FSMS Drill/ADT Audit Report

Introduction	This guide provides the procedures for running the FSMS Drill/ADT Audit Report in Direct Access (DA).
Information	The FSMS IDT/ADT Audit report is used to identify both Inactive-Duty and ADT-AT Orders to assist with mission readiness.

Procedures See below.



Continued on next page

Procedures,

continued

Step	Action									
2	Enter a Run Control ID and click Search.									
	If no matching values found, select the Add a New Value tab, create a Run									
	Control ID, then click Add.									
	FSMS Drill/ADT Audit Report									
	Enter any information you have and click Search. Leave fields blank for a list of all values.									
	Find an Existing Value Add a New Value									
	▼ Search Criteria									
	Search by: Run Control ID begins with KBV									
	Case Sensitive									
	Search Advanced Search									
	FSMS Drill/ADT Audit Report									
	Eind an Existing Value Add a New Value									
	*Run Control ID KBV									
	Add									

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Procedures,

Step	Action
3	• Enter the Administrative Target Unit (DISTRICT) OR Drill/Duty Dept (DEPT ID).
	• Enter the *AT Audit Start Date (the begin date of the period to be captured).
	• Enter the *AT Audit End Date (the end date of the period to be captured).
	• *Select Report – Select from the drop-down options.
	- All
	-FSMS Report Only – displays AD Orders only
	- IDT Drill Only – displays Drills only
	FSMS Drill/ADT Audit
	Run Control ID KBV Report Manager Process Monitor Run
	Enter Reporting BU / Dept / SELRES
	Administrative Target Unit 08 Q
	Drill/Duty Dept
	Enter Reporting Time Period
	*AT Audit Start Date 02/01/2024
	*AT Audit End Date 06/30/2024
	Report type
	*Select Report All
	FSMS Report Only (TranID Incl) IDT Drill Only (No TranID)
	Cause Deturn to Consult. Notify
	Add Opdate/Display
	Enter Reporting BU / Dept / SELRES
	Administrative Target Unit
	Drill/Duty Dept 036238 Q

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Procedures,

Step	Action	
4	Process Scheduler will display – click OK .	
	Process Scheduler Request	×
		Help
	User ID Run Control ID KBV	
	Server Name PSUNX V Run Date 04/17/2024	
	Recurrence Run Time 12:12:58PM Reset to Current Date/Time	
	Select Description Process Name Process Type •Type •Format Distribution	
	Image: SSMS Drill/ADT Audit Report CG_ATAUDF_AE Application Engine Web TXT Distribution	
	OK	
5	The FSMS Drill/ADT Audit page will display again. A Process Instance nu	mber
	should populate. Click Process Monitor .	
	FSMS Drill/ADT Audit	
	Run Control ID KBV Report Wanager Process Wollion Run	
	Enter Reporting BU / Dept / SELRES	
	Administrative Target Unit	
	Drill/Duty Dept	
	Enter Departing Time Period	
	*AT Audit Start Date 02/01/2024	
	AI Audit End Date	
	Report type	
	*Select Report	
	Save Return to Search Notify Add Update/Disp	olay

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Procedures,

					A	ction					
The Process List will display. Click Refresh periodically until Run Status											
displays Success and Distribution Status indicates Posted.											
< FS	MS Drill/AD	T Audit					Direct	Access			
Pro	cess List	Server	List								
View F	rocess Red	uest For									
User	D 1234567	Q	Туре	✓ Date R	ange 🗸	From 01/01/2024 📰 To 1	2/31/2024	Refres	h]		
Serv	er	~	Name	Q Instanc	e From	Instance To		Clear			
6	Run	,	Distribution State	us	✓ Say	ve On Refresh Repo	ort Manager	Reset			
▼ Pro	cess List										
F	Q							€ 1-1	1 of 1 🗸 🕨	▶ View	
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	
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Procedures,

	Action	
Click on the .csv file link.		
	View Log/Trace	
		He
Report		
Report ID 1576252 Pr	rocess Instance 1546637	Message Log
Name CG_ATAUDF_AE	Process Type Application Engine	
Run Status Success		
FSMS Drill/ADT Audit Report		
Distribution Details		
	Expiration Date 06/17/2024	
Distribution Node RPTNODE	Expiration Date	
File List	File Size (butes) Det	atima Created
Name	File Size (bytes) Dat	etime Created
AE_CG_ATAUDF_AE_1546637.stdout	294 04/1	18/2024 4:26:04.082461PM EDT
CG FSMS AT ORDER DRILLS AUDIT.CSV	67 420 04/1	18/2024 4·26·04 082461PM EDT
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Procedures,

Step	Action							
11	Locate and open the file. It will display in a .csv format (see the <u>Converting .csv</u>							
	<u>files to .xls</u> files user guide to convert .csv to .xls to prevent any loss of							
	formatting).							
	CS Saved Captures & Emails - C X							
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	> 105_mLINQS Name Status Date modified Type Size							
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	> 🛅 107_PSI Program 🗐 521338 - Unable to Access Payslips & 1099R_Verbeck C 4/18/2024 2:16 PM Microsoft Word Document :							
	> 108_Reserve Information 251429 - Prior Unit Roster_STA Portland O 4/16/2024 2:32 PM Microsoft Excel Comma Separated Value							
	Top_PowerPoints - Screen: States - Prior Unit Roster_AirSta Elizabeth City O 4/16/2024 2:32 PM Microsoft Excel Comma Separated Value							
12	The report contains the following data columns to view, sort, and/or filter as needed. A B C D E F G H I J K L M N O Trans JOB Empl Order Order Order Begin Order End Alternate Currently in MANAGER_ ID Name ABBREV Empl ID Record Deptid Dept Name Status Entry Date Dill Date Date ID Amend Mode APPR_IND 0 IBM1 0'000212 CG STA BUFFALO 2/17/2024 1/1/1900 1/1/1900 Y							
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