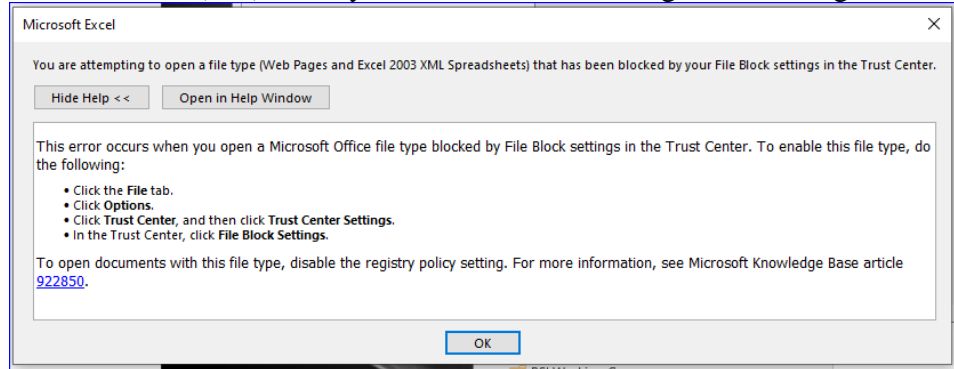


DA Excel Viewing Workaround

Introduction

This guide provides the procedures for opening an Excel document in Direct Access (DA) when you receive the following error message.



Procedures

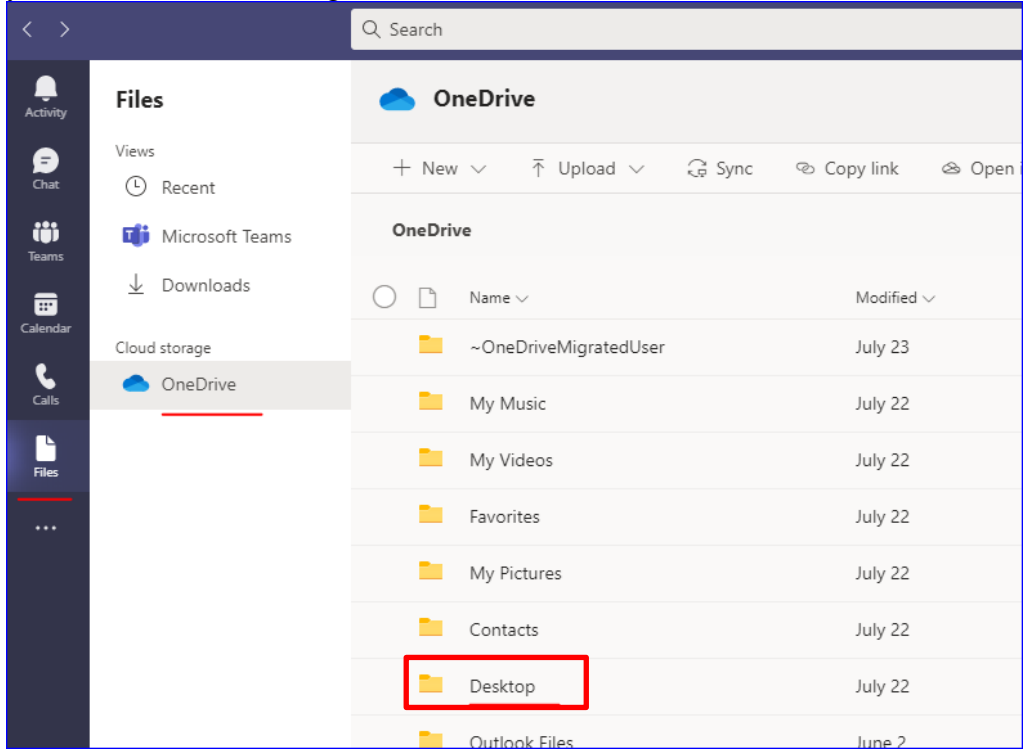
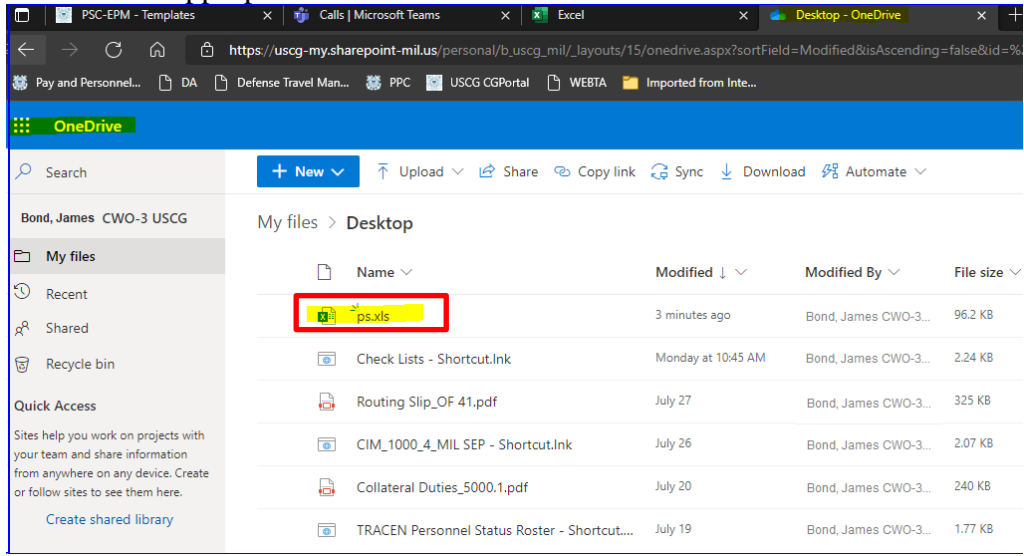
See below.

Step	Action
1	Save the Excel document to your desktop.
2	<p>Open the DOD365 or Microsoft Teams (easier).</p>

Continued on next page

DA Excel Viewing Workaround, Continued

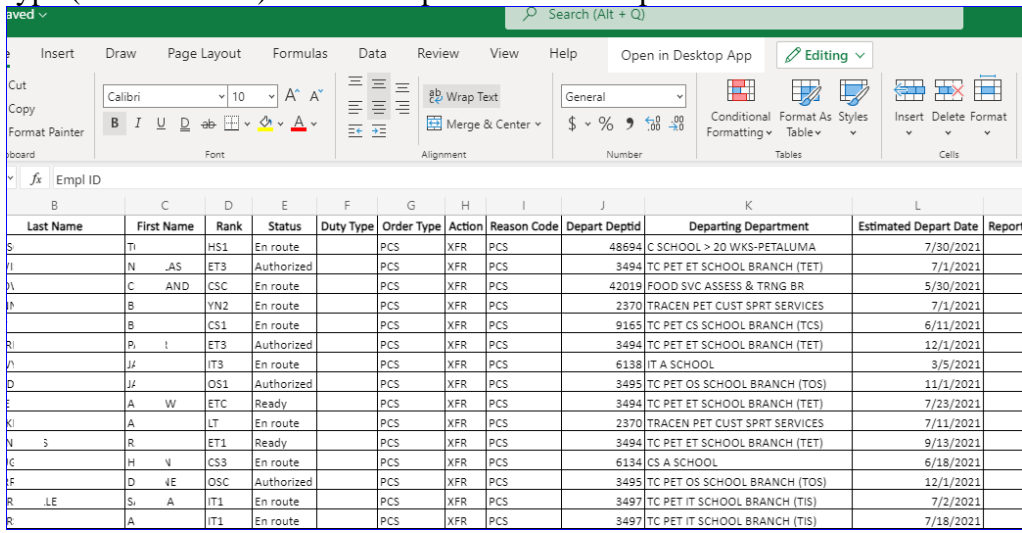
Procedures,
continued

Step	Action
<p>3</p>	<p>Select the file (Desktop section or where you saved it). You may need to add your email address for log in.</p>  <p>The screenshot shows the OneDrive interface. On the left, there is a navigation pane with 'Files' selected. The main area displays a list of folders under the 'Desktop' section. The 'Desktop' folder is highlighted with a red rectangular box. Other folders listed include ~OneDriveMigratedUser, My Music, My Videos, Favorites, My Pictures, Contacts, and Outlook Files.</p>
<p>4</p>	<p>Click on the appropriate file.</p>  <p>The screenshot shows the OneDrive interface with the 'Desktop' folder selected. A list of files is displayed. The file 'ps.xls' is highlighted with a red rectangular box. Other files listed include 'Check Lists - Shortcut.Ink', 'Routing Slip_OF 41.pdf', 'CIM_1000_4_MIL SEP - Shortcut.Ink', 'Collateral Duties_5000.1.pdf', and 'TRACEN Personnel Status Roster - Shortcut....'</p>

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DA Excel Viewing Workaround, Continued

Procedures,
continued

Step	Action																																																																																																																																																																																																	
5	<p>View the information or save the file back to the desktop as a different file type (ex: workbook). It should open in the desktop for future use.</p>  <p>The screenshot shows an Excel spreadsheet with the following data:</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Rank</th> <th>Status</th> <th>Duty Type</th> <th>Order Type</th> <th>Action</th> <th>Reason Code</th> <th>Depart Deptid</th> <th>Departing Department</th> <th>Estimated Depart Date</th> <th>Report</th> </tr> </thead> <tbody> <tr><td>S</td><td>TI</td><td>HS1</td><td>En route</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>48694</td><td>C SCHOOL > 20 WKS-PETALUMA</td><td>7/30/2021</td><td></td></tr> <tr><td>I</td><td>N AS</td><td>ET3</td><td>Authorized</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>3494</td><td>TC PET ET SCHOOL BRANCH (TET)</td><td>7/1/2021</td><td></td></tr> <tr><td>N</td><td>C AND</td><td>CSC</td><td>En route</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>42019</td><td>FOOD SVC ASSESS & TRNG BR</td><td>5/30/2021</td><td></td></tr> <tr><td>N</td><td>B</td><td>YN2</td><td>En route</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>2370</td><td>TRACEN PET CUST SPRT SERVICES</td><td>7/1/2021</td><td></td></tr> <tr><td></td><td>B</td><td>CS1</td><td>En route</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>9165</td><td>TC PET CS SCHOOL BRANCH (TCS)</td><td>6/11/2021</td><td></td></tr> <tr><td>R</td><td>P t</td><td>ET3</td><td>Authorized</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>3494</td><td>TC PET ET SCHOOL BRANCH (TET)</td><td>12/1/2021</td><td></td></tr> <tr><td>V</td><td>JJ</td><td>IT3</td><td>En route</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>6138</td><td>IT A SCHOOL</td><td>3/5/2021</td><td></td></tr> <tr><td>D</td><td>JJ</td><td>OS1</td><td>Authorized</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>3495</td><td>TC PET OS SCHOOL BRANCH (TOS)</td><td>11/1/2021</td><td></td></tr> <tr><td>E</td><td>A W</td><td>ETC</td><td>Ready</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>3494</td><td>TC PET ET SCHOOL BRANCH (TET)</td><td>7/23/2021</td><td></td></tr> <tr><td>KI</td><td>A</td><td>LT</td><td>En route</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>2370</td><td>TRACEN PET CUST SPRT SERVICES</td><td>7/11/2021</td><td></td></tr> <tr><td>N S</td><td>R</td><td>ET1</td><td>Ready</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>3494</td><td>TC PET ET SCHOOL BRANCH (TET)</td><td>9/13/2021</td><td></td></tr> <tr><td>C</td><td>H V</td><td>CS3</td><td>En route</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>6134</td><td>CS A SCHOOL</td><td>6/18/2021</td><td></td></tr> <tr><td>F</td><td>D NE</td><td>OSC</td><td>Authorized</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>3495</td><td>TC PET OS SCHOOL BRANCH (TOS)</td><td>12/1/2021</td><td></td></tr> <tr><td>R</td><td>LE</td><td>S A</td><td>IT1</td><td>En route</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>3497</td><td>TC PET IT SCHOOL BRANCH (TIS)</td><td>7/2/2021</td><td></td></tr> <tr><td>R</td><td>A</td><td>IT1</td><td>En route</td><td></td><td>PCS</td><td>XFR</td><td>PCS</td><td>3497</td><td>TC PET IT SCHOOL BRANCH (TIS)</td><td>7/18/2021</td><td></td></tr> </tbody> </table>	Last Name	First Name	Rank	Status	Duty Type	Order Type	Action	Reason Code	Depart Deptid	Departing Department	Estimated Depart Date	Report	S	TI	HS1	En route		PCS	XFR	PCS	48694	C SCHOOL > 20 WKS-PETALUMA	7/30/2021		I	N AS	ET3	Authorized		PCS	XFR	PCS	3494	TC PET ET SCHOOL BRANCH (TET)	7/1/2021		N	C AND	CSC	En route		PCS	XFR	PCS	42019	FOOD SVC ASSESS & TRNG BR	5/30/2021		N	B	YN2	En route		PCS	XFR	PCS	2370	TRACEN PET CUST SPRT SERVICES	7/1/2021			B	CS1	En route		PCS	XFR	PCS	9165	TC PET CS SCHOOL BRANCH (TCS)	6/11/2021		R	P t	ET3	Authorized		PCS	XFR	PCS	3494	TC PET ET SCHOOL BRANCH (TET)	12/1/2021		V	JJ	IT3	En route		PCS	XFR	PCS	6138	IT A SCHOOL	3/5/2021		D	JJ	OS1	Authorized		PCS	XFR	PCS	3495	TC PET OS SCHOOL BRANCH (TOS)	11/1/2021		E	A W	ETC	Ready		PCS	XFR	PCS	3494	TC PET ET SCHOOL BRANCH (TET)	7/23/2021		KI	A	LT	En route		PCS	XFR	PCS	2370	TRACEN PET CUST SPRT SERVICES	7/11/2021		N S	R	ET1	Ready		PCS	XFR	PCS	3494	TC PET ET SCHOOL BRANCH (TET)	9/13/2021		C	H V	CS3	En route		PCS	XFR	PCS	6134	CS A SCHOOL	6/18/2021		F	D NE	OSC	Authorized		PCS	XFR	PCS	3495	TC PET OS SCHOOL BRANCH (TOS)	12/1/2021		R	LE	S A	IT1	En route		PCS	XFR	PCS	3497	TC PET IT SCHOOL BRANCH (TIS)	7/2/2021		R	A	IT1	En route		PCS	XFR	PCS	3497	TC PET IT SCHOOL BRANCH (TIS)	7/18/2021	
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