction Status <input type="text"/></div> <div>Search</div> </div> <div> <div>Save</div> <div>Notify</div> </div> </div>
3	<p>Click Search.</p> <p>NOTE: If the Names and Emplids do not populate immediately, click Search again. Do not click Save until the Names and Emplids populate (see Step 4 for an example).</p> <div data-bbox="312 1256 1347 1742"> <p>Manage Mass Updates</p> <p>▶ Running Instances</p> <p>Search Criteria</p> <div> <div>Mass Update ID <input type="text" value="CGAWD1234567A"/></div> <div>Section <input type="text"/></div> <div>Element <input type="text"/></div> <div>Empl ID <input type="text"/></div> <div>Transaction Status <input type="text"/></div> <div>Search</div> </div> <div> <div>Save</div> <div>Notify</div> </div> </div>

Continued on next page

Manage Mass Update, Continued

Procedures,
continued

Step

4

Action

A list of members scheduled to receive the award will be listed. **Ensure the number of members receiving the award as listed in the original Text file matches the number of members listed under Total Transactions per Status.** If any members (Emplids) are missing, they will need to be entered individually in DA (see the [Honors and Awards guide](#)).

Regardless of how the Emplids are listed in the Text file, the **Emplids will be listed in numerical order from smallest to largest with the exception of the smallest Emplid, which will be listed last in the list** (see below) in this phase. Review the entire list to ensure each Emplid indicates a Transaction Status of **Ready**.

Manage Mass Updates

Running Instances

Search Criteria

Mass Update ID

CGAWD1234567A

Section

Element

Empl ID

Transaction Status

CG Unit Commendation Ribbon

Initiated

Search

Total Transactions per Status

1 to 25 on 67

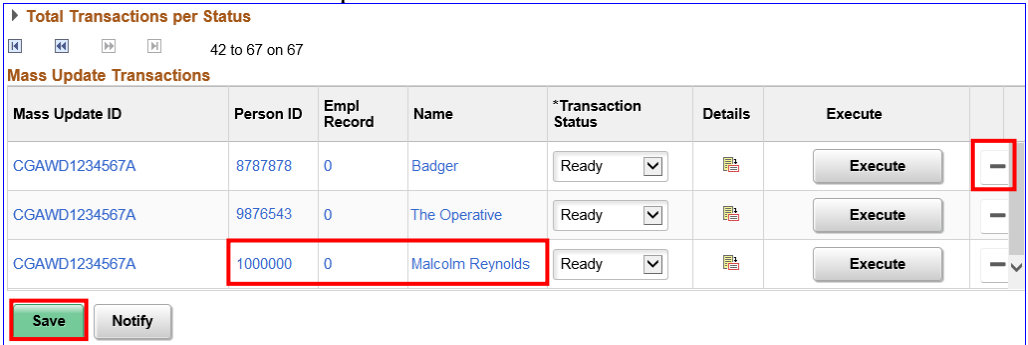
Mass Update Transactions

Mass Update ID	Person ID	Empl Record	Name	*Transaction Status	Details	Execute
CGAWD1234567A	1010001	0	Inara Serra	Ready		<div>Execute</div>
CGAWD1234567A	1020000	0	Saffron	Ready		<div>Execute</div>
CGAWD1234567A	1030000	0	Mr. Universe	Ready		<div>Execute</div>
CGAWD1234567A	1040000	0	Cinnamon	Ready		<div>Execute</div>

Continued on next page

Manage Mass Update, Continued

Procedures, continued

Step	Action
4 (cont.)	<p>IMPORTANT: When the Mass Update runs correctly, the first Emplid (entered in Step 6 of the Define Mass Update stage) will state 'Insert Failed' in the review conducted at the end of the Load Mass Update stage, Step 15. However, the Emplid should appear last within the list of Emplids ready for execution in this stage.</p> <p>For example: This Mass Update processed 67 members. The Emplid, '1000000' (entered in Step 6 of the Define Mass Update stage and indicated 'Insert Failed' in the Load Mass Update review Step 15) processed correctly when reviewing the Emplids in this stage.</p> <p>After review is complete, click Save.</p> <p>NOTE: If it is discovered a member is ineligible for the award prior to the completion of the final phase, click the (-) button for that Emplid and it will be removed from the Mass Update.</p> 
5	<p>Upon saving, the Mass Update is ready to be executed. Return to the Home page and continue with the next section of this guide: Execute Mass Update.</p>

Execute Mass Update

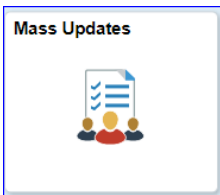
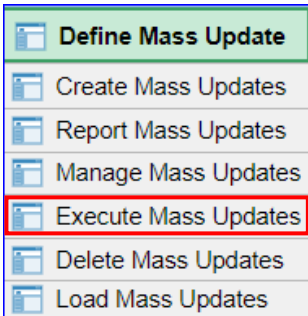
Introduction This section of the guide provides the procedures for a P&A Office to execute a Mass Update in Direct Access (DA) which will apply the award to each member's Person Profile. This is the **final stage** of the Mass Update process.

Important Information **Do NOT run a Mass Award Update during Finalization.** Running a Mass Award Update can be a very time consuming process depending on the number of members to be processed. Running the Mass Award Update during Finalization will make this process exponentially longer and may result in errors.

Do NOT run a Mass Award Update while running any other applications in the background. Bouncing between applications while attempting to run a Mass Award Update may result in catastrophic failure, requiring the Mass Award Update process to be completely recreated, including the creation of the Text file with a new File name, Header name, and Mass Update ID.

It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE process of the Mass Update. Failure to enter any of the information indicated throughout this guide will result in a catastrophic error, requiring the Mass Award Update process to be **completely restarted**. This includes creating a new Text file with a new File name, Header name, and Mass Update ID to be entered in the Define Mass Update stage.

Procedures See below.

Step	Action
1	Click on the Mass Updates tile. 
1.5	Select the Execute Mass Updates option. 

Continued on next page

Execute Mass Update, Continued

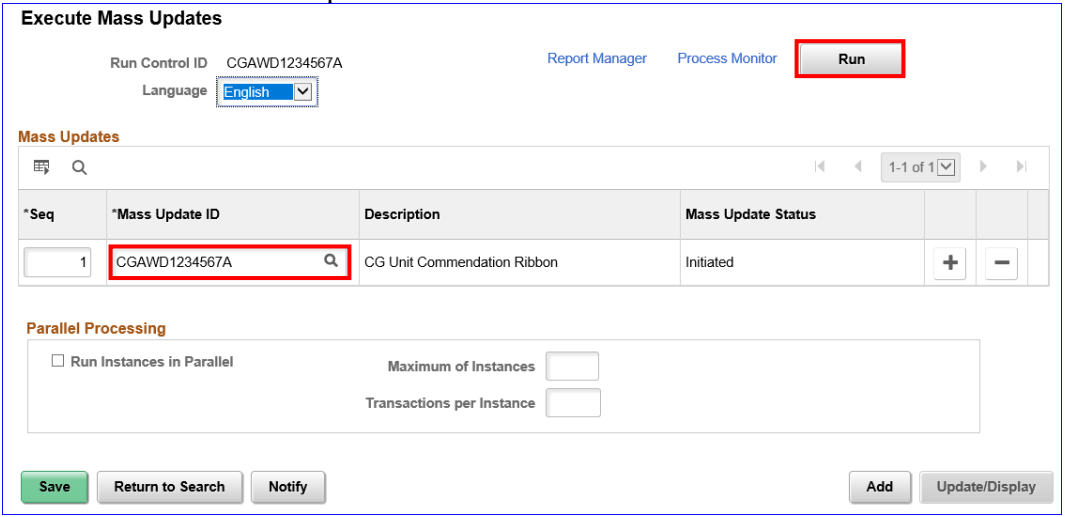
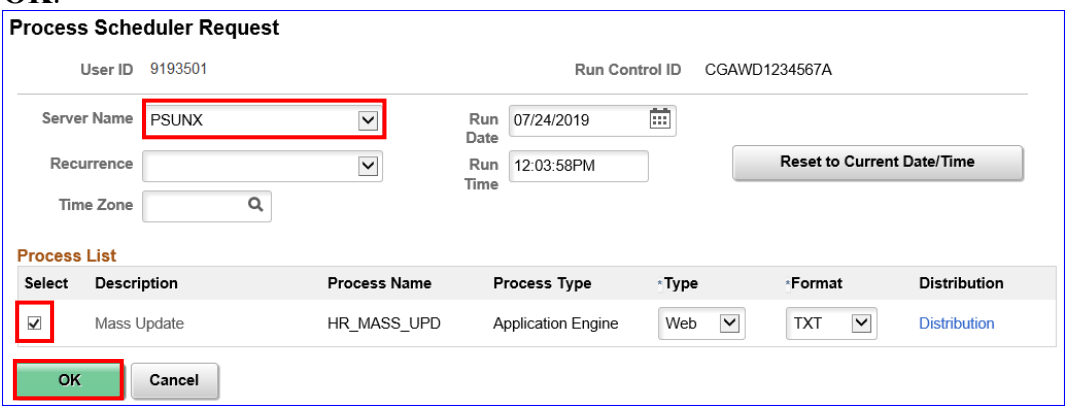
Procedures,
continued

Step	Action
2	<p>The Execute Mass Updates page will display. Under the Find an Existing Value tab, enter the Mass Update ID (established and used in the previous stages of this Mass Award Update) in the Run Control ID field. Click Search.</p> <p>REMEMBER: It is VERY IMPORTANT to pay attention to each step throughout the ENTIRE Execute Mass Update process. Failure to correctly enter any of the information indicated throughout the steps in this section will result in catastrophic failure, requiring the Mass Award Update process to be completely restarted at the Define Mass Update stage, including the creation of a new Text file with a new File name, Header name, and Mass Update ID.</p> <div data-bbox="312 815 1374 1402"> <h3>Execute Mass Updates</h3> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div> Find an Existing Value Add a New Value </div> <p>▼ Search Criteria</p> <p>Run Control ID begins with ▼ CGAWD1234567A</p> <p><input type="checkbox"/> Case Sensitive</p> <div> Search Clear Basic Search Save Search Criteria </div> </div>

Continued on next page

Execute Mass Update, Continued

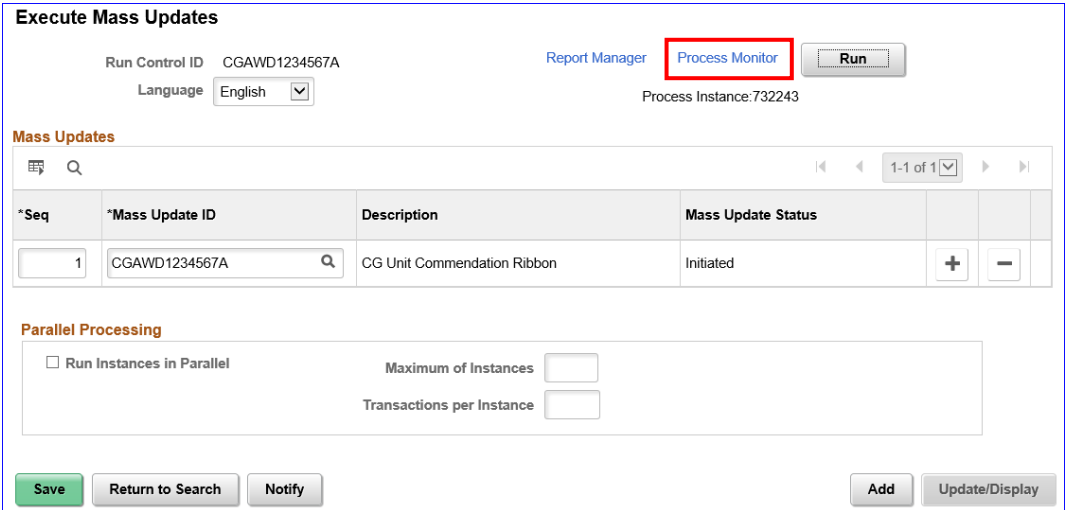
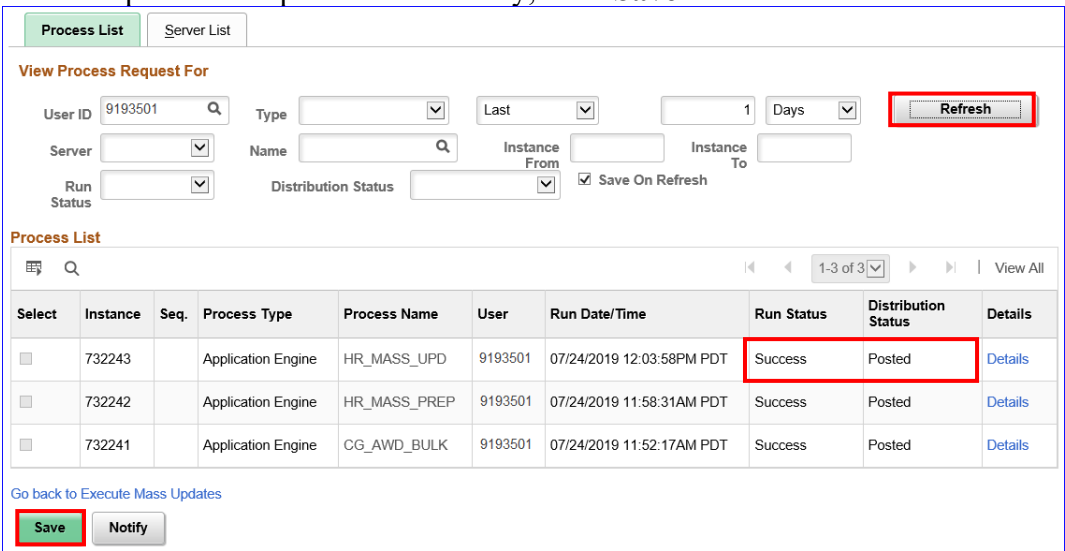
Procedures,
continued

Step	Action
3	<p>The Execute Mass Updates page will display. Enter the Mass Update ID (established and used in the previous stages of this Mass Award Update). Click Run.</p> <p>NOTE: The Mass Update ID may auto-populate. If it does, ensure it is the correct Mass Update ID before continuing. If it is incorrect, use the lookup and select the correct Mass Update ID.</p> 
4	<p>The Process Scheduler Request will display. Using the drop-down, change the Server Name to PSUNX. Ensure the Mass Update process is selected. Click OK.</p> 

Continued on next page

Execute Mass Update, Continued

Procedures,
continued

Step	Action
5	<p>The report parameters page will re-display with a Process Instance number. Click Process Monitor.</p> 
6	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click the Refresh button until the Run Status updates to Success and the Distribution Status indicates Posted. This may take a considerable amount of time depending on the size of the original Text file. Continue to click the Refresh button periodically.</p> <p>Once the process has posted successfully, click Save.</p> 
7	<p>The Mass Award Update has now been completed. To verify the award data populated correctly, review the members' Person Profile (Viewing an Honor/Award guide).</p>